

Village of Bellaire

ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

COMMITTEE MEETING MINUTES

December 29, 2021

2:00 PM

I. Call to Order: Meeting was called to order at 2:00 PM

II. Roll Call - Attendance:

Present: Bryan Hardy, Dave Ciganick, and Dan Bennett

Absent: None

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

Public Present: Haley Gray, Police Officer

III. Approval of Agenda: The agenda was approved as amended adding d. additional compensation.

Motion by Ciganick, seconded by Hardy to approve the agenda as amended. Motion Passed by unanimous voice vote.

IV. Approval of Minutes – October 27, 2021: The minutes of the October 27, 2021 meeting were approved as presented.

Motion by Hardy, seconded by Ciganick to approve the minutes of the October 27, 2021 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. Employee Reviews:** Trustee Ciganick stated that he does not work with the employees daily, and he does not feel that he is qualified to evaluate an employee because of this. He stated that all he can do is go from the little bit of interaction he has had. He thought that everyone was doing a really great job. He stated that the Village is fortunate to have employees that does a great job. He stated that these comments went for all evaluations. He stated that when it comes to scoring that if you get a 3 you are doing your job; 4 you are doing better than that; and 5 is way above.

Clerk Essad was the first to be reviewed. Trustee Hardy asked if Clerk Essad had any questions. She did not. General discussion was held about Clerk Essad's performance. It was the consensus of the Committee that her review was satisfactory. Treasurer Odom was reviewed next. General discussion was held on her performance. Trustee Ciganick asked for budget training and/or simple budget sheets to help Council understand the budget. It was the consensus of the Committee that her review was satisfactory. Chief Drollinger was the next to

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be reviewed. General discussion was held on his performance. It was the consensus of the Committee that his review was satisfactory. DPW Supervisor Keiser was the final employee to be reviewed. General discussion was held on his performance. It was the consensus of the Committee that his review was satisfactory.

- b. **BCBS Rates:** Treasurer Odom updated this Committee about the increase in Blue Cross Blue Shield rates. She stated that the rates would be increasing by 7.68%. Trustee Hardy asked what that would be for a total for the year. Treasurer Odom stated that it was approximately \$14,000. Chairperson Bennett stated that he would not mess with the employees' health insurance. Treasurer Odom stated that there will be some additional revenues because of uncapping of properties, but that with the projects and third officer the Village will have to look at where the Fund Balance stands. General discussion was held about the number of properties that were sold and new homes that were built in the Village this year.
- c. **Purchasing Questions:** Treasurer Odom had a question about reimbursing employees for the sales tax on items they bought for the Village, and should it be just supervisors buying items. Trustee Hardy asked to be emailed the purchasing policy and asked about the credit card policy. Clerk Essad explained that the Village has a credit card policy and that there are two cards, along with the fuel cards for the Police Department. Treasurer Odom explain that the fuel cards are kept in the police vehicles, and that the other two cards are kept in her office. She stated that she can hand them out to Supervisors when needed but generally if one needs to be used, they come to her office to be used. Trustee Hardy asked if the Village was being charged tax when the credit cards are used online. Clerk Essad explained that when setting up the online accounts there is an option to send in the paperwork for tax exempt. Treasurer Odom stated that the reimbursement/sales tax part is not covered under the current purchasing policy. Chief Drollinger stated he does not think that the employee should be penalized for making a purchase for the Village. Trustee Hardy agreed. Treasurer Odom stated that when the Village has an account somewhere and is not charged sales tax, then an employee purchases something at that place, there is sales tax added. Trustee Ciganick stated that there is a logical balance that needs to be found in all this. General discussion was held about pre-approval on purchases employees make, and places where the Village has accounts. Trustee Hardy suggested that a list of all the places the Village has accounts be compiled and shared with the department heads to avoid sales tax as much as possible.

Motion by Ciganick, seconded by Hardy to recommend to the Village Council that all purchases for the Village of Bellaire be pre-approved by the department head, this would be an addition to the purchasing policy. Motion Passed by unanimous voice vote.

- d. **Additional Compensation:** Trustee Ciganick would like to put a triggering mechanism for the Council November meetings in the future for consideration of the end of calendar year additional compensation. Chairperson Bennett stated that in the past there was not needed to discuss it at a meeting because it is in the handbook. Trustee Ciganick stated that what is in the handbook states that it is possible but there was no triggering mechanism. Clerk Essad clarified that what Trustee Ciganick was stating was to replace the wording "...as determined from time to time ..." with "as determined at the November Village Council meeting..." General

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discussion was held about the permissive language of the handbook in this regard, and what has happened in the past.

Motion by Ciganick, seconded by Bennett to recommend to the Village Council that page 12 of the Employee Handbook be amended to add the following language, in its proper place, "... December each year, as determined at the November Village Council meeting, and as provided herein..." Motion Passed by unanimous voice vote.

IX. Correspondence/Reports: None presented.

X. Member/Public Comment: Chairperson Bennett asked about any reaction to the letter that was sent to the fence company. Treasurer Odom stated that there has been none. DPW Supervisor Keiser stated that he told her that the Village was going to be sending a letter and not paying the bill, and he has not heard from her since. Chairperson Bennett asked about the County not inspecting the heating pipes on time. DPW Supervisor Keiser stated that he talked to the County Administrator about it very briefly because the County was trying to do stuff on Village streets. He stated that the County Administrator apologized and that he would investigate it further.

DPW Supervisor Keiser thanked the Committee and Council as a whole for being involved, and for being approachable.

XI. Adjourn: The meeting was adjourned at 2:51 PM to the call of the chair.

Minutes compiled by:
Nicole E. Essad, Clerk

Minutes are subject to approval.

Approved: _____

Date: _____