

**VILLAGE OF BOLIVAR**  
**SPECIAL MEETING**  
**AUGUST 17<sup>TH</sup>, 2023**

The Pledge of Allegiance was said. White opened the meeting with a prayer. App, Bellinger, Diveley, Oberlin, and White; answered yes to roll call. Lawver was not present.

Mayor: This meeting was advertised as required in the Times Reporter. A Special Works Session for the Village of Bolivar Council. Thursday, August 17<sup>th</sup>, 2023 at 6:30 in the Village Town Hall. The purpose of the meeting is to:

1. Review the hiring of a full-time Fiscal Officer; Hours and Rate of Pay
2. To review the hours and rate of pay of a visiting clerk, to assist with training
3. Revisit policies and procedures that include subsections such as;
  - A. Job descriptions
  - B. Flex-time use
  - C. Overtime pay for part-time employees
  - D. Timekeeping
  - E. CAPS and minimums
  - F. To review the risk study

**1. Review the hiring of a full-time Fiscal Officer; Hours and Rate of Pay**

The mayor explained there was a meeting with Barb Kline that discussed the training of people. They began talking about the subject; if Barb wanted to keep her present hours, workload etc. She said she really didn't. We got to thinking about that. She volunteered that if we were able to get a full-time or someone who wanted a part-time fiscal officer, she'd be glad to stay on as the assistant clerk. I just couldn't think of a better scenario as long as she'll stay. We've got to the help in here. Dan Oberlin agreed; "Oh yea, to help train the new person too."

The mayor stated that a year's worth of working in that office was a lot of experience. Not just in one area but all of the areas. The mayor has looked into a traveling clerk and there was only one that called back. She provided the times as to what she was able to do for the next month or two which wasn't a whole lot. But it was a start and the other two never even called me back. This person is from Holmes County, Paula Chicinettie. Which she has been in to help before.

The mayor explained her time is \$40 an hour. She gets paid while she's driving. It's 80 miles round trip. That's another 45 minutes or so. She also gets mileage at the federal level. On the way over here, she'll be getting .65 cents a mile by 40 miles, maybe about an hour on the road to get here. 40 miles one way. What we'd like to do tonight is come up with parameters for a full-time fiscal officer. Barb Kline clearly stated that this position is not part-time.

The mayor believes that the Village will never get anyone at the prices that are there. His first inkling is to make the job 32 hours and pay anywhere from \$31-\$35 an hour. Maria App stated

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she felt that was an outrageous amount of money. This isn't a visiting clerk situation. She thinks we need to dial that back quite a bit.

Mayor stated: We can dial it back to \$20 an hour and advertise it for 6 or 8 months again. And not get anyone.

Barb Kline: I think you have a couple of things in your benefit that we didn't have for the part-time position. You're going to give them benefits, paid holidays, paid vacations, sick time. That's a huge miss that you don't get at part-time. Considering how many benefits there are we could dial it back scientifically, including that where it wasn't included with the part-time position.

Maria App added: Plus, we can set the guidelines and negotiate. This is where we would entertain; based on experience. If something was a deal breaker we could go back to the table. We've interviewed 5 people no one is even willing to entertain and I'm telling you, and I've talked to other fiscal officers, they thought \$20 an hour was like a really good rate of pay.

Dan Oberlin suggested we pull Strasburg and other comparable cities. Navarre's too big. We can look it right up and see what they are paying. Maria reminded him that the information was pulled and given last year. There was then more discussion on other cities/pricing.

Will Bellinger brought into the conversation: The further away from Canton, you can drive the price down. A fiscal officer sitting outside of Cleveland is not making \$20 an hour. But you can get away with that. We're close to Canton, so you can drive up there, to Akron, so you're competing with a bigger market. It's hard to say we're going to reach out to these smaller villages and the sticks and compare it to them.

Will Bellinger states: Before we deal with that (CAPS and Minimums), we need to hammer out; do we want to limit it to just 32 hours? Barb states: I would do 32-40 hours. Will agrees.

Dan Oberlin remembers going over this, there was a biased by the county a long time ago. Believing it was 15-20 hours. Maria App speaks on behalf of her experience in the fiscal officer position. The county doesn't do water and they don't do tax items; there is a lot of this preparation. The county doesn't have these multiple meetings. Stating to take it from the person who is your current fiscal officer as to why we are having this conversation right now. It's not a part-time job!

Will Bellinger shares his thoughts on even hiring a CPA who's been a fiscal officer, who's had all these jobs and positions for 27 years as an example. We don't need that level of qualification.

