

## Village Board Meeting 052313

The meeting was called to order at 6:05PM by President J Nolan.

The Pledge of Allegiance was recited.

Those attending the meeting were J Nolan, D Moesch, J Slatky, A Kallies, D Bahr, J Herbel, T Sumnicht.

Announcements: The Speed Counter was received today.

Motion was made to approve the agenda and deviate from it by J Herbel, seconded by A Kallies, motion carried.

The meeting is in compliance with the "Open Meeting Law" being both published and posted.

Discussion and Action: Employee Personnel Matters-Pres Nolan read a letter received from a part time employee requesting information on evaluation of job. A response will be given to him concerning part time employment. A form will be made up for a yearly review of personal information. A W-4 will be filled out yearly. Position descriptions will be made for each employee. Suggestion made to talk to each employee individually prior to any board decisions. The Code of Ethics was read, and if it is located there may be an issue that it has been violated. The Code of Ethics will be signed yearly as well. A timeclock was discussed. A chart will be created telling the maintenance dept of duties that are needed to be completed, this will be given to the head of maintenance by the President. Motion made by A Kallies to get 2 punch clocks, one for the office, one for the maintenance garage, and all employees will punch in & out daily, as well as personal/lunch time, seconded by T Sumnicht, motion carried. Motion made by A Kallies to change the Maintenance Man/Hr to Maintenance Supervisor, Assistant Maintenance Man and Meter Coordinator shall be combined to Assistant Maintenance Personnel, Assistant Meter Reader shall now be General Maintenance, seconded by J Herbel, motion carried. Motion made by D Moesch to make the Maintenance Supervisor in charge of all maintenance personnel and the Maintenance Supervisor will report to the Village President, seconded by J Herbel, motion carried. General discussion followed. Motion made by A Kallies that each maintenance employee fill out a daily time sheet form 1 starting May26th, until further notice, seconded by D Moesch, motion carried. Disciplinary action-A letter will be presented to Larry Bricco stating the violations of village policy. This letter will be presented to him by the board in person at a meeting to be May 28<sup>th</sup>, at 6:00PM. The Pres will meet with Maintenance Supervisor to have him sign the Code of Ethics, and discuss the timeclock, and new daily time sheet form 1.

Motion made by T Sumnicht to adjourn, seconded by J Slatky, motion carried. Meeting adjourned at 8:45PM.

Teri Westerfeld, Clerk/Treasurer

Village of Cecil