

# RECORD OF PROCEEDINGS

## VILLAGE OF PLYMOUTH Service Committee Minutes

June 01, 2023

Service Committee on June 01, 2023, at 10:12am.

This meeting was recorder for internal reference.

The following were present:

**Committee Members:** Mr. Patrick, Mr. Brown were present. Mrs. Carter was absent.

**Employees and other Councilmembers:** Ms. Broderick, Councilwoman; DiAnn Jamerson, Fiscal Officer; James Burton, Administrator; Rebekah Fearing, Tax/Court Clerk.

**Visitors:** None

Mr. Patrick deferred to the Administrator to start the meeting with the topics he wanted to discuss.

Administrator Burton's first topic was about a new potential seasonal employee. He would like to hire Garrett Bishop to help mow. His plans were to put Bishop with Trace McVey, our other part-time mower, down at the cemetery. Ms. Broderick asked why that was needed if we already had Mike Follett mowing at the cemetery. Mr. Patrick stated Follett only works 2-3 hours, here and there. Broderick was still confused why we needed another one. Mr. Brown pointed out that McVey does more than just mowing. Burton said yes, while they were waiting for his new full-time employee to start, McVey was able to help fill in with his utility crew. Trace will now be mowing and weeding and spraying weeds on the square.

Patrick stated before we had them mowing the park, now Fullard is taking over the park. Patrick didn't have a problem using him 15-20 hours at the cemetery. Patrick stated that cemetery is a job, and we catch all kinds of static if it isn't maintained.

Discussion moved into Gretchen Fullard's newly increased duties and hours. Patrick stated he thinks we have enough people, but he is all about the kids. Comparing to what we were paying the mowing company, this is less expensive.

Broderick stated we just hired another full-time utility worker. It just seems like we are getting a lot of new people working here. Patrick stated the new guy gives him four full time utility guys, then he has Trace McVey, and Gretchen.

Burton stated he wants to use McVey as mowing, weed eating and spraying around town. Burton stated he can just have McVey and Follett down at the Cemetery mowing.

Patrick stated he is all about kids, he is all about hiring two kids every summer, and he understands we hired Fullard at the park. Discussion between Fearing and Patrick regarding Fullard's hours. Burton stated his goal is he wants the park taken care of, and he wants the cemetery to stay looking good.

Mr. Patrick stated to wait on hiring the additional seasonal employee. Patrick wanted to wait and put it on hold until they talk to Mike Follett. And as Councilmembers we will discuss it and bring it up. Patrick again stated he is all about the kids but even if we would hire him, he doesn't think he would need to work 25-30 hours, maybe 15- 20 hours per week. He would like to see what Gretchen can do. How many hours to mow and how many hours to clean. Patrick would rather give Gretchen 29 hours than less than that because we have hired someone else. He asked Burton to let him know in a couple of weeks where things are at and they can bring it back up and talk about it.

Broderick stated we need that kid as a lifeguard not mowing. He is a lifeguard, right? Fearing stated no, this is his twin.

Burton to look into it. Brown asked if we had our two kids this year, and Burton stated no, we just have one, McVey.

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Mr. Brown stated if we set Fullard up as salary with limited hours (1500) per year she could adjust her scheduled as needed. That way we utilize her hours more efficiently.

Patrick's only problem with that is we are paying Fullard \$16.50 per hour comparable to 11.00.

Burton was asked to track her mowing hours. Discussion on hours.

Broderick stated and we just hired another full-time utility worker we could use him to mow if needed. We need to maximize the employees we already have.

Brown stated it boils down to good management of time and money. He is not trying to squeeze him out of hours, if there something else he could do.

Patrick stated there is a lot of mowing that is needed done in this town.

Patrick stated Burton to take a couple weeks and figure this out and once Burton has details, they can have another meeting.

Broderick stated she wasn't on the service committee but that sounded good. Patrick stated when you are here in his circle – when he is running the meeting – you can talk up and say what you wanna say, he has no problem with that, he doesn't care.

Brown clarified Burton is to take a couple of weeks to see how things go, and the work load and will discuss this at the next meeting.

Discussion took place on Fullard being salary. Brown stated we have an opportunity with a very dynamic employee that has additional hours we can use. Brown would personally like to see her set up on more of a salary pay, based on her hours of 1560 or whatever they are, she would get a consistent check throughout the year, rather than the fluctuation.

The Fiscal Officer stated there are rules on a salary employee. Brown stated she would be hourly but using the total hours she can work for the year and divide it up evenly, weekly. Brown stated to Jamerson you can get around stuff like that. Jamerson stated no, she doesn't do that, not with the State, not with the auditors. Broderick stated we would then be paying her for hours she wasn't actually working yet, she thinks there should be a way to do that. Jamerson stated they used to pay the cemetery sexton that way but we were told we could no longer do that. Jamerson advised them to ask the Solicitor about those rules.

Patrick stated he is concerned with the guys we have. He knows we got away from it but would like it to come back, he would like the guys to be eligible to get like 50 hours of comp time. He has been talking to some people, His son works in Mansfield and he knows they are Union and bigger place but they get comp time. So, when the guys worked overtime the other day they could have had comp time. Jamerson stated when you do that, they still get 1.5 hours of comp time for every hour. He was asking what Jamerson thought about that, he stated she had been through it before and wanted to know if it was feasible. Jamerson stated the problem is when they get comp, there are times when you don't have anyone working at all. Everyone used it all at the same time. We also have people that cannot use their vacation time let along comp time.