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Dan agrees. Maria does as well. She also talks in regard to other head positions already in place having to raise those wages as well to keep things in line/average across the board. Also, the mention of longevity in current positions. Will then states again, "I would make it 32-40 hours." Agreements within the discussion. Asks then for Barb's opinion. Barb expressed offering 32-40 hours a week and then that gives you negotiation options with the person you are hiring. Then they know they are going to be paid full-time. Dan asks if Barb would still be working for the Village. Confirmed yes, part-time. Barb's plan is to stay until she retires which is roughly 3 years.

Barb explains to Dan more of the job duties of the fiscal officer. As well as the job duties of the water clerk and tax clerk for clarification. Maria adds in the current tax clerks' certifications, schooling, longevity, and degrees. Dan states personally he just wants to see money on the roads. Fixing the potholes, fixing roads and sidewalks. Barb explains we have income tax to do that. Dan Oberlin wants to make sure the Village isn't throwing all this money into the office and the Village won't have enough to put it on the roads. Will Bellinger reminds Dan that the Village has to have employees. Maria App reminds Dan and the rest of the council: "You have the street levies, you have street revenue, you have license tax, the gas tax. You have a lot that comes in to fund the street department. You don't have anything that comes in to fund your fiscal department. But that department kind of makes everything tick. They work with each of your department heads, they work trying to get your revenue in, they try to help guide and budget, and work on costs." Barb adds, "The Fiscal Officer also makes sure you aren't overspending. They know what the budgets are. I got the property tax check from Tuscarawas County this past week. That was \$58 thousand and some dollars. Now that will take me a while to sit down and figure out where it all gets deposited in. Because it's not all just one that goes into UAN. It goes here, some goes here, etc. It funds, water, streets all kinds of things." Maria offers help to Barb with that. Explains there are templates to follow.

Will states: "Ok, so we all agree that the position should be 32-40 hours, full-time. Pay is negotiable depending on the candidate. We're all in agreement with that?" The mayor asks if we at 32 hours do we give them 40-hour sick leave, and vacation. Stuff like that?" Maria explains It would be prorated asin years past with others. An example is: if they are at 32 hours – 35 hours you prorate. But if they are at 40 hours you do the 4.6 hours per pay. Maria and Barb further discuss the exact numbers on prorating pay/hours. Maria also explains they would still get the full vacation time. That's not prorated, Holiday is not prorated and PTO days aren't. They would still get all of those. The only thing that is prorated is your sick time. Just to confirm everything Maria App states to revisit what was done in the past. There is a discussion on why wouldn't you prorate the vacation and the sick time? Stated again to revisit to be sure. Maria also reminds the council of benefits or stipends.

Will Bellinger confirms 32-40 hours for this position, and moves to what the pay rate should be?

**Section 3E is introduced into the meeting at this time. CAPS and Minimums**

Maria App suggests pulling out the CAPS and Minimums section at this point. Right now, it states the Fiscal Officer at \$17-\$24 an hour. These numbers are all very old. Dan asks how important this is as he

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remembers going through for many years. Barb Kline states it has to be adjusted. Dan Oberlin then questions why you put a CAP on these things if all that has to be done is vote at any time to change the rates again. He never understood that.

Maria App chimes in and states Dan does have a good question here. She explains we need to have some guidelines; we are looking at the position and not the individuals. That's the key thing. Dan understands and states "Yea, and after 2 years we have had ramped inflation. It's hard to predict that too." Maria states that the council has to keep things fair and equitable.

Will Bellinger brings up that in 2020 we set the CAP for Fiscal officers at \$24 an hour. He thinks that's still appropriate, and Maria does as well. There is further discussion about the person's experience over the last two years. Will suggests trying it there and if no person in the next month is hired, we can look at it again and adjust. Barb asks if the council is then choosing to keep the minimum at \$17? Maria states that number should probably come up for all of them; the Street Chief and full-time patrolmen. Part-time patrolmen as well. Maria says we also need to be looking at longevity pay. But that is a different platform. It is confirmed that 2020 is the last CAPS and Minimum that was done.

Dan Oberlin: So now seasonal labor is a minimum of \$12, right?

Maria App: yes

Dan Oberlin: We're paying \$15 now

Will Bellinger: So, we're going to stay under for everybody?

Maria App: I think you could make your Street Super and Police Chief starting at \$20 an hour.

Discussion on what Levi is making now. \$20.56 or something, \$20.90 something. He gets looked at in 6 months, when the probation period is over.

Will Bellinger: Bumping the Street Super and Police Chief to \$20 an hour minimum.

