

Personnel Meeting

March 18, 2021

6:30 p.m.

Present: Nick Smith, Mary Ellen DeBenedictis, William Carrow, Alexander Dias, Jonathan Burnett, Town Foreman Jeff Hurlock, David Ross, and Recording Secretary Sue Muncey were in attendance.

Mr. Carrow brought the meeting to order at 6:30 p.m. Mr. Carrow stated there are two (2) job descriptions for a Town Manager. One from the City of Dover and the other one is what Sue typed up using the City of Dover as a template. Mr. Carrow stated he found one from Bridgeville that was posted about a year ago.

Mr. Carrow first wanted to discuss the Drug Policy. He turned this over to Mrs. Muncey. Mrs. Muncey stated the reason for the drug policy was to get an additional discount from the State on our Worker's Compensation policy. The State gave us a listing of what the policy needed to include. Mr. Chambers reviewed the policy and made some revisions. Mr. Carrow asked if anyone had any questions on the policy. Mr. Hurlock asked what an accident was. Is it backing into another vehicle? Mr. Carrow asked do we report that now. Mr. Hurlock stated no. They report to him. Mr. Dias stated at DuPont it was the discretion of the supervisor. Mr. Smith stated he leans toward the Town Manager. If there is a legal issue, it should be reported. Mr. Hurlock stated if there is an injury. Mr. Burnett stated should there be a dollar amount. Mr. Carrow stated he didn't agree. The supervisor should decide. If there is an injury – yes. If the PD is involved – yes. Mr. Carrow stated an accident is reportable for a police report at \$1,500. Mr. Carrow stated add the following to the policy for clarification. It will be left up to the supervisor as to whether an accident is reportable except for when there is an injury. Ms. DeBenedictis asked a civilian vehicle or a town vehicle. Mr. Dias stated anything a cop has to respond to. Mr. Hurlock stated he doesn't want to answer for Carl. He is not here. Mr. Carrow asked Mr. Hurlock if he had anything else. Mr. Hurlock stated when they legalize marijuana, how do you enforce? Mr. Smith stated they are coming along with testing. Mr. Carrow stated they can field test.

Mr. Dias made a motion to change the post-accident line to state that it is the discretion of the supervisor as to whether an accident is reportable except for when there is an injury. This is to be approved by Scott Chambers. Mr. Smith seconded the motion as long as Scott Chambers approves. Motion carried unanimously.

Mr. Carrow stated the next thing to discuss was the CDL license requirements to all Public Works employees and a time limit to obtain. All the Public Works employees have CDL's except two (2) employees. A CDL license is needed to drive the yard waste truck. The two (2) employees who do not have the license are the ones who are responsible for picking up yard waste.

Mr. Carrow asked do they need a CDL Class A. Mr. Ross stated they need a CDL Class B with airbrakes. Mr. Burnett stated once they pass the CDL written test they wait 14 days for the driving portion of the test. Mr. Burnett stated when they renew it and they have too many points it will be suspended. Mr. Carrow stated it is no different than a DUI. They would lose it. That would have to be brought back to the Personnel Committee. Mr. Carrow summarized they would need a CDL Class B license with

airbrakes within 6 months. Would we owe compensation? Mr. Hurlock stated you would owe Gary not Kevin. It is in Kevin's job description. That would be up to Council. Gary was made an offer about 10 years ago. Mr. Smith asked if there was a cost to the employee to get the license. Mr. Hurlock stated the license is more expensive. Ms. DeBenedictis asked Mr. Ross if the town paid for his CDL license. Mr. Ross stated no. Mr. Burnett stated a Class D license is \$40. You can get a CDL license for eight (8) years. It is about \$13 more with airbrakes. Mr. Smith stated Gary didn't do it. It is in Kevin's job description. Mr. Hurlock stated we will look at the budget for next year. He received an increase last year. Mr. Carrow stated the requirement for future and current employees should include a CDL Class B license with airbrakes. Current employees who do not have a CDL license should have within six (6) months. Mr. Smith stated this excludes part time. Is there an age requirement? Mr. Burnett stated 18 years of age. Mr. Ross asked about the new hire. Mr. Hurlock stated the new employee to have a CDL license already.

Mr. Dias made a motion that all full time Public Works employees should have a CDL Class B license with airbrakes. They have six (6) months to obtain if they currently do not have one. Mr. Burnett seconded the motion. Motion carried unanimously.

