

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

### COMMITTEE MEETING MINUTES

April 8, 2024

2:00 PM

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

II. **Roll Call - Attendance:**

**Present:** Dave Ciganick, Bryan Hardy, and Dan Bennett

**Absent:** None

**Staff Present:** Angela, St. Pierre, Clerk; Nora Stead, Treasurer & Bradley Kieser, DPW Supervisor

**Public Present:** None

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

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

IV. **Approval of Minutes:** none presented

V. **Conflict of Interest:** None presented.

V.I. **Public Comment:** None presented.

V.II. **Old Business:** None presented.

---

V.III. **New Business**

- a. **DPW Personnel:** A general discussion was held about cost of current contract with Operation Services and the quantity of time spent and services provided. Discussion was held about posting a position for operator of the sewer plant in lieu of contracting out. It was noted that filling this position would mean someone is available when alarms go off at all times and through Operation Services they will only be available at certain times. The contract with Operation Services can be canceled at any time without any repercussions.

**Motion by Bennett, seconded by Hardy to recommend to the Village Council to give permission to explore posting a operator of the sewer plant position. Motion Passed by unanimous voice vote.**

A general discussion was held about increasing the pay of an employee with a S3 water license with 20+ years of experience to the higher end of the pay scale. It was noted that lower license holders are getting offers for higher pay in the area than a current employee holding a higher license is receiving currently.

**Motion by Ciganick, seconded by Hardy to recommend to the Village Council to increase the pay of the DPW employee with 20+ years of experience \$26.00 per hour plus cost of living. Motion Passed by unanimous voice vote.**

# Village of Bellaire

## ADMINISTRATION & PERSONNEL COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

Bryan Hardy

A general discussion was held about the local offers for a licensed sewer plant operator and to compete with those offers it was proposed to post a position for \$25.00 per hour for LC sewer plant operator with cost-of-living increases.

**Motion by Ciganick, seconded by Hardy to recommend to the Village Council that the candidate hired in for the sewer plant operator position starts at \$25.00 per hour. Motion passed unanimous voice vote.**

- b. **COVID Policy:** The Village COVID policy does not state that it corresponds with the federal government. A current employee is claiming Covid positive and is expected to be paid for time off once positive test is provided. The current policy states the employee will be paid for entire time off until 72 hours Covid negative test is provided without using vacation time.

**Motion by Hardy, seconded by Bennett to recommend to the Village Council to dissolve the COVID policy and follow the guidelines of the federal government. Motion Passed by unanimous voice vote.**

- c. **Visa Credit Card:** The Village Visa credit card has been shut down by the bank due to possible fraudulent charges. The Alden State Bank tried to contact Nicole but she never got back with them leading to the shutdown of all accounts in February 2024. The cards were in Cathy Odom's name and re-application has been started in Nora Stead and Bradley Keiser's names. The minutes need to be provided for this re-application.

**Motion by Bennett, seconded by Hardy to recommend to the Village Council to approve the new VISA credit cards with the appropriate names of Nora Stead and Bradley Keiser. Motion Passed by unanimous voice vote.**

---

- V. **Discussion Items:** None presented.
- VI. **Communication/ Informational:** None presented.
- VI. **Member/Public Comment:** None presented.
- VII. **Adjourn:** The meeting was adjourned at 2:51 PM to the call of the chair.

Minutes compiled by: Angela St. Pierre, Clerk

Minutes are subject to approval.

Approved: Dan Bennett Date: 4/11/24