

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

VILLAGE OF HAMERSVILLE BOARD OF PUBLIC AFFAIRS

Held

May 19, 2008
Special Meeting

(YEAR)

Present: Donna Tolliver, Kevin Smith, Roy Day and President of Council Jack Shouse.

Ms. Tolliver called this Special Meeting to order at 6:00 p.m.

Mr. Smith made a motion to go into Executive Session to discuss personnel, and Mr. Day seconded it. The motion carried, all voting yes. Mr. Smith made a motion to leave Executive Session, and Mr. Day seconded it. The motion carried, all voting yes.

Mr. Day made a motion to approve the following job description for the Sewer Maintenance Employee:

The Hamersville Village Sewer Maintenance employee shall;

Maintain the Village sewer systems and all operating aspects of said systems. The normal and approved work week for the sewer maintenance employee shall be 32 hours, usually from 8:00 a.m. until 2:30 p.m. A ½ hour lunch break is permitted, however the employee must clock out. If Saturday work is necessary, the maintenance employee must take the time worked on Saturday off during the next week. If the employee is needed to stay longer on a particular day to maintain the system, the hours worked over are to be taken off another day that same week.

The Sewer Maintenance employee is "on-call" at all times, for emergencies only. An answer is not necessarily expected right away for an "on-call" situation, however, one is expected within a reasonable amount of time. A minimum of two hours call-in time will be paid.

The Village vehicle is to be used for Village business only. All maintenance on Village vehicles is to be done by a licensed mechanic, not the Village Maintenance employee.

The employee must attend monthly Board meetings.

After one year, the employee will receive one week paid vacation.

The employee will have six paid Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day.

The employee will be considered for raises once per year, in May. The normal pay scale will start at \$9.50 per hour, and top pay and raises will be determined by the Budget, and the quality of the employee's work.

Mr. Smith seconded the motion, and it carried, all voting yes.

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May 19, 2008, cont'd.

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____

~~Mr. Smith made a motion to approve the following job description for the Meter Reader, _____ (YEAR)~~

The Meter Reader is to read the meters for billing, and maintain all meters and wells.

The Meter Reader will test the water daily and give the report to the Billing Clerk.

The Meter Reader will attend monthly Board meetings.

The Meter Reader will shut-off utilities and turn them on as necessary, and will pass out shut-off notices.

The employee will call a Board member when there are possible breaks in the lines, and will work with the Board member and a contractor to resolve the issue.

The Village vehicle is to be used for Village business only. All maintenance on Village vehicles is to be done by a licensed mechanic, not a Village employee.

After one year, the employee will receive one week paid vacation.

The employee will have six paid Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day.

The Meter Reader will be considered for raises once per year, in May. Top pay and raises will be determined by the Budget, and the quality of the employees work.

Mr. Day seconded the motion, and it carried, all voting yes.

Mr. Day made a motion to adjourn, and Mr. Smith seconded it. The motion carried, all voting yes.

Donna Tolliver, President

Roy Day

Kevin Smith