

Personnel Meeting

April 15, 2021

6:30 p.m.

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

Mr. Carrow brought the meeting to order at 6:30 p.m. Mr. Carrow stated we will discuss and vote on the job description for the Town Manager. Mr. Carrow went over the job description line by line. Council members notated grammatical errors that needed to be corrected.

One of the key points was the person has to have strong media relations. Under Requirements/Education Mr. Burnett asked about years of experience. Mr. Carrow stated we should leave this vague. Mr. Smith stated this is the criteria. Mr. Hurlock stated the person should hold a valid Class A driver's license. Mr. Smith stated put this under Requirements/Education. Mr. Burnett stated for GIS do we want this person to have that computer level? Mr. Hurlock stated let it roll. Mr. Burnett asked should we add this to the list. Mr. Smith stated not at this time. Mr. Carrow asked if anyone had any questions. Mr. Carrow stated the person will need a vehicle. Mr. Carrow stated in the salary we can provide a vehicle and fuel. It can be a benefit. Mr. Hurlock asked about mileage. How far away will they live? Mr. Burnett stated the position would include a town vehicle. Do not put in that they would take it home yet. It is not to be used as a personal vehicle. Mr. Hurlock stated most of them take vehicles home. Mr. Carrow stated this will be discussed in the interview process. Benefits would include health, pension and a vehicle. Mr. Carrow stated we will need guidelines. Ms. DeBenedictis stated they should live within so many miles of town. Mr. Smith stated you don't want to close that window. Mr. Burnett stated at this level many places provide some type of relocation assistance. Mr. Smith stated we can open it up later if we don't get any candidates. They need to be Delaware knowledgeable. Mr. Carrow stated we are all in agreement that it is a salary position. All council members stated yes. Mr. Hurlock asked about the pay range for the position. Mr. Burnett stated \$85,000 - \$100,000. Mr. Burnett asked if we were advertising the pay range. Mr. Smith stated yes to get their attention. Mr. Carrow stated Bridgeville is close to our size. Most do full service. Mr. Carrow stated eventually we need to look into Dave's position. Mr. Burnett stated at payscale.com the medium is \$77,000. Mr. Carrow asked Mr. Hurlock with the job that you do, should you get a bonus? Mr. Hurlock stated no. He stated he is paid well. Mr. Burnett stated at ziprecruiter.com the rate is \$93,000 nationally. Delaware average is \$81,500. Milford is \$93,000. Newark is \$87,000. Middletown is \$80,000. Dover is \$84,000. Mr. Carrow stated we need to discuss if the person will sign a contract. Mr. Burnett asked should we advertise the salary \$70,000 - \$95,000. Don't start your average on the low end. Mr. Hurlock stated he agreed. Mr. Smith stated \$65,000 - \$100,000. Mr. Carrow asked Mr. Hurlock if he had a date he would be leaving. Mr. Hurlock stated probably November of 2024. Mr. Carrow recommends this person to shadow Mr. Hurlock. Mr. Hurlock stated he is grooming Dave. Mr. Hurlock stated if you get someone who can do this – they should pick right up. I might have to go over the Planning & Zoning. We could meet a few minutes every day. Mr. Smith stated in 2022 the person should be in this position. Mr. Carrow asked about the starting salary. Mr. Burnett stated \$65,000 - \$95,000 depending upon experience and qualifications. Mr. Carrow asked about discussing the benefits of transportation/vehicle. Mr. Smith stated leave that open. We will set the restrictions. Mr. Smith stated we have two (2) years for Gary F. This will be determined if we are going to keep the water.

Mr. Carrow asked when should we start advertising. Mr. Burnett stated now. Mr. Carrow asked how long should we leave round one open. Mr. Burnett stated 30 days. Mr. Carrow stated should we do May 1 – July 1? Mr. Smith stated 30 days – May 1 – June 15. Mr. Burnett stated we should advertise on Indeed.com. Mr. Carrow stated we should also post with Delaware League of Local Governments, DEMEC, and Kent County Economic Development. Mr. Carrow asked who should the resumes go to. Mr. Smith stated the chairman of the Personnel Committee. Mr. Carrow stated Sue will type up with the changes and send out. We should review as a group. Mr. Burnett asked will we have a two (2) level process for interviews. Mr. Smith stated the initial should be with the committee chair and Mr. Hurlock. Mr. Carrow asked about an interview board. Mr. Smith stated a questionnaire could be made up by the committee and we could have someone to help to review. Mr. Carrow stated at some time we need to have a talk with the town solicitor. Mr. Smith stated we should have it revised and have Scott review first.

Mr. Smith made a motion to have the job description once retyped sent to Scott Chambers for approval then advertise. Mr. Burnett seconded the motion. Motion carried unanimously.

Mr. Carrow adjourned the meeting at 7:35.

Recording Secretary,

Sue Muncey