Mr. Hurlock stated you have the Public Works job description in front of you. Mr. Ross will discuss. Mr. Hurlock stated the mechanic is not important right now. They need to have electric experience. Mr. Ross stated we can remove the mechanic. Under required education it lists water operator's license. He stated he doesn't know if this is needed. Mr. Hurlock stated if they get a water operator's license, give them a raise. Mr. Smith stated for the CDL they have six (6) months to obtain. Mr. Carrow asked what is needed under the Electric Department. Mr. Ross stated three-phase transformers are not needed. Installing cross arms is not needed. Switch gear and distribution is not needed. Mr. Burnett asked if this would be a Technician I or II. Mr. Ross stated Technician II. Mr. Ross stated they need to be able to come in during bad weather. Mr. Hurlock stated we watch the weather. Kevin cannot come in after hours. Mr. Carrow asked if you get paid for being on call. Mr. Hurlock stated no. Mr. Carrow stated we need to look into. Mr. Ross stated there is no change in the Water Department. You can remove meter reading. Mr. Carrow stated to leave as is and change later. Mr. Ross stated for the Sewer Department there are no changes. For the Street Department we need to add the yard waste truck. Mr. Carrow stated add operates a yard waste truck. Mr. Ross stated street maintenance and maintenance of curbs. Mr. Ross stated for education they need to have a CDL license within six (6) months. Water operator is out. Mr. Hurlock stated they are encouraged to take and will get compensation. Mr. Smith stated it is not required, but put in the water section. Mr. Carrow stated this can be addressed in the interview. Scratch under education. Mr. Burnett asked about knowledge of combustion. Mr. Ross asked the line above? Mr. Smith stated you don't want to close the window. Mr. Hurlock stated the mechanic we are not worried about. Mr. Burnett stated to remove the bottom three. Ms. DeBenedictis stated there should be a period after tools. Mr. Carrow stated knowledge of combustion can be removed. Mr. Ross said on the next page the first bullet can be removed. Mr. Ross stated where it states 100 pounds to lift change to 50 pounds. Mr. Smith stated where it says stand for four (4) hours it should state stand for four (4) hours consecutively. Mr. Burnett stated they need to respond within 25 minutes. Would we do relocation for a good candidate? Mr. Smith stated that would be stipulated on a contract/agreement. Mr. Hurlock stated he is going to play devil's advocate. One person lives 5 minutes away and someone else lives 45 minutes away. Mr. Burnett stated this can be used for all future hires. Mr. Smith stated don't make the window

too small. Mr. Ross stated under title – remove mechanic. Under major focus remove the first one. Mr. Smith asked about the pay range. The annual range – make broad. Experience – we are limiting ourselves. Mr. Hurlock stated we made job descriptions to give a person a raise. The salary depends upon experience. Mr. Burnett stated \$26 x 40 hours equals \$54,000 yearly. Mr. Smith stated you could start at the low end and go up. Mr. Hurlock stated it depends upon experience. Mr. Burnett stated \$24 to \$28 hourly. Mr. Smith said list as Municipal Worker I or II and work your way up for seniority. Mr. Ross stated trade school it is not required. Mr. Hurlock stated Mr. Ross and Melissa will make the changes to the job description. We will move on to advertising without coming back to Council. Mr. Carrow stated we can get it out on the 22nd and have open for two (2) weeks. We can close on April 2nd. Mr. Hurlock stated we will advertise on indeed.com, the police Facebook page, and the town website. Mr. Carrow stated we will collect at the town office to the attention of Jeff Hurlock. Mr. Hurlock said go with \$26 per hour. Mr. Smith stated it is based on candidates. Ms. DeBenedictis stated Mr. Ross didn't get an answer to his question of when does he evaluate them. Mr. Burnett stated six (6) months. Mr. Carrow stated they would be on probation for a year. Mr. Carrow asked if there was anything else. It will go out on Monday with the deadline on 4/2 or until we receive applications. Mr. Smith stated Melissa is putting out. Mr. Hurlock stated yes.