Maria App: Before we get to aggressive with the CAPS, we can maybe bump it a little bit right now. But we should look at the budget and see what we are bringing in.

Will Bellinger: What's a little bit?

Maria App: I don't know, Maybe \$25-\$26.

Will Bellinger: Yea, I was thinking \$26

Barb Kline: So you're saying \$17 to \$20 and \$24 to \$26.

Will Bellinger: Correct. The Police Chief will be, what's he making, \$28?

Maria App: Yea, I would not go \$28. That would fall under longevity pay.

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Will Bellinger: If we lost Randy and we had someone highly qualified come in here I'd pay him \$28. Someone the head of a department for years. Bruce or whatever, we would want to make it worth their while. Retirement job.

Maria App: I say we go smaller, more conservative. We can always say it's negotiable. There's the longevity rate. That way we can kind of keep it the same across the department heads. I'd probably do the same with the fiscal officer.

Dan Oberlin: Are you saying we can set the CAP below \$28. Or leave it.

Will Bellinger: Leave it at \$26 and set up longevity pay. We can give so much an hour in that longevity pay.

Dan Oberlin: Ok

Will Bellinger: So, we are wanting to keep the Fiscal Officer the same? \$20 - \$26

Maria App: Yes, I would just do the same.

Will Bellinger: Ok we'll do the \$26.

Maria App: The full-time Sargent which is not applicable right now, I would raise that to \$18.

Will Bellinger: \$18-\$22

Maria App: Yes.

Will Bellinger: Ok. I don't know, what's Eric making now though?

Maria App: He's making \$20.50 but that's \$19 because he has a \$1.50 stipend. The full-time patrolmen. That's hard.

Will Bellinger: So, do we need to go back to the Sargent...\$18-\$26...

Maria App: \$26 is the Chief.

Will Bellinger: You want to do it at \$24 and then the patrolmen would be at \$22

Maria App: Yes.

Will Bellinger: So fulltime Sargent would be \$18-\$24 and the full-time patrolmen would be \$17-\$22, part-time patrolmen \$15-\$20?

Maria App: You know I'd probably do \$16-\$20 only because there's no difference between part and full-time within their duties. One just has more hours.

Barb Kline: Well one has benefits. Why wouldn't you pay them the same. One get's benefits and the other doesn't.

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Maria App: That's true. Because the person that is full-time also get's PFPD that's rated at 19.5% versus the 14% of overs.

Will Bellinger: Yea, but I still think they shouldn't be paid as much as the full-time.

Dan Oberlin: Just to clear my mind up, what do we do for these special patrolmen like at the festivals.

Barb Kline: The special patrolmen, we don't pay the festival stuff. The Street Association paid them.

Dan Oberlin: When ever I talk to Mary, I will in a week. We were gonna keep our cost low. I hope we can. Randy told me a lot of them are volunteers. The policeman.

Discussion on how many policemen we need. 4 officers. Beer tent. Festival or Strawberry Fest they are paid special detail, not out of our funds.

Will Bellinger: Ok so \$16-\$20, full-time \$17-\$22, so \$16-\$20 part-time.

Barb Kline: Ok we are down to the income tax clerk.

Maria App: I hate putting someone with a gun at a payrate at \$16 an hour. I hate putting the income tax clerk at the same rate. But at the same token it is a different level of skill. So. \$16 for that as well.

Will Bellinger: So, \$16 to start

Maria App: Yea, \$20 as a CAP

Will Bellinger: At least

Maria App: I can tell you that

Mayor: They make us more money than they cost us

Maria App: Yea, and plus we're talking they are 12-15 hours a week. So, it's a nominal cost.

Will Bellinger: What's a full-time patrolman?

Maria App: \$17-\$22

Barb Kline: Can we make her the same?

Will Bellinger: How about \$16-\$22

Barb Kline: Income Tax Clerk

Maria App: And then the assistant clerk, we had talk about \$15 an hour. Right now we are paying \$21 an hour to the temp service. I would think \$15 to whatever we want to establish. Again, it's negotiable as well.

Will Bellinger: \$15-\$20 on the assistant clerk

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Maria App: Street Laborer. We have a seasonal laborer and street laborer. In my opinion they are one in the same. I can't comment on this.

Laughter and discussion.

Will Bellinger: What did we raise Wyatt too?

Multiple people: \$15. We took on Gary at \$12.

Barb Kline: Well we can always give him a raise. If that's the case. So we are going to combine them together.

Discussion on inflation.

Barb Kline: I'd say minimum of \$12 for both.

Will Bellinger and Levi: I'd say \$14-\$15

Levi Kaser: I'd say \$14 for the bottom and \$18 for the CAP

Discussion about Wyatt coming back. How good he does.

