

VILLAGE OF PALMYRA
BOARD OF TRUSTEES
April 4, 2022 6:30 PM
REGULAR MEETING

ROLL CALL: Present: Mayor Husk, Trustees Luke, Perry and Warters. and Attorney Williams. Trustee Leo arrived at 6:52.

OTHER ATTENDEES: David Dalton, Mandy and Jason Hawkins, Caroline Grasso from the Time of Wayne County. Members of the Fire Department and Fire Company: Jeff Bulman, Bill Colburn, Jerry Cook, Andrew Curry, Warren Frederick, Mikel Hallings, Ron Hickman, Josh Knorr, Deb Rothfuss, Lucas Shulla, Greg Sturgill, Rich Sturgill (Several of the above had to around 5:36pm for a Fire Call)

CALL TO ORDER: Mayor Husk called the regular meeting to order at 6:30 pm.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: Motion was made by Trustee Luke, seconded by Trustee Perry to approve the minutes from March 21, 2022. Vote, 3 ayes, CARRIED.

APPROVAL OF ABSTRACT: Motion was made by Trustee Perry, seconded by Trustee Warters to approve payment 11A vouchers 22-00892 through 22-00932 for \$ 24,691.04 Vote, 3 ayes. CARRIED

REGULAR MEETING

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION

Budget Public hearing rescheduled to April 18

TRUSTEE REPORTS

Trustee Leo- No report

Trustee Luke- No report

Trustee Perry- No report

Trustee Warters- Fire Department calls and iamresponding reports for March and April vehicle inspections will be on file in the Village Clerk's office. Trustee Warters asked Chief Bulman about being notified of Auxiliary events. Chief Bulman said Kim Henning will forward to the Board. Trustee Luke reminded them to forward event information to Clerk-Treasurer Wetherby to put on Facebook and our website. Chief Bulman-Josh Knorr is starting interior IFO and Warren Frederick is starting safety officer class.

Attorney Williams – Will complete paperwork this week regarding demolition for property on E Main.

Mayor Husk- March police reports are available for the Board. Mayor Husk proposed a \$500 stipend be added to the budget for the position of Deputy Mayor.

OLD/NEW BUSINESS:

AWARD FOR CAMERA BID Allied Universal was the only response to the advertisement for bids placed in the Times of Wayne County for upgrading wireless of the camera system and adding additional cameras, ex Park Drive, Cemetery, Village Hall. Motion was made by Trustee Perry and seconded Trustee Warters to accept bid submitted by Allied Universal for \$60,477.72. ARPA funds will be used for this project.

FIRE DEPARTMENT ELECTIONS Trustee Warters thanked those in the Fire Department who met with him to discuss the Fire Department. Motion was made by Trustee Warters, seconded by Trustee Luke to approve the officers listed below. Vote, 3 ayes, CARRIED

Chief (14-1) - Jeff Bulman

1st Asst. Chief (14-2) - Lucas Shulla

2nd Asst. Chief (14-3) - Mike Hallings

3rd Asst. Chief (14-4) - Rich Sturgill

Captains - Nick Eckert and Wayne "JJ" Eidman Jr.

Lieutenants - Dave Oakley Jr. and Greg Sturgill

REVISIT PROCUREMENT POLICY- Trustee Perry and Clerk Treasurer Wetherby wanted to remind everyone that for anything \$500 or over requires a purchase order and permission from their Board Liaison. When required, quotes must be handed in with invoices. Clerk Treasurer Wetherby will email the Department Heads to remind them of the policy and ask them to tell their employees.

TRANSFER \$6540 from Contingency (A1990.4) to Law (A1420.4) to pay for Boylan Code invoice. Motion was made by Trustee Perry, seconded by Trustee Warters. Vote, 3 ayes.

CARRIED

TIME OFF REQUEST POLICY A form and policy was created for all departments to use so that the entire Village can be consistent with how time off requests are handled. Clerk Treasurer will check with anything conflicting with collective bargaining agreements. Motion to accept this policy was made by Trustee Luke, seconded by Trustee Warters. Vote, 3 ayes.

CARRIED

All leave must be documented by using the Leave Request form. Before requesting paid leave, employees must confirm that the leave to be requested is available by checking the leave balances on their most current pay voucher.

To assist with scheduling and operational requirements, all foreseeable leave must be requested at least two weeks prior to the requested leave date*. If the leave is unforeseeable, the leave form should be completed and submitted to the supervisor as soon as the employee returns. It is understood that sometimes situations arise where you cannot give two weeks' notice. In those situations, the employee should still request the time off as soon as possible to ensure that the request will be able to be accommodated. Requesting time off does not guarantee that it will be able to be granted.

The employee must complete the Leave Request form indicating the type of leave to be taken (e.g., vacation, sick, military, jury duty, leave without pay), the dates of the leave and the total hours to be taken from the designated leave category. The completed form is submitted to the immediate supervisor for approval. For Department Heads, the completed form is submitted to the Board Liaison for approval.

The supervisor independently verifies whether the employee has the leave available before approving a request for paid leave. Once confirmed, the supervisor returns a copy of the approved Leave Request form to the employee, keeps one copy for his or her records and submits a copy to Clerk-Treasurer. If the leave is not approved, the supervisor returns a copy of the form to the employee stating the reason the leave was not approved. Response on whether leave has been approved is to be done within two days of the request.

*For Union employees, if there is something specific in their contracts that is different than this policy the Union contract should be followed first. For example, in the current contract, personal time only requires a 24 hours' notice to get approval from their Department Head. Also, the vacation policies from the contract that are copied below are to be followed before the above policy.

Below are excerpts from the current contracts:

Police:

All requests for five (5) consecutive days' vacation shall be submitted in writing on "Leave of Absence Application" (Village of Palmyra form) at least ten (10) working days prior to the start of the proposed vacation. For employees whose department posts a monthly work schedule, request must be submitted ten (10) working days prior to the first day of the month. An employee shall be entitled to a written response, within three (3) working days, to his/her written request for vacation.

Highway/Cemetery:

All requests for five (5) consecutive days' vacation shall be submitted in writing on "Leave of Absence Application" (Village of Palmyra form).

April 1st to October 31st 10 days advance notice

November 1st to March 31st 30 working days advance notice

FIRE DEPARTMENT PANCAKE BREAKFAST is being held April 24.

EXECUTIVE SESSION: As there were no further regular items to be discussed, motion was made by Trustee Perry, seconded by Trustee Warters to go into executive session for discussion of personnel, litigation and collective bargaining at 6:50pm. Vote, 3 ayes.

CARRIED.

Mayor Husk declared the return to public session at 7.08

PERSONNEL COMPLAINT: Motion to delegate the investigation of a personnel complaint to Boylan and Code. Motion was made by Trustee Luke, seconded by Trustee Warters. Vote, 4 ayes. CARRIED.

ADJOURNMENT: Next meeting will be April 18 at 6:30pm at Village Hall. Motion was made by Trustee Warters and seconded by Trustee Leo to adjourn at 7:09pm. Vote, 4 ayes. CARRIED.

Respectfully submitted,
Rebecca Wetherby
Clerk Treasurer