

# RECORD OF PROCEEDINGS

## VILLAGE OF PLYMOUTH Finance Committee Minutes

May 17, 2023

Finance Committee met on May 17, 2023, at 5:30pm. The following were present:

**Committee Members:** Mrs. Moore, Mr. Hurles, and Ms. Broderick

**Employees and other Councilmembers:** Mayor Cassaundra Fryman; DiAnn Jamerson, Fiscal Officer; James Burton, Administrator; Rebekah Fearing, Tax/Court Clerk,

**Visitors:** None

Chairperson Moore called the meeting to order stating the purpose of the meeting was to go over the pay range for the position of Grounds Maintenance Assistant.

Fiscal Officer handed out the legislation which had blanks to fill in.

Discussion took place on the following:

- Qualifications
- Job title
- hours per pay vs. total hours per year
- pay range
- effective date
- starting pay rate, position with no benefits, part time position clarification

### **Qualifications**

Changed from "Completion of high school education and a minimum of \_\_\_\_\_ years of experience or training in building maintenance" to "Completion of high school education and prior experience or training in building/grounds maintenance"

### **Job Title**

changed from "Grounds Maintenance Assistant" to "Buildings/Grounds Maintenance Assistant"

### **Hours per pay vs. hours per year**

Due to the nature of this position requiring more hours in the spring/summer months to limit the hours to 29 per week would be difficult to get items done. It was stated that it could be done for hours per year not to exceed the 1,559 per year, since a part of the job was seasonal, and anything over 1,560 would require medical benefits to be paid.

### **Pay Range**

Since this is a new position the committee had to determine the pay range. It was thought since it would need to be re-evaluated at the end of the year to use \$12.00 to 17.39.

### **Effective date to start**

It was stated to start the new position with the beginning of the next pay period. Which is May 28, 2023.

### **Starting pay**

Clarification was made this is a part time position with no benefits. It was asked to clarify "part time" in the heading and line 1 of the Resolution. Discussion also took place on the starting pay. Originally, it was discussed as \$15.50. After additional discussion of the responsibilities and the combination of two positions it was suggest as \$15.67. It was also stated that the current custodian was currently doing a lot of the duties of the new job description and stated they did not think additional compensation was needed. An explanation that this was a new position, after the passage of this resolution there would no longer be the positions of part-time/seasonal

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park caretaker or custodian. This is a new position with a combination of duties and additional responsibilities.

### **Pool employee rates**

Discussion on the ranges of the pool employees took place. It was asked what the employees made last year. Administrator Burton asked for clarification on the employees who have guarding experience but are new employees. He felt that should start higher than a person who is a first-year guard.

The recommendation was as followed:

- (a) Joshua Clark - Pool Manager \$13.50 per hour.
- (b) Laura Music - Assistant Pool Manager \$12.50 per hour
- (c) Addison Cushing - Lifeguard \$12.00 per hour.
- (d) That Cohen Sturts - Lifeguard \$12.00 per hour.
- (e) Gavin Bishop – Lifeguard \$11.00 per hour.

Meeting adjourned at 6:26pm.

Respectfully submitted,



DiAnn Jamerson, MMC, Fiscal Officer