

SPECIAL MEETING OF THE
PLEASANT HILL VILLAGE COUNCIL
AND BOARD OF PUBLIC AFFAIRS
OCTOBER 18th, 2006
MINUTES

Mayor Gary Johnston called the meeting to order at 7:05 pm. Roll Call: Village Council; Donna Favorite, John Schultz, Robert Sollmann, Rick Baker and Melinda Clark, BPA; Jamie Clark, Stan Fessler and Kory Krofft all present. Council member Paul Didier was absent. Others present were Gary Johnston, Mayor; Tony Fessler, Fiscal Officer; Debbie Cress, Income Tax Administrator; Jeff Derksen, Assistant to the Service Superintendent; and Ronald Perry.

Mayor Johnston noted that the purpose of this special meeting was to discuss the Service Superintendent's position due to Bob's recent decision to accept another position with Covington. He asked for options for replacement of this position. Melinda suggested hiring a direct replacement look at contracting out some services for water and sewer. Melinda suggested for Council to look at upcoming Village activities and possibly separate the water/sewer activities and hire a Village Superintendent/Coordinator for the big up-coming projects look at contracting with Miami County for the services. Melinda suggested that Council consider what level of service the Village needs going forward with the major upcoming projects, to guide the decision on how to replace Bob.

The Mayor proposed Jeff be moved into the position and have him get his licenses, with Bob to provide the licenses for the next year or so. Stan reported that he is checking another option contract with a private company to manage the facilities. Donna requested clarification on the testing that is sent out; Stan responded that certain independent testing is required. In response to a question on the cost, Tony, Fiscal Officer, responded that payments vary from \$80 to \$400 per month depending on the testing that is done.

The Mayor clarified that BPA is responsible for determining what testing is done on the outside, i.e. how that testing is going to get done and who is going to do it and the Village Council becomes involved if the personnel arrangement is going to be changed. He noted that since the current situation has been established, moving forward with a hiring or promotion is acceptable. He asked if there was interest in exploring the second and third options proposed by Melinda. Melinda expressed her concern that with the major projects coming up and asked if the Village needs someone to be more involved than a Village Superintendent and help manage these projects, or does a joint person still fill the need. The Mayor felt that trying to have a part-time person supervising the projects will not work, that the Village needs two full-time employees. Kory noted that many Village jobs required two people for safety reasons.

Stan suggested listing the Village's needs, and then determine what options are available to meet those needs. Stan noted that the BPA needs a licensed water and sewer operator to sign off on monthly reports; on a short-term basis, they will need Bob or some entity to do that; at the current time, this is not a full-time position. Kory noted that regular

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maintenance/monitoring is required to prevent big expenses and major failures. The Mayor stated that somebody will need to make sure that new water and sewer line construction and repairs are done properly. Other duties would include meter reading. Tony verified that the allocation of employee's payroll expense was based on actual reported time during the past year and adjusted for BPA's license requirements. Bob Sollmann expressed that in his experience outside sourcing is more expensive, and results in less effective monitoring of the facilities. The consensus expressed was that two employees are required. Jeff was asked if he was interested in obtaining his licenses. Jeff responded in the affirmative, that he had previously taken the schooling, but had failed the test by one point. Rick asked that Council consider the cost of benefits and training when comparing out-sourcing cost to that of having employees, and noted that small entities are often stepping stones. Rick agreed that the Village needs two employees to get things done, but that out-sourcing would provide continuity of services in the areas that licenses are required. Stan expressed his understanding that Bob had left because of better benefits (Bob Sollmann added that Bob's responsibilities were also less), and asked if employees were being properly compensated. The Mayor reported that Bob had told him that financially he would be about the same, with duties only for water and sewer, closer to home, and pay increases as he obtains additional licenses. The Mayor also noted that it is on the record that the salaries of the Superintendent and Assistant to the Superintendent have not been addressed for two or three years, which encourages employees to leave. The Mayor agreed with Donna for emphasizing the importance of paying the going rate, and the validity of Rick's statement about being a training ground. John asked if Bob would be available for water and sewer testing, and if Covington would allow it. The Mayor reported that Covington will allow him to provide services on his own time, not under the auspices of Covington. Stan confirmed this information and added that Bob would like to retain his employee status with the Village as a part time employee. Timing of when Jeff could obtain licenses was discussed; Jeff stated that tests are given twice a year and the next test will be in April 2007. Rick requested that Stan obtain a letter from Covington confirming their lack of objection to the proposed arrangement. Stan agreed that they want to do it correctly. Bob Sollmann asked how long the arrangement was being proposed for. Stan stated that Bob would confirm with the EPA that Jeff can act as an operator in training and run the plant as it is currently being done, (take the samples as needed and sending them off). At the end of the month, when the report has to be filed, Bob would have to sign the report and in consideration for this service, Bob has set his fee at \$500/month. The Mayor reported that Bob had requested \$400/month. Bob still has two weeks of vacation before any change of employment status. Stan reported that the BPA has not had a meeting since being informed of Bob's new employment and at this time he would be leaning toward keeping Bob as a part time employee while Jeff is in training. Therefore, should we be considering advertising for Jeff's position? The Mayor put a couple of wage proposals on the table, and remarked that for the next several years, it would be cheaper than it is now. Tony clarified that the only benefits that Bob would not receive would be clothing allowance and health

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insurance. The Mayor clarified that the \$400 or \$500 a month is for reports for both water and sewer, and the understanding is that if Jeff receives his wastewater license in six months, the fee would decrease. Bob Sollmann asked what scope of work Bob would be performing is it just signing off on paperwork, or would he be fixing anything? Stan responded that he would be signing off and training Jeff, probably not fixing anything, but answering questions that come up. Jamie added that Bob would be reviewing the daily OD, etc, make sure the probes are clean and tested properly, and verify that Jeff is performing the daily tests correctly. Stan reported that Bob is planning to do these activities on weekends, unless something is needed where he would respond during his lunch or in the evening. The Mayor expressed that safety concerns have to be properly addressed; he instructed Jeff that during this interim time he is to call somebody to be with him. Rick asked if they should consider hiring a temp; consensus was that they could hire a replacement in the time it would take to get a temp.

