

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH Rules Committee Minutes

November 2, 2021

Rules Committee on September 21, 2021 at 5:44pm. The following were present:

Mayor, Cassaundra Fryman
Fiscal Officer, DiAnn Jamerson
Councilwoman, Elaine Root

Councilwoman, Joan Felver
Councilwoman, Susan Moore
Councilwoman, Joan Felver
Councilman, Dwayne Cassidy
Councilwoman, Susan Broderick

Summary of items discussed.

1. Assistant Utility Clerk – Job description

- a. Reviewed Assistant Utility Clerk Job description
 - i. Added additional administrative duties as assigned
- b. Discussion took place on ordering desk top computer
- c. Discussed setting up phone

2. Tax/Mayors Court – job description

- a. Reviewed
- b. Will be revised
- c. Discussion to place on changing Rebekah's job description

3. Village Administrator

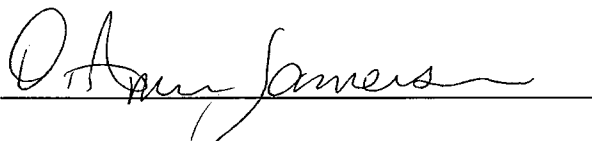
- a. Revised C. under skills and knowledge.

4. Designee of Council for records training

- a. It was recommended to repeal the designee of council for training so that Council members take the classes on-line or by other means.

Meeting adjourned at 6:30pm.

Respectfully submitted,



DiAnn Jamerson, Fiscal Officer, MMC