

MEETING MINUTES OF THE COUNCIL OF THE VILLAGE OF WEST ALEXANDRIA

Special Meeting

Friday, September 6, 2019

MEETING DATE: 09/06/2019

CALL TO ORDER TIME: 7:30 PM

ROLL CALL COUNCIL MEMBERS:

Members of council present: Karen Mays, Ashley Meyers, Dan Utsinger, Holly Robbins, Jeff Hickey, Shannon Smith

OTHERS PRESENT –Village representatives/employees who were present: Jim Hans, Water/Wastewater Superintendent, Fiscal Officer -Wendy Chesney, Clifford Scott (Service Dept), Mike McDonald (WAPD), Jo Ellen Hickey (Zoning)

GUESTS-none expected

Mayor Lunsford called the meeting to order at 7:30pm. Mayor Lunsford stated the reason for the meeting was to discuss the hiring and duties of the new Water/Wastewater (W/WW) Superintendent as well as the move of the Fiscal Officer's office to the Water Treatment Plant. Mayor Lunsford handed the meeting over to council member, Jeff Hickey, who stated that he was concerned about the way the Monday, September 03, 2019 Regular meeting went with regard to the two service workers who attended that meeting had voiced concern over how their duties would be impacted with the hiring of the new water/wastewater superintendent, Jim Hans, who was to start work on the following Monday, (9/9/2019). Mr. Hickey wanted to be certain that all employees affected knew what the expectations were at the onset of the first day of employment with Mr. Hans on 9/9/19. Mr. Hickey expressed that there should be no question as to the authority Mr. Hans would hold upon starting his job, with regard to the duties he might assign to the service workers. Mr. Hickey stated this was something that should have already been discussed and laid out clearly so there would not be any issues on the first day or in the future. Further that if Mr. Hans gave directives they were to be completed by the service workers.

Shannon Smith stated that he had previously held a similar conversation with the service workers. The consensus of the Council was that this process would be positive and while not having a W/WW Superintendent for nearly two years would mean a time of transition for everyone, council members hoped the outcome of the meeting would be to put all of their minds at ease before Mr. Hans' first day of employment.

Shannon Smith stated that while the Village hired Mr. Hans as the W/WW Superintendent, the future for the Village Administrator Position might be something to consider adding to his duties if that would be of interest and good fit. Mr. Hans stated that he didn't expect that to be a consideration as he was only hired for Water and Wastewater and would have two new facilities to learn to run.

Mention was made of the Water Contract Operator of Record (Gary Wagner) being available until September 29, 2019 to assist Mr. Hans. Likewise, the Wastewater Contract Operator of Record (Rob Smith)-being available for 60 days after 9/9/19 to assist Mr. Hans as they were still employed via the Village up and until those dates. Jim Hans stated he felt he would likely need more assistance on the water side of operations as he was strictly a wastewater operator previously and it had been some time since working as a water operator.

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Mr. Hans expressed his enthusiasm for the position and working in a small community but felt there were communication breakdowns at and from the start and he would like that to improve, noting that he wasn't informed of the current special meeting until 10:30 am on 9/6/19, as an example.

Council members took turns asking questions of Mr. Hans to inquire if there were any other concerns he would like addressed. Mr. Hans stated that he wanted to assure the service workers he was not there to take away the weekend time they work for Overtime. Mr. Hickey stated that on Monday, 9/9/19 there would be an orientation of sorts for Mr. Hans and the Service workers together. Mr. Hans asked if he is expected to direct the service workers outside of the water and sewer departments' duties for the duties they are normally expected to do for street and buildings and grounds, etc. Council does not expect Mr. Hans to do so, as the Mayor is in charge of giving those types of directives to the service workers. Jeff Hickey encouraged Mr. Hans to