

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

November 6, 2023

8:00 AM

I. Call to Order: Meeting was called to order at 8:00AM.

II. Roll Call - Attendance:

Present: Dave Ciganick, Bryan Hardy, and Dan Bennett

Absent: None

Staff Present: Nicole Essad, Clerk; Bradley Keiser, DWP Supervisor; and Bill Drollinger, Police Chief

Public Present: Sherry Comben

III. Approval of Agenda: The agenda was approved as presented.

Motion by Bennett, seconded by Ciganick to approve the agenda as presented. Motion Passed by unanimous voice vote.

IV. Approval of Minutes – August 30, 2023: The minutes of the August 30, 2023 meeting were approved as presented.

Motion by Ciganick, seconded by Hardy to approve the minutes of the August 30, 2023 meeting as presented. Motion Passed by unanimous voice vote.

V. Conflict of Interest: None presented.

VI. Public Comment: None presented.

VII. Old Business: None presented.

VIII. New Business

- a. Municipal Service Agreement:** Trustee Ciganick asked about the number of units. It was noted that a unit is a bedroom and bathroom or suite. A general discussion was held about the number of units, police services, public streets and sidewalks. Clerk Essad stated that the reference to public streets and sidewalks is for all of the village not only the ones in the development. It was suggested to prorate the \$24,000. It was noted that the municipal service agreement term coincides with the Brownfield Term. A general discussion was held about the Remedies paragraph and Recording a Memorandum of Understanding.

Motion by Hardy, seconded by Bennett to have staff make the changes discussed and work with developer to finalize agreement. Motion passed via unanimous voice vote.

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- b. Contract for Independent Contractors:** Clerk Essad explained that the labor attorney will have something to her tomorrow. Trustee Ciganick stated that Cathy Odom and Dave Shultz be paid at the rate Ms. Odom was paid prior to her leaving. He also stated that there should be a 15-minute minimum for calling with questions. He also stated that travel should be reimbursed at the federal rate. A general discussion was held about how to track hours.

Motion by Ciganick, seconded by Hardy to put into the labor contract that both parties be paid at Ms. Odom's rate prior to her leaving, that there is a 15-minute minimum for phone calls, and that any travel will be reimbursed at the federal rate. Motion passed vis unanimous voice vote.

- c. Review Applications for Open Treasurer/Deputy Clerk Position:** There were five applicants to review. It was noted that more may be coming in. A general discussion was held regarding the five applicants. Dates for interviews were discussed.

Motion by Hardy, seconded by Ciganick to interview Danielle Hills and Rebekah Wilson and to eliminate Amy Wilmer, Christopher Unger, and Leah Moskovitz. Motion passed via unanimous voice vote.

- IX. Correspondence/Reports:** None presented.
- X. Member/Public Comment:** None presented.
- XI. Adjourn:** The meeting was adjourned at 3:23 PM to the call of the chair.

Minutes compiled by: Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____ **Date:** _____