

Minutes
Special Council Meeting
3 South Main Street
Thornville, OH
April 1, 2019

Council Members Present:

Dan Harmon
Lynne Snider
Josh Hultgren
Kristina Roshon
Abby Frick
Daria Carr

Other Village Officials:

Linda Savage, Mayor
Traci Sturgill, Clerk of Council

Guests Present- None

Call to Order/ Pledge of Allegiance:

Mayor Linda Savage called the Village of Thornville Special Council Meeting to order on April 1, 2019 at 7:30 pm by saying the Pledge of Allegiance.

Roll Call:

Roll Call taken with all councilmembers present.

Amend agenda order:

Mayor Linda Savage asked for a motion to amend the order of tonight's business agenda and move the subject of Village Administrator to after TYRA Contract. Motion made by Councilmember Daria Carr and seconded by Councilmember Kristina Roshon. A roll call vote was taken with all councilmembers voting yea.

Motion passed 6-0

Approval of Amended Business Agenda for April 1, 2019:

Mayor Linda Savage asked for a **motion** to approve the amended business agenda for April 1, 2019. Councilmember Daria Carr made the motion to approve the amended business agenda for April 1, 2019 and was seconded by Councilmember Kristina Roshon. A roll call vote was taken with all Councilmembers voting yea.

Motion passed 6-0

Review/ Approval of Minutes from Regular Council Meeting of March 25, 2019:

With no discussion held, Council President Dan Harmon made a **motion** to accept the minutes from the Regular Council Meeting of March 25, 2019 and was seconded by Councilmember Abby Frick. A roll call vote was taken with all councilmembers voting yea.

Review/ Approval of Minutes from Special Council Meeting March 20, 2019

With no discussion held, Councilmember Abby Frick made a **motion** to accept the minutes from the Special Council meeting of March 20, 2019 and was seconded by Councilmember Josh Hultgren. A roll call vote was taken with all councilmembers voting yea.

Motion passed 6-0

New Business:

- **RESOLUTION #19-05: A RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2019 AND DECLARING AN EMERGENCY.**
1ST Reading

Mayor Linda Savage asked for a motion to suspend the rules for **RESOLUTION #19-05**. Councilmember Kristina Roshon made a motion to suspend the rules for **RESOLUTION #19-05** and declare an emergency. Motion seconded by Councilmember Josh Hultgren. A roll call vote was taken with all councilmembers voting yea.

Motion passed 6-0

Mayor Linda Savage asked for a motion to adopt **RESOLUTION #19-05**.

Councilmember Kristina Roshon made a motion to adopt **RESOLUTION #19-05** and pass as an emergency. Motion was seconded by Councilmember Abby Frick. A roll call vote was taken with all councilmembers voting yea.

Motion passed 6-0

TYRA CONTRACT-

Council Clerk Traci Sturgill advised Jason Roshon was in today and signed the contract. The Village also has a copy of the insurance required and \$300 deposit.

Councilmember Lynne Snider made a motion to approve the TYRA Contract for 2019 and was seconded by Councilmember Kristina Roshon. A roll call vote was taken with all members voting yea.

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Motion passed 6-0

Council thanked Council Clerk Traci Sturgill for getting this contract together for tonight's passing.

- **VILLAGE ADMINISTRATORS CONTRACT, HIRING AND JOB DESCRIPTION** - Mayor Linda Savage opened up the discussion of hiring a new Village Administrator and reviewing the contract. She also advised council that we are currently without a Zoning Inspector and in the past years they have discussed adding the Zoning Inspector duties to the Village Administrator position.

Discussion Held:

It was determined that the new Village Administrator will prepare Resolutions, Ordinances and Levies and this will be stated in the new contract. If the Administrator needs to be out of the office (example... Pool, Zoning, Courthouse etc.) the Administrative Assistant will be always be aware for any citizen questions she may get. A cell phone with a voicemail will also be required and provided by the Village. The Zoning Inspector job duties will be included in the Village Administrator's job duties in the new contract. There will be no overtime wages and comp time will be approved by their supervisor upon situations as they may occur. Life Insurance will be corrected to \$20,000. Expectations of a Salaried employee will be incorporated. This will be a full -time salaried exempt position of \$40,314.20, in the office during business hours unless out in the Village performing job duties. Village Administrator will be required to attend all Committee, Council and Zoning meetings. Arrangements for comp time hours for the required meetings will be decided with the approval of the Village Administrator's direct supervisor. Business hours will be 7:30am - 4pm with expectations to attend all other meetings listed above. 3 Personal days will be awarded per year. Required to have all FEMA NIMS certifications along with the Sunshine Law Training within 30 days from hire. Standard sick, holiday, bereavement and vacation benefits will remain as the employee handbook states. Sick time starts immediately upon hire. Vacation will be one week paid off after first year.

The updated job description will be posted for 5 business days for any public to apply. Councilmember Kristina Roshon advised Attorney Zets stated there is no required time we have to post a position. The Mayor appoints a person and then the council approves and appoints the candidate. All applications will be forwarded to Mayor Savage for her appointment. Mayor Savage advised there is usually an interviewing process with her and 2 members of the Personnel committee. Councilmember Lynne Snider advised interviewing isn't even required if we don't want too. If a current employee is selected for the position, there vacation will start to recue this year because she is an established employee. If council wants to apply, they would need to resign from council before applying. Job posting locations will be on the Ohio Municipal League website, Facebook and the 5 posting locations in the Village until Monday April 8, 2019.

Councilmember Abby Frick advised she spoke with Rita Spicer of Perry County and she advised her the Mayor, Village Administrator and all councilmembers are required to have the FEMA NIMS certifications. Mayor Linda Savage advised Councilmember Abby Frick this can't be talked about tonight due to not being on the agenda. It will be added as a requirement to the Village Administrator's contract along with the Sunshine Law Training.

Councilmember Kristina Roshon will send the updated contract language to Attorney Zets for his review and completion of the contract.

The goal is for Mayor Savage to have someone appointed by Friday April 12, 2019. Personnel committee member Kristina Roshon and Daria Carr will sit in on the interviews. A special meeting can then be called for council to vote and approve the appointment.

Council Clerk Traci Sturgill will post the job opening on Tuesday.

Adjournment:

With no further discussion held, a **motion** was made by Council President Dan Harmon to adjourn the meeting and was seconded by Councilmember Daria Carr. A roll call vote was taken with all members voting yea.

Motion passed 6-0.

Meeting adjourned at 8:15p.m.


Dan Harmon, Council President


Traci Sturgill, Clerk of Council