Patrick asked can we make it at the administrator's discretion? They can use comp time but at his discretion. So as an example, if Theo wanted to take off today and Wagers decided he wanted to take off. Jamerson stated she didn't know if we could deny their comp time. Burton asked if that was something we could ask the Solicitor. If they earn it I think they can use it whenever they want unless you make up rules and whatever the handbook says.

Patrick would just like to give them some kind of incentive. Patrick stated he has called around and knows what some of the guys are making; and he can't see the Village teaching McVey about water taps and other things for free for him to go to Mansfield or Shelby. He is using him as an example, teaching someone and keeping them here, and giving them some kind of an incentive. The majority of places around here give some type of comp time. Plymouth gives none. Burton asked is that for part-time. Patrick stated this is for full time employees. He is just using trace as an example. Do you want to teach

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kids and the next year we need to teach someone else, and the following year we have to teach someone else? We are teaching how to do various jobs in the Village do we want them to go somewhere else. It seems we are giving them an education for free.

Broderick stated this sounds like something that should go to Rules. Joan and Elaine had talked about it before. Broderick also stated we could check out the laws and talk to Solicitor Burton about it.

Patrick wanted to bring it up here and see where it would go. He has no problem with it going to Rules.

Burton asked Jamerson if you have an hour over does that give you two hours of comp time. Jamerson stated if you have an hour of overtime it would give you one and a half hours of comp time. You can't limit it. That was a problem in the past. We were getting so much comp time, that between there comp time and their over time they could not use it all.

Patrick stated maybe just let them get 24-hours of comp time. Discussion on comp time, sick leave and vacation.

Patrick thinks it is an incentive to stay. They can make more somewhere else.

Brown asked if you could allow so much to be earned in comp time and once that is reached they would be paid overtime. Jamerson thought that could be done. Patrick asked if Broderick could bring that up in rules. Broderick stated she would. Broderick would not want it to be combined with holidays. Discussion took place on rules of when they could use and how to manage it.

Patrick stated he is a stickler on safety. He wanted five shirts per person ordered today. They get five shirts per year. He has the sizes. They are as following:

Brentan – 2xl  
Jimmy – lg  
Theo – lg  
Korry - sm  
Trace - lg  
Gretchen - 2x

Patrick wants them for all employees. They should get new ones every year on June 1, 2023 and next year on June 1, 2024. five safety shirts per year for all utility employees.

Patrick asked what is Burtons plan on exercising valves. Burton stated once they get the leak across from his house done, he has some parts to put on the machine. He will brake the guys up and have them start working on the valves. He also needs to get the guys back on the line for West Broadway.

Brown asked if there is any kind of maintenance of this type of special equipment. Maybe they could do maintenance in the winter. Patrick stated he believes per the EPA we need to be exercising them once per year. And it hasn't been done since he became Administrator. Burton would like them to start on 61 first then go to the side streets.

Patrick also asked about cold patching. There are numerous places all over town that need done. Burton stated yes sir.

Patrick also stated he got a call from Dave Shepherd, Shepherd would like the Village to take it or he will take it so they could mow. Wanted to know if Burton could send the guys down to move the spindle so Shepherd could mow this weekend.

Patrick stated another thing is he had talked to Sue about the road and basketball court. It would probably be around the 11<sup>th</sup>. He is hopefully going to do the road, East High Street around the same time. Patrick and Burton will have to get with him when it gets closer. Burton asked you said the 11<sup>th</sup>. Patrick stated yes, June 11<sup>th</sup>, but Thompson will get a hold of Patrick because they have to dig the basketball court out 10 inches. Patrick stated he will contact him before then



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and Patrick would contact Burton. Burton wondered if they could use the auger on the holes for the basketball poles. The area is 50 x 90.

Patrick stated he didn't know if Burton noticed this or not but Patrick noticed dents on the truck the other day, looks like someone dented the truck on the backside. Patrick stated anytime there is an accident it has to be reported to Burton and Jamerson. Burton stated the dent was there it has been there before he took over.

Patrick asked if it had been turned into insurance. Patrick also stated we need to maintain this stuff. Patrick stated on Fridays at noon he to see the trucks washed and cleaned. Patrick stated he is going to do is talk to Ed at Tucker Cash Wash in Shelby and see if he will cut the Village a deal so we can go thru and wash our trucks. Would Burton be ok with that. It would be driving thru the car wash and clean the under carriage.

Patrick would also like a timeclock put in the Village building. For all employees in this building. He doesn't care if they are salary or not they all have to clock in. We can't have people coming in at 9:30, 10:00 and expect your people to be here at 7:30.

Broderick stated they talked about this before and here we are again discussing this 3 years later. Do we have one. Didn't we order a bunch. Burton stated we ordered three. Pool, Utility garage, and Park garage.

Patrick wants one timeclock ordered and the shirts order.

Discussion took place on having Village or VOP on the shirts so people know they are associated with the Village.

Brown to check with his friend to see if its something he can do. He can make anything, and can put logos on it and if there isn't one he can make one up.

It was stated Burton needed them also. Discussion took place on logos and shirts and the amount of time it would take to print them.

Patrick feels the shirts should be mandatory.

Meeting adjourned at 11:10am.

Respectfully submitted,



DiAnn Jamerson, MMC, Fiscal Officer