

# RECORD OF PROCEEDINGS

## VILLAGE OF PLYMOUTH

### Rules and Finance Committee Minutes

January 16, 2020

Rules and Finance Committee met on Thursday, January 16, 2020 at 1:00pm. The following were present:

Councilwoman, Joan Felver  
Councilwoman, Elaine Root

Administrative Clerk, Rebekah Fearing

Administrator, Tom Rusynyk  
Police Chief, Thomas Hintz

Fiscal Officer, DiAnn Jamerson

**Various Employee Incentives-** Councilwoman Felver wanted to explore a few different employee incentives. They are as follows:

- **Sick Pay-** Right now there is a cap on the amount of sick leave an employee can accrue- 480 hours. This cap was put in place September of 2017 amending the cap of 720 that was put in place May of 2016. It was asked if the hours being denied have been tracked over the years. The answer is yes, they are tracked, and would be easy enough to add back in to the employees accrued sick time.
  - Other ideas discussed pertaining to sick leave are:
    - Giving the employee the option to “cash out” a portion like what is able to be done with 40 hours of vacation time.
    - “Gifting” sick hours to another employee in need.
    - “Transferring” sick into vacation time to be taken at an employee’s leisure.
    - These conditions would only be made available once an employee reaches a determined amount of accrued time.
- **Longevity-** Full time employees are eligible for longevity pay after the completion of three years. It is accrued at \$100 per year; but stops accruing at 15 years (\$1,500). It was thought maybe the limit should be moved from 15 to possibly 20 or even 25 years (\$2,500). The idea behind this is to give employees who have been loyal for such a long time something to continue to strive for. It was asked if the longevity pay for employees that has already been paid for 2020, can be retroactive. DiAnn thinks there might be a penalty from OPERS, but will look into it.
- **Compensatory “Comp” Time-** A number of years ago the Village used to offer comp time to employees. It was stopped because DiAnn found it very hard to track and, at the time, there was not proper supervision as to *who* is able to take comp time *when*.
  - Items discussed pertaining to comp time are as follows:
    - Employee will be given the option to be awarded comp time or receive over time pay for hours worked above 40 hours per week.
    - If at all possible, comp time should be taken within the same pay period to avoid the hassle of keeping track of hours.
    - The question was asked if comp time would be awarded as, and equal to, 1.5 hours or if it would only be given as one hour.
    - In order to do comp time all employees (salary and hourly) would be required to clock in and out using the Village’s current time keeping system. Any hours worked cannot be hand written on time cards, nor inserted on time clocks. This helps with accountability. It was again mentioned, all employees should be doing this whether or not comp time is implemented or not.

**Municipal Building-** Councilwoman Felver made the comment she would like to see the municipal building, including the gymnasium, used more often. The latest issue concerning keys and kids playing basketball, seems to have been resolved, with the use of “contracts” and requiring kids to be accompanied by an adult.

**PIC and Pool-** It was asked if PIC was still planning on fronting the money for the operation of the Village pool this season. Rebekah and DiAnn both stated, that yes, they believe that is the intention of the Plymouth Improvement Committee. There is still monies available in their (PIC) savings account designated for pool and pool only.

- Other items discussed pertaining to the pool are as follows:
  - There will be an open interview session hosted at Plymouth High School for all interested in becoming a lifeguard at a date yet to be determined.

# RECORD OF PROCEEDINGS

## VILLAGE OF PLYMOUTH

### Rules and Finance Committee Minutes

January 16, 2020

- The decision was made NOT to charge the Plymouth Improvement Committee for water and electric usage for the pool.
- The necessity of a written contract being drawn up between the Village and PIC for the 2020 pool season was once again reiterated. This contract should outline *who* is responsible for *what*. This includes not only the money aspect of the operation but also the decision making.

**Sidewalks for School-** Administrator Rusnyk reported the Sidewalks to School grant is probably not going to happen this year. One of the main requirements places a minimum on the number of kids that live within a certain distance from the school, which we, unfortunately, do not meet.

**Golf Carts-** Councilwoman Root wanted to clarify the claim of the Village not allowing golf carts. This is not a rule the Village even has to have; it is actually regulated by the ORC. There is nothing in our Ordinances that restrict the use of golf carts. Chief Hintz does, however, think the Village should establish their own rules. An example would be what roads you can and cannot drive on. Any stipulations the Village puts on the use of golf carts, would not supersede the regulations outlined by the State. These examples include, but are not limited to: being a licensed driver, carrying insurance on the cart, having working headlights, taillights, and turn signals, etc.

**Cemetery Mowing Contract-** Administrator Rusnyk was asked to provide an update for the cemetery mowing contract. Rusnyk explain that part of the hold up on getting a new signed contract with Optimax was due to a Councilmen asking him to hold off because he knew someone interested. Since no interest was ever shown, Rusnyk felt it best to proceed to signing with Optimax. Councilwoman Root's opinion was that was a good idea because we know Optimax does good work.

**Uniform Allowance-** A uniform allowance is provided to all full and part time police officers; full time receive \$600 and part time \$200. Chief Hintz wanted to make sure it was known that you cannot uniform a full-time cop for \$600 a year. DiAnn did mention she may have to change the way uniform allowances are reported. In the past, the dollar amount was excluded from an employee's W2 wages, as long as the employees provide the proper receipts/paperwork. In the last couple of years there has been more and more of a struggle getting the requested documentation, therefore, the allowance will now be reported on the W2 and be subject to tax.

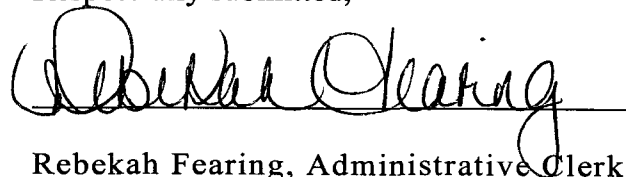
**Employee Evaluations-** Fiscal Officer wanted to discuss the change made to the evaluation/raise procedure. Council made the decision to change the ordinance to reflect the handbook; however, the handbook should have been changed to reflect the ordinance. Right now everything is out of order. Jamerson feels the newly passed ordinance should be repealed, go back to the original motion, and make any necessary changes to the handbook. Both Felver and Root believe the intention behind the original motion was to have all raises in place by the first of the year.

**Vehicle Leases-** The current leases on the three utility trucks and two police cruisers are up in March. Discussion took place, it was as follows:

- Administrator Rusnyk's plans to trade in all three of his department's trucks and hopes to get three smaller trucks. He doesn't feel the need to lease such big/powerful trucks and feels that getting smaller version would potentially decrease the payments.
- Chief Hintz would like to trade in one of his leased police cruisers along with the Caprice and in return lease two new vehicles. He plans to use the Explorer not being traded in to replace the Caprice which has cost us a lot of money in repairs.

Meeting adjourned at 3:41PM.

Respectfully submitted,



Rebekah Fearing, Administrative Clerk