

Minutes
Personnel Committee
Village Office, Three South Main Street
Thornville, Ohio
April 4, 2022

Attendee List:	Village Officials:
Committee Members:	Dan Harmon- Mayor
Gina Kaetzel- Chair	Traci Sturgill, Village Administrator/Clerk
Jill Anderson- Vice Chair	Melissa Tremblay, Fiscal Officer
Kim Billman	Dan Williams, Chief of Police

Guests:
Erica O'Neill
Sterling Krout
Lynne Snider

Call to Order:
Committee Chair Gina Kaetzel called the Personnel Committee Meeting to order on April 4, 2022 @ 7:13 p.m.

Roll Call:
Roll call was taken with Committee Chair Gina Kaetzel, Committee Vice Chair Jill Anderson and Committee member Kim Billman present.

Review/Approval of Personnel Committee Agenda for April 4, 2022
Committee Chair Gina Kaetzel asked for a **motion** to approve the business agenda for April 4, 2022. **Motion** made by Committee Vice Chair Jill Anderson and was seconded by Committee Chair Gina Kaetzel. A roll call vote was taken with all committee members voting aye.

Gina Kaetzel- aye
Jill Anderson- aye
Kim Billman- aye
Motion passed 3-0

Review/Approval of the Personnel Committee minutes for March 7, 2022:
Committee member Jill Anderson made a **motion** to approve the Personnel Committee minutes for March 7, 2022 and was seconded by Committee Chair Gina Kaetzel. A roll call vote with two committee members voting aye and one abstain.

Gina Kaetzel- aye
Jill Anderson- aye
Kim Billman- abstain
Motion passed- 2-0

Old Business:

- New hire of General Maintenance Laborer- Discussion held: Committee Chair Gina Kaetzel advised the committee Village Administrator Traci Sturgill, Committee Chair Gina Kaetzel and Councilmember Erica O'Neill interviewed three applicants for the position. Jason Kidd was chosen as the best candidate with the most experience for the position. He has worked at Shelly & Sands for 22 years and in his spare times he enjoys farming. He will need single medical coverage. Traci advised she received a quote from the insurance. The Village's portion of his insurance will be \$6700 for 2022. Committee Chair Gina Kaetzel recommended his starting pay to be \$20 per hour due to his experience. Committee Vice Chair Jill Anderson agrees. Committee Chair Gina Kaetzel asked for a **motion** to move to council the hiring of Jason Kidd as the General Maintenance Laborer with single

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benefit coverage and a starting salary of \$20 per hour. **Motion** made by Committee Vice Chair Jill Anderson and seconded by Committee member Kim Billman. A roll call vote was taken with all committee members voting aye.

Jill Anderson- aye
Gina Kaetzel- aye
Kim Billman- aye
Motion passed 3-0

- Ordinance #22-07 An Ordinance establishing a new compensation and pay schedule for certain positions within the Village of Thornville, repealing all prior salary ordinances and declaring an emergency.

Discussion Held: Village Administrator Traci Sturgill stated this is just the pay ordinance to update for the new General Maintenance Laborer and also the increased pool salaries due to the minimum wage increase.

Village Administrator Traci Sturgill had a question for Fiscal Officer Melissa Tremblay. The new hire will need approximately \$4500 for medical insurance for this year, 2022. She stated she will figure it out and not to do anything tonight with it. She will look and see if we have additional funds we may not be using and can use for this that are already appropriated. If not, we will just add it to the appropriations ordinance at the next council meeting.

New Business: None

Adjournment:

With no further business, Committee Vice Chair Jill Anderson made a **motion** to adjourn the meeting and was seconded by Committee member Kim Billman. A roll call vote was taken with all committee members voting aye.

Jill Anderson - aye
Kim Billman- aye
Gina Kaetzel- aye
Motion passed 3-0.

Meeting adjourned at 7:21 p.m.



Gina Kaetzel, Committee Chair



Traci Sturgill, Clerk of Council