

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH

Rules and Village Administration Committee

Held January 22, 2025

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The Village of Plymouth convened in Rules and Administration Committee on January 22, 2025 at 4:32PM in person. The following members and visitors were present:

Mrs. Susan Moore Present
Mr. Jeff Brown Present
Ms. Susan Broderick Present

EMPLOYEES: *DiAnn Jamerson, Fiscal Officer; James Burton, Administrator; Rebekah Fearing, Tax/Court Clerk; and Mayor Fryman.*

VISITORS: *None*

Mrs. Moore called the meeting to order.

1. Returned check fee. Our current return check fee is \$25.00. The bank charges us \$25.00 when someone's check is returned. Most places are charging \$40 - \$50 for the return fee.

The committee concluded that \$40.00 would be the proper amount to charge. It was asked if legislation is needed. In the past, we were told the Administrator could make policies for the Utility Office. The Fiscal Officer will double-check to make sure nothing else is needed. If legislation is needed it will be prepared.

2. Fraud training. What can be done to employees that do not complete the training.

Discussion took place on several ideas.

- If not completed in 30 days, the next shift they work, they must complete class before starting shift.
- Hold pay until training is completed.

Fiscal Officer to check with the Solicitor to see what we are allowed to do.

3. Ground cover ordinance. It was stated what we have in our ordinances we cannot use. Studenmund states this is being used in a lot of communities now. Fearing stated Studenmund did send a notice. It was mowed, but if it would not have been there would not have been any repercussions.

It was stated to proceed with presenting the ordinance to council.

4. Handbook updates.

Discussion took place on the following:

Add:

- 3.10(B) After 2 years service completed 80 hours.

Remove:

- 3.10(D) remove "Any employee's request exceeding 40 hours of vacation cash conversion shall require Council's approval"
- 3.10(G) "provided the employee is given (3) months written notice of the necessity to use the vacation prior to its forfeiture."

Change:

- 4.18(CDL) " All Utility employees are encouraged to acquire CDL with class B tanker endorsement as required by State law prior to driving for the Village"

5. Review Job descriptions

- Moore stated we will review the water and wastewater tech at the next meeting and work our way through the ones that have not been updated.

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- Also the Fiscal Officer is to correct the pay range on the following:
 - Administrator
 - Assistant Utility Clerk PT
 - Assistant Utility Clerk FT
 - Grounds Maintenance
 - Tax/Court Clerk
 - Utility Worker

Next Meeting will be February 27, 2025, at 4:30pm

Meeting adjourned at 5:34PM.



DiAnn Jamerson, MMC, Fiscal Officer

All formal actions of the Village of Plymouth concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.