The Mayor stated that BPA concerns seem to be the most urgent. Stan stated that he had wanted to know if Jeff was interested in the position, what Village Council felt their needs are (hearing them say that they need two people), which sways them toward going toward the same type of person they had before, versus general labor and contracting out. The Mayor expressed his opinion that if the thinking is to replace Bob, then if Jeff is interested in the position, and having six years of service, he should be given the opportunity to get his license in the next year or so and if for some reason Jeff can not get his license within an agreed upon period, then the situation can be reviewed, and nothing would have been lost. Stan stated that in his discussion with Bob today, the monthly sign off would be covered by an agreement with Bob and Bob is confident that the EPA is OK with Jeff operating as an operator in training. Kory stated that the BPA is interested in having Bob do the sign-offs and Jeff take over for Bob, therefore he suggested that the Village hire someone to replace Jeff. Kory suggested that the advertisement state that water/sewer experience a plus, and see what you get. Melinda expressed that with the future major projects the general laborer needs to have experience in project coordination and supervision. The Mayor expressed doubt that an individual of that caliber would be available at the current hourly rate and they probably would not want to perform manual labor. He suggested that the Village explore employee development classes and training. Donna requested that Bob and Jeff outline their general core of duties, not only for Council and BPA information, but also as an interview aid. Jeff agreed to provide a list. Melinda proposed that Jeff be the water plant operator, at appropriate pay, and also have a Village superintendent to do general duties and project management and they could back each other up and help out in safety situations. Doubts were expressed about this working. Melinda noted that the general feelings did not support her proposal.

Stan requested that the financial allocation be reviewed. Discussion of this subject, points being a higher pay rate because of the licenses, BPA perception that some of their jobs are back burner. The Mayor requested a discussion on the proposal that Jeff be given the opportunity to replace Bob. After that discussion, he reported a consensus on that proposal. Rick requested an estimated cost on out

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sourcing. Stan reported that BPA intends to follow up. Kory wanted to know if wage costs could be charged on actual reported basis. Tony reported that it could as long as the extra cost for licenses' were being charged to BPA and currently the overtime is charged on an actual basis. Discussion followed as to whether they wanted employees trying to document what they are doing every half hour to make sure the right group was being charged or look at it once a year like now.

It was agreed that at the next BPA meeting, they should make a specific recommendation about what to offer Bob Chaney to Council and then Council take action on establishing the position at their next meeting. Meanwhile it is assumed Bob will continue to perform the required reporting as previously agreed to with Stan. Bob will be asked to prepare a letter asking to be removed from full time status to part time status and report directly to the BPA.

It was agreed that an advertisement needs to be placed. Melinda noted that when the Village spends more than \$25,000 they normally will get three or more quotes, and therefore she recommended that the advertisement be for Bob's job, which allows Jeff to apply and his experience will be taken into consideration. The Mayor objected because the consensus had been to give Jeff a try at Bob's position. Kory acknowledged Melinda's effort to promote a fiscally responsible proposal, but didn't feel that in this situation it was the best solution. Stan supported Kory's comments.

Rick noted that the cost of hiring a new employee is usually higher than retaining a current one. Donna suggested that BPA establish a time schedule for Jeff to obtain the required licenses. Melinda stated that her objections were not directed toward Jeff, however, at the present time Jeff's performance reviews for this past year have not be evaluated. Melinda still had concerns but recognized that everyone else seems to have made up their minds. The Mayor noted that while some jobs will not be done, critical items will be handled, and that PDC Plumbing is available to help and back up Jeff.

Wording on the advertisement was agreed on: The Village of Pleasant Hill, Oh is seeking a full-time maintenance employee. The duties of this position include street maintenance, cemetery maintenance, and equipment operation and maintenance. Water and waste water systems experience is a plus. Salary DOQ. Send resume, salary history, and references before 4:30 PM on November 8, 2006 to the Village of Pleasant Hill, 8 W High St, PO Box 557, Pleasant Hill, OH 45359. EOE. Pleasant Hill Village Council

The interview committee will be Mayor, Gary Johnston, Council representatives, Bob Sollmann and Rick Baker, and BPA representative, Kory Krofft. It was agreed that Jeff would be present during the interviews to answer questions about the job. Salary level was discussed, but not resolved.

A Finance Committee meeting was scheduled for October 27, 2006 at 3:30 PM. It was agreed that the Finance Committee would make a recommendation to the BPA, which would then discuss, and make their recommendation to Council.

John Schultz made a motion to advertise for the maintenance position, seconded by Bob Sollmann. Roll call: Donna, John, Bob, and Rick yes, Melinda no. Motion carried 4-1.

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Melinda moved to adjourn, seconded by Bob. Roll Call: Bob, Melinda, Donna, John, Rick, Stan, Jamie and Kory all yes. Meeting adjourned at 8:55pm.

Mayor/ Gary Johnston

President of BPA/ Stan Fessler

Fiscal Officer/ Tony Fessler