Barb Kline: So we need to look at Stephanie and Heather then? I don't know how much an hour they make.

Maria App: Heather is at \$16.89 and I think Stephanie is at \$16.39. Stephanie got hired in October of 2013 and Heather January of 2017.

Will Bellinger: What is the CAP and Minimum on the Income Tax Clerk

Maria App: That's \$16-\$22

Will Bellinger: And what is the assistant clerk?

Barb Kline: Assistant clerk is \$15-\$20. And then combining street and seasonal labor as one. \$14-\$18

Maria App: One thing we might want to think about; part-time versus seasonal. We might want to call everyone seasonal because of unemployment. If you only have someone say 9 months out of the year and they are off for 3 they could get unemployment. We didn't have the situation with Nathan Alexander but if someone wanted to push the envelope they could. Might want to call it all seasonal.

Barb Kline: Ok, we'll call it seasonal/part-time laborer.

Maria App: Just my opinion. I don't know what everyone else thinks.

Will Bellinger: Right, we are keeping that person under 32 so its going to be part-time. We can address that later on down the road at some point. Call it Seasonal Street Laborer.

Maria App: And that will cover us if we need them for 9 months, 6 months etc.

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Discussion on pay rates for multiple jobs. Talk about it at the financial meeting. And what we are on now.

Barb Kline: Would we be posting then \$20-\$26 for fiscal officer.

Will Bellinger: I would add into that based on experience.

Discussion around benefits. Additional to the pay rate. \$1.50 an hour boost. If we get someone we really like we'll give them a boost.

Maria App: What I'd like to talk about next is skipping but 3B. It's going to be easy. And we've already gotten D. We're not going to get to E tonight but I'd like to see that manual. What does everyone feel we should be attacking at the next meeting, like in that risk study. Some of these things are being address right now.

Dan Oberlin: We gotta talk flex-time.

Maria App: Oh yea, we will. We've already covered D. So, and I want to go to flex-time next, time keeping and then job descriptions. Job descriptions will then tie into your risk study.

Dan Oberlin: What are we going to change about flex-time?

Maria App: Ok so, in your packet this is what was past last year. Number 3 at the top. First one Steve you're going to have to look at this Tedd. There is something, some issues all across that front page that are wrong significantly. Sections are not right, they don't match up with what was changed. For instance, section 7.01M 7.02G, 7.06N, 7.07H, they are all wrong. And you have the pages that follow, you'll get to the flex-time. This is everything that was approved last year. So, that's one thing. Going on flex-time section 4.5, historically it's been was you have to use it in two weeks or you lose it. Then it went to using it within 1 month. Now it's at use it by the end of the week. Which is very problematic. Especially now that we have our council meetings on Thursdays. So, if they work 5 hours on Thursday they are forced to take that Friday off.

Dan Oberlin: How does that even work?

Barb Kline: It's a mess with the patrolmen too.

Maria App: This was all approved last year, last May. You had copies that were given to you the night before that meeting. It was approved and all read by everyone.

Will Bellinger: I don't know why we did that!

Maria App: I don't know.

Barb Kline: I can tell you the patrolmen don't like it. They work through Saturdays.

Will Bellinger: There had to be some reason we did this.

Dan Oberlin: What's your opinion? Like when you were at the County.



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Levi Kaser: We weren't allowed overtime.

Barb Kline: So, what did do? When you hit your hours, you were done.

Levi Kaser: yea, if you got overtime you just got overtime. It was a big no no.

Dan Oberlin: We want to protect the budget.

Maria App: Well no, this not protecting the budget.

Barb Kline: But was that goal?

Maria App: No, the goal originally to allow some more flexibility for the employee's so they didn't have to use it in that pay period. So, we wouldn't have to use the overtime. But it also gives the employee the opportunity to pick the day they want to have off. What we were running into last year is having a Street Super who was never around on Fridays. Using all of his flex-time.

Will Bellinger: I wonder if we running into a problem where in two weeks a person would work 60 hours and then the next week they were hardly here.

Barb Kline: Well we can put in a max.

Will Bellinger: yea, but there had to be a reason that we were like we gotta shorten this.

Maria App: It was beneficial for a person to be able to take off every Friday. So it was changed to that. And I can't tell you that was the sole reason but someone is benefiting and they are either going to get paid over time or they are going to be able to have off every Friday. Then that plan works.

Will Bellinger: What does the state allow?

Maria App: That isn't state mandated.

Mayor: But you know in that flex-time as it is in that 3<sup>rd</sup> paragraph. Any flex-time must be used within 30 days of its accrual.

