

# **RECORD OF PROCEEDINGS**

## **VILLAGE OF PLYMOUTH Service Committee Minutes**

**September 10, 2020**

Service Committee met on Tuesday, September 10, 2020 at 1:00pm. The following were present:

Councilman, Matt Patrick  
Councilwoman, Susan Broderick  
Councilman, Dwayne Cassidy

Administrator, Tom Rusynyk  
Fiscal Officer, DiAnn Jamerson  
Fire Chief, Richard Metzger  
Rebekah Fearing, Administrative Assistant

### **Facebook meetings and recording**

Discussion took place on recording meetings and airing them live.

- Is it necessary to record and do live meetings if the building is open.
- It creates drama and issues by comments made.

### **Overtime**

Discussion took place on overtime.

- Need to get a handle on it.

### **Chain of Command**

Need something that shows the chain of command. When the Administrator is gone, James Burton is in charge. If there is a problem or question, it should go through him.

Discussion took place as to how to get this done. Possibly a title change. In addition, should there be compensation when acting as Village Administrator.

### **Event Committee**

It was asked what this committee is for and who is on it. The Fiscal Officer stated Matt Patrick and Elaine Root were on the committee.

Discussion took place as to PIC, Lions Club, and other organizations.

### **Vac Truck**

It was stated to make sure the guys understand it is to be taken care of. Make sure that employees have the proper cdl license.

### **Park and Custodian Positions**

Discussion took place on the park and other items being done as custodian. Thinking of combining things like mowing, snowplowing, weeding, etc.

### **ODNR Park/Pool Grant**

Susan B and Village Administrator are working on this.

### **Communication with Plymouth Improvement Committee**

Possible solution is for the Administrator to meet with Katie and have a bullet point list of events on a monthly basis.

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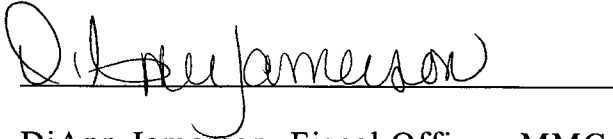
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Discussion took place on James Burton as Acting Administrator when the Administrator is not working. Looking into maybe changing title and possible rate increase. Unsure if it will be while in Administrator position or all the time.

They would like to see the square in top-notch shape first thing in the spring.

Respectfully submitted,

A handwritten signature in cursive script, reading "DiAnn Jamerson", is written over a horizontal line.

DiAnn Jamerson, Fiscal Officer, MMC