Mr. Carrow moved on to the Town Manager. He stated to review the documents you received and mark up. Mr. Smith stated the intention is Jeff's job will be split into two (2) with Dave being the Public Works Superintendent. Mr. Hurlock stated we are operating as a town manager government. He stated JJ has a flow chart. Dave would be Public Works only. Mr. Smith stated it would be in the best interest of the town to have a person work with Jeff for two (2) years. Mr. Hurlock stated a qualified town manager should be able to know what they are doing. Dave has been in my pocket for the past two (2) years. Mr. Hurlock stated he wants to sign a contract for his last three (3) years. Mr. Carrow stated he could stay on board as a consultant. Mr. Hurlock stated he plans to retire when he is 66. Mr. Carrow asked do we need to discuss making it a salary position. Mr. Hurlock stated you should be able to get someone for \$75,000 - \$80,000. Mr. Hurlock stated he spoke to Carl before the meeting and he would answer to the Mayor. Mr. Smith stated he won't answer to the town manager, but he has to work with him. Mr. Smith stated the town manager would be responsible for everything long term except for the police. Mr. Carrow stated Mr. Hurlock would be accountable to the Council until he retires. Mr. Hurlock stated the office and Planning & Zoning would be accountable to the town manager from the start. Mr. Hurlock stated he takes care of Planning & Zoning and Code Enforcement now. Mr. Smith stated this will cost an additional \$150,000 with benefits. Mr. Carrow said take a look at the documents and look at the job descriptions. Mr. Hurlock stated creating a Public Works Supervisor position. Mr. Burnett stated prepare a job description. Mr. Smith stated draw up a contract for Mr. Hurlock and Mr. Ross.

Mr. Hurlock stated Melissa's position is a live position. We are not ready to write a job description. She was asked if she wants to get a water operator's license. She agreed to get a CDL license. The job is evolving. We are looking into flagging training. She will be getting parts in the field. It will be more than just answering the phone. Mr. Burnett stated there is a disagreement about what she would be doing. Mr. Burnett stated the lines come through the phone system. The Public Works line will ring three (3) times. If it is not answered, it will ring at town hall. You can put the person on hold and intercom Melissa. Mr. Smith stated he had the impression that the Admin workload was going to be shifted. Will that position be replaced? There was discussion back and forth with Mr. Smith and Mr. Hurlock. Mr. Smith thought Melissa was taking some of the Admin work with her. She is not. Mr. Smith was trying to ask if the Admin Department needed someone else to replace her. Mr. Hurlock was not understanding

Mr. Smith's question. Mr. Hurlock stated she does all the Miss Utilities. Mrs. Muncey told Mr. Smith her department is in a good place right now. She stated she doesn't need another person right now. Maybe in the future a part-time person for when someone goes on vacation. Mr. Hurlock stated he feels he is being beat up with the phones. Mr. Carrow stated you cannot make a position in two or three months. Do what you see best. Mrs. Muncey stated when this first started we were told that the Public Works calls would be answered down there. The confusion lies that nothing was being communicated. Mr. Smith stated Sue is right in the beginning. Mr. Dias stated he has her job description. Mr. Hurlock stated he doesn't agree that she gave out a job description. She could be a back up to the guys. Mr. Smith stated Admin to do phones and work orders. Melissa's job description will be completed within the next six (6) months. Mr. Dias stated more communication needs to happen between each department – Public Safety, Public Works and Admin. Mr. Hurlock stated he is going to say something and Sue isn't going to like it. He stated when I am on the street I don't have time to communicate. I will give an example. An employee called about an issue at Grain Mill Station. I told her I was on my way. She went to the Mayor and told him I wasn't communicating. I didn't have time. Mr. Smith discussed the chain of command. Mrs. Muncey stated I was not in that day. Before I could discuss anything Mr. Hurlock took me aside and discussed it with me. I told him I would have a discussion with my staff. I have already spoken to my staff. Mr. Smith stated we need a better resolution process. Mr. Hurlock stated there is not enough work for another person at the front office. I have been up there and an employee is on Amazon. Quite agitated Mrs. Muncey stated the office has busy days and slow days. She stated there is a lot of work that her staff has taken on when Melissa left. She proceeded to state that there were things that my former employee was supposed to be doing and they were not done. She stated this employee has spent a lot of time on Pinterest. Ms. DeBenedictis and Mr. Hurlock stated we are not going to go into that while Mrs. Muncey was speaking. Mr. Hurlock stated he said she could help out at the front office if needed, but she would still have seniority over the others. Mrs. Muncey asked Mr. Hurlock what phone calls is Melissa to be taking? She stated she just wants to know what her department is responsible for. Mr. Hurlock stated all emergency calls are to go to Jeff or Dave. Those calls are not to be transferred. Mrs. Muncey asked when Melissa will start taking calls. Mr. Hurlock stated to give him about two (2) weeks. Mr. Burnett asked do we need to adjust the phone program. He stated he will discuss with Jeff.

Mr. Carrow asked for a motion to adjourn. Ms. DeBenedictis made a motion to adjourn. Mr. Smith seconded the motion. Motion carried unanimously. Mr. Carrow adjourned the meeting at 2049.

Recording Secretary,

Sue Muncey