Maria App: And that is where it's contradicting itself.

Mayor: Yeah. I'd put out there where it says "Shall" It should be "try to be flex"

Maria App: I'd just change it back to what we had and use it within a month.

Will Bellinger: We there has to be some kind of control.

Maria App: We had control. They had to keep track of the flex time, they had to turn it in to fiscal officers and it had to be approved by the Mayor of when they were going to take off. It's really a free for all. You could have your people off every Friday or they are going to get paid overtime and that is costly for the Village.

Dan Oberlin: Well let's keep an eye on the overtime. I've never worked under a situation like this.

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Barb Kline: I did.

Dan Oberlin: In certain situations, you might be able to do. If someone's not in the office and someone comes in that could be an inconvenience. Same way with Friday. Who's to say we don't have a busted water line and the guy's out of town because he's taking a flex day. We need two fulltime employees on the truck to avoid that. Police we have coverage.

Barb Kline: We can always run into that problem when they are on vacation.

Dan Oberlin: And that's why we need two full-time people on that job.

Discussion on others helping. Having Gary part time to help. States in the agreement a part-time person can work up to 32 hours or more if needed. If we have an emergency we aren't going to say no to working.

Will Bellinger: In this section it says the police department has to go by Lexipool?

Maria App: They don't. That's the one thing that was changed. This whole section is all washed up. When that was changed and we have what it should have been changed too we need to go back to the copy that it came from because I remember when we voted on this. Initially they said the police were covered Lexipool. And I asked Randy if they were covered by Lexipool by discipline and goes no not at all. And that is one thing I was preaching before I left. We have to get them covered in here. But back to the flex-time thing; we have paragraph one and three that contradict each other. I think we should go back to using it within 30 days of when it was accrued. There was an excel spreadsheet, here's what was accrued and here's what was used. It gets turned in every pay period to the fiscal officer. Then they can clearly see "oh they have accrued 4 hours and used 2 here" or whatever.

Barb Kline: So, we just get rid of paragraph 1, does everyone agree with that?

Will Bellinger: What I want to do is; you have to get the Mayors authority to work over? Correct, then we would want to say; we can't limit what happens. Leave it up to the Mayor.

Dan Oberlin: What do we use for secondary preventative? I mean we ought to have something.

Mayor: Well if the Mayor is incapacitated for any reason it would be the president.

Will Bellinger: We get a hold of them. We have cell phones.

Discussion on getting a hold of person.

Maria App: If your sick or your gone, then he coordinates with that part time person to cover shifts.

Levi Kaser: I think it would be easiest, I mean just from working here for 3 months, every weekend because Barb is off on Fridays. I'm the only person here on Friday. I could leave. Because I've had hours of being over. If I leave and someone shows up; someone stops by and says "who do I give my water bill too?" I guess you could hand it to me and I can write you check cause if not your water gets shut off.

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Dan Oberlin: I want to bring something up here along these lines; we got a clock, we pay for a clock, and I'm not saying anything personal because we don't know who's going to be here in 5 years...why are we not using the clock?

Maria App: Amen

Dan Oberlin: And I mean everyone. Not the police because they have their own thing. Which is fine. Why do we have one? I see your card, I think you are putting in too many hours. I see your card, working too late. We gotta put a curfew on you. I'm not saying anything personal but why did we get a clock and not use it.

Maria App: That's gonna come up in bullet point number C.

Will Bellinger: Here's the issue; when Levi's out working at the reservoir or whatever and he has to clock out to eat his lunch...

Dan Oberlin: I didn't say lunch in and out. I'm not talking about lunch, I never agreed to that. But they did it before.

Will Bellinger: So, are we going to wave the lunch period?

Dan Oberlin: I would say that's normal. I mean, for instance; say he needs something and he's gotta go to Menards or something, why should he not be able to go to Menards and get something and stop at Burger King on the way home. I mean that's foolish that every day he has to clock in and out for lunch. I'm just saying starting and stopping, not just him but not that it's impossible for anybody to ah..I never understood why the Township doesn't have clocks. But the don't. The job seems to get done. But why have a clock and not use it? For the next people that are coming to work for the Village or the people who work in the office.

Levi Kaser: I don't think I need to clock in and out for a lunch. I mean if you're working; let's say you're working 6 to 2:30 you can either take that lunch or not. You're still getting paid 8 hours.

Dan Oberlin: Yeah, just punch the clock. Say that if your off and you don't know if your assistant is going to leave early or not. And if we got a clock and it's not a guilt thing and it's pointed at nobody.

Will Bellinger: We have people who don't always come here.

Maria App: There's one that doesn't always come.

Barb Kline: Stephanie doesn't always come in either.

Dan Oberlin: Who's that?

Will Bellinger: Heather and Stephanie

Maria App: Well with Heather when she turns in her like log it has to be reviewed and signed off by the Fiscal Officer and then the Mayor. Same thing with Heather, you sign off it and then the Mayor signs off

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it. Ultimately the Mayor signs off on everything. The police and the street, and yours, everybody before you can pay those pay checks.

Dan Oberlin: Well here's another thing and it's not the time clock. My daughter never leaves the house. I know Darrell McCullin (SP?) never leaves the house and I guarantee their employees know when they are sitting there at all times. When they are logged on and when they are not. So, we can ask for that possible.

Mayor: I started working on a web-based time system. Barb can do it at her desk, Levi can do it at his desk, Stephanie can do it from home, Heather can do it at home. We can have everything Monday morning, fiscal officer hits a button and all of them get downloaded to her and she see's everything right there. It takes care of, not as good as UAN but you have a place for sick time, vacation time, flex-time.

Will Bellinger: As long as everyone is using that system I'm not going to oppose it. The problem I have is like when you have; Heather gets to work whenever Heather wants and we just trust her but then we don't trust Levi. To me that's a bunch of BS.

Discussion of taking the personalities out of this. Using the computer to clock in and out. Trusting the person. One group checking in, and another not.

Maria App: One thing I will say is that one is based on medical concession so you can discriminate from a medical stand point. If she can't be in the work place, in the physical environment then you have to (it's almost like ADA) meet the need for that individual.

Will Bellinger: So, either, we have to find a way for her to log in or nobody logs in and out.

Maria App: We have a time clock for everyone else. So the ones that are off site..

Will Bellinger: As long as everybody is tracking their time, and there is some way we can track their time I'm ok with that. I'm not a big fan of it but I'm ok. I just hate when someones like "well this person have to and we're just going to trust them but poor Levi we don't trust him"

Maria App: I agree with you.

Will Bellinger: To me that bothers me.

Maria App: And there should be a measure where they can't just go in and change their time. We had one platform where you could change it. "I'm gonna come in at this time but change it to this"

Will Bellinger and Maria App discussing how you should not be able to change it on the computer but Maria is saying with what was used before you could go in and edit your time as the individual employee. Dan mentions that everyone should be able to do this online. Everyone is doing it. Barb states that it's the cost that is involved; it's expensive.

Barb Kline: I grabbed an Excel Template and modified to use it for us. And that's what we are using today.

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Maria App: Which anyone can change that at any time. That's not incumbent on you or Levi but anybody can go in and say, we had that happen before. Someone can say that they were here at 6 am and they weren't.

Dan Oberlin: Well we kinda no the job is getting done and with that one-person Heather who takes it home. I think it's wrong like Will that we don't trust this person. But we do have a way of monitoring whether the work gets done or not. So, I don't know. Why did we put the time clock in anyway?! I always worked on a time for 40 years.

Barb Kline: That makes me nervous. I don't like it.

Discussion: Will and Barb never worked on a time clock. Dan states they were always salary. Barb talks about when she first started in collections and she wrote her times down every day.

Maria App: I'm going to very candid. Back in 2008 we had a problem and that's why we went to a clock. We had an issue where lunches were supposed to be a half hour and they were turning into an hour and a half. We said we were doing this and that's when that happened, we needed to have some accountability.

Will Bellinger: Well to me that's when management comes in.

Discussion: Dan points out Maria did a lot from home. She was salary at the time and felt discriminated against for being salary. Basing it on a 40-hour week. That's why we started using a time clock. So, we knew who was working and when.

Mayor: Do you have a copy of the old flex-time?

Maria App: I can find that and get that to you.

Will Bellinger: My thing is; we can do 30 days but 1. They have to get approval for anytime they work over 40 hours by the Mayor. So, they don't get to just work over time whenever. Have to get approval. Secondly, I'd say we want to limit or get authorization for their use. "Like, hey I got 20 hours it was a crazy week, I got 20 extra hours." Or, "Hey, I'm gonna be off the next day and a half" etc. Do we get them to have all of those flex-time hours authorized by the Mayor or do we limit it?

Maria App: It's only anything over 4 hours; which is how it always used to be. So, they have the ability to take off 4 hours but if it's over that it has to be approved. I believe there is also language that says it couldn't be more than two days together. So if they had 20 hours they couldn't take them all at once. It would exceed two business days. I'd have to look at the old book, it's on my computer.

Barb Kline: What was the max at that time?

Maria App: The max was 4 and I think in the past you couldn't take more than 2 days at once. But I'd have to look Barb. I have that language.

Will Bellinger: If was up to me I'd like to leave up to the Mayor. We just have to get the Mayor to approve it.

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Maria App: I just was thinking of what it said. It probably did say to have Mayor approve it.

Will Bellinger: So, let's just say Levi has some hours and he just decides on his own he is going to take 4 hours off. He can do that. Anything over 4 hours needs approval.

Maria App: In a day. You can't take more than 4 hours in a day. Without getting that approved.

Will Bellinger: So, he could take half a day off everyday that week.

Maria App: Potentially

Dan Oberlin: What do we do now; do we just turn in a weekly hour sheet?

Levi Kaser: It's done bi-weekly.

Barb Kline: Every two weeks

Levi Kaser: Wyatt writes his hours down and I put them in the computer. Then everyday we do that. Then Bi-weekly I print those out, he has his copy and I have one. I turn that in.

Discussion: That's too much. He doesn't have to do all of that. Daily reporting.

Will Bellinger: So, after the 30 days...you have 30 days from when accrue it or within those pay periods.

Maria App: When they accrue it. Randy has done it for years. In fact, Randy would like to see it go back to the old way of things. It offered more flexibility. If it's raining tomorrow and they had flex time; being off while it's raining sucks. They'd rather take off on a Monday when it's nice. Or go somewhere with the family, take a long weekend.

Levi Kaser: Oh I'd rather take off a day in the rain.

Maria App: I figured you would. Randy's told me about this.

Levi Kaser: Me and Randy's talked about this. Randy is off every Friday when it's after that Thursday I'm like "well here I am" "you're just getting overtime" "who else is going to be here". I mean I'm not patrolling the streets but if something happens. I can't be gone! If someone calls and a water line breaks or a tree falls, I'm gonna come in and get paid for 2 hours, why not just come in the whole day. I've tried the flex, like last Friday. "I'm gonna get off at a normal time, no overtime. I get an email that says we got 174,000 gallons of water being used down here and I'm like what?!" So, I run down there and that was a show! A toilet was running!

Barb Kline: It was a \$1,000 bill.

Levi Kaser: I wanted to find where 174,000 gallons of water was coming from!

Discussion: That was just 30 days?

Barb Kline: Actually, their last bill that Stephanie and I somehow managed to not catch was over \$500. They didn't even call us!

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Dan Oberlin: How could they not hear it!

Barb Kline: No, they didn't pay it. Then another additional month went by.

Mayor: Ok well let's go ahead; Maria's got the old flex-time get copies of that.

Maria App: The other thing is paragraph 4. The council is going to have to decide, this is specific to anyone that works here if you are at a meeting that doesn't pertain to your department you don't get paid for it at all or flex-time for it at all. But if you are here and you are street committee you get flex-time. Special meetings or safety for instance, or if Randy were here he doesn't get paid for that. But anyone has a right to come. You just don't get paid or flex. That's not change.

Maria and Dan talking about flex-time. Working in a Union. Why do we amend these so much. There are other things Dan can do with his time. He doesn't have to stay. He doesn't want to be a walk away.

Will Bellinger: What did you want to cover next?

Maria App: Next is your time clock which we've already started to cover. We still have a policy; back in 2021 it was going to rescinded and then due to some issues it wasn't rescinded back in November of 2021. So, we kept it. We used the time clock for a few weeks but then haven't used it since. We either keep it or scrap it. We have it in the policy that we use it. We need to decide if we keep it or get rid of it.

Dan Oberlin: Mayor since the buck stops there; what do you think?

Mayor: You know I could come down here every night and look at the time clock. But I won't do that. I really like and I had Randy Snyder look at it too at 1:00 the web based. I can look at all of that in real time. Barb can look it. You can see who got 8 hours in. You look in there, click a button and the time stamps it right there. The date and everything. If he wants to take flex-time or vacation; he signs up for it right there and it comes to his supervisor. Whether that's me or Barb or whoever.

Will Bellinger: And Heather would be able to use that?

Barb Kline: Yep.

Maria App: I think that's great. We have to have something to use. We still should go with the FLSA rule of the 6-minute rule before or after.

Mayor: I do too.

Maria App: Because, otherwise we're going to responsible and on the hook for paying that.

Mayor: At Timken, if you clocked in at 7:00 you were late. You start getting paid at 7:00 or 6:30.

Maria App: If you clocked in 10 minutes before you weren't getting paid. You clocked in prior to that 6-minute rule and then legally the Village wouldn't have to pay for that extra time.

Mayor: Out there they changed it, you could not clock in early. Guys were clocking in getting paid to drink coffee. Guys working 30 years, retiring talking about that half hour they were here!

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Levi Kaser: If we are starting at 7. Say it's summer time and we start at 6 or 6:30 who's gonna now.

Maria App: The Login. You would just tell them for the summer we are gonna start at 6 or 6:30.

Levi Kaser: Summer time it was 6:30-4:30, it was 4 – 10's. Then in the winter it went to 8's was 7-3:30

Barb Kline: I've just been paying by the minute. Say you clocked in at 6:59. You got paid to the minute you clocked out.

Maria App: See we always just rounded it to the quarter hour.

Barb Kline: I don't round it. I pay exactly to the minute.

Levi Kaser: If I show up at 6:45, I'm gonna say I start at 7:00.

Discussion on what if we forget to clock in. Clocking early. Etc.

Barb Kline: That's the benefit if we get this thing Tedd is talking about. We can clock in remotely.

Mayor: That is an option. But there is also an option where we can track you too. If we get that one clocking in on your phone, or if you're down eating breakfast and clock in, that option comes with where you're at.

Discussion about fleeting. GPS. Stopping at Burger King. Laughter

Mayor: Let me get more information. We get a month free and it cost like \$15 a month to have this. You pay by how many people you have.

Maria App: Ok great. Well that handles that. We talked about CAPS and Minimums. For the sake of time tonight. Why don't we take a look at our policy book? See if anything jumps out...maybe this isn't a good thing to do tonight. Ok, here's a homework assignment for tonight! Maybe take home the policy book and ear mark the top 3 things they'd like to cover. Then we can kinda do a pool to see which ones are the most important.

Maria App: I'm sorry the risk study.

Barb Kline: Right now, the policy book is in Steve's hands. He's going to go through it and stream line it. Clean it up and then we will get I review and make sure we agree.

Will Bellinger: So, you want to go over the risk study?

Maria App: What do you say Will, kinda looking at the legend on page 4 of the risk study because it gives a legend on page 4 and 5 talking about each of the departments. I would say start with the top. The Governmental Structure.

Discussion what page. It was given in a email. Some people have it at home. What section. Page 4 section a.

Maria App: This will be easiest to just go in order.



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Mayor: One thing I've got Steve looking at also, and we can get out here. Back in June/July I was looking for administrative leave with pay ordinance. 4.09 I never got anything back on that. We don't have such a thing and we need it. We were looking at using that not too long ago.

Maria App: When Randy got the fit for duty?

Mayor: Yes. But that state has one right there. Section with pay and without pay. I'd like to get as something we can get to work on.

Maria App: I think that's a good idea. Section 10.13 right Tedd?

Mayor: Yes. Then that changes 7.06L and 7.10 bottom paragraph

Maria App: You know the one thing that I would want to talk about further is 10.13C on the administrative leave. What I don't want to see happen and it's happened once already with Randy. There should be some merit. If someone is going to sent for duty or an evaluation there should be some merit behind it. Not just some personal conversation or confrontation because someone is pissed off at the other person. I mean I don't think there was merit to what happened to Randy and I will back that up 100%.

Mayor: I look at it like there are always 3 sides; Yours, Mine and the real. I've heard different sides of that. It may not have worked out that way but what happened to him probably cleared up a lot of stuff. So, he kinda save him and the town in different areas.

Will Bellinger: The truth is always somewhere in the middle.

Mayor: Yea we should have something

Maria App: I still think there should be some kind of matrix. We're going to send you for a fit for duty and not just fall on the Mayors shoulders of personality conflicts of "you made me mad and I don't like what you said."

Will Bellinger: The Mayor has to have a witness. Pull in Levi or Barb, please witness this conversation. It's not he said she said.

Maria App: Or even pull in a recorder. As long as one party of knowledge of that and they cannot leave the room. Say you and I are in a room together and I can record it, because I have knowledge of it, you may not know I'm recording but I could not leave the room and leave that recording.

Will Bellinger: Is that allowed under, that's allowed under things outside of employment. But is that allowed for thing inside of employment. You can't record somebody, I can't go into a meeting and record it without their knowledge. I'll be fired.

Discussion: Check with Steve on that. A postal inspector did that and he lost his job. Wondering if it was Union. FBI involvement. State law on employees. Employment situations that can change drastically. Good question to write down for Steve.

Mayor: Anything to cover here? I'll take a motion to adjourn.

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Dan Oberlin: I make a motion to adjourn.

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Mayor: Roll Call – All present say Yes