

From: dr1412@frontier.com

Sent: Saturday, April 8, 2017 12:14 AM

To: administration@bremenvillage.com; mhenwood3@columbus.rr.com; tank1695@hotmail.com; flowergarden133@gmail.com; grandmatoni1@columbus.rr.com

Subject: Administrative Process Notes - 4/8/2017

Meeting was called to order at 7:00 PM with members in attendance, Chair Dave Ray, Administrator Jeff White, Sherman Prince, Liz Lehman, and guest consultant Susan Henwood.

The meeting was called to executive session to discuss a personnel issue. Meeting was called back to order at 7:45 at which time Mrs. Henwood departed..

- Jeff White. Byron Bowersox has very few working days before retirement. We need to declare new operators of record for both water and wastewater departments per EPA dictates. This committee will recommend to Council at the meeting on Monday the 10th that:
 - Chance and Ron be declared full time employees of the village by waiving the remainder of their "instructional period".
 - That Ron Stevens' will be declared the Operator of Record for the Bremen water systems, and
 - That Chance will be declared the Operator of Record for the Bremen wastewater systems.
 - That in recognition of past service to the Village of Bremen as a part-time laborer in excess of time requirements normally attributed to an instructional period, Brandon Hill should also be declared to be a full time employee as of 4/11/2017.
- Discussion was heard about the recent absence of Brad Gotherd due to a serious ear infection problem and it was noted that he has proper documentation from doctors and has maintained contact with Jeff during the same. Due to the nature of the ailment it was recognized that he would possibly be at risk around equipment during his convalescence.
- Jeff inquired about who is responsible for the filing of our ordinances documents that are about a year behind. It was assumed that should be the charge of the Clerk/Treasurer.

Wording changes for the Village Employee Handbook were reviewed for further clarification to several sections. Jeff will get them ready for distribution at the Council meeting.

Jeff passed out copies of formal job descriptions to be added as a "Section 15" to the handbook. Only a couple more will be needed to have all present job positions covered. Liz requested a delay for review before recommendation for adoption by Council.

Meeting adjourned at 8:45

Chairman Dave Ray

Sent from Mail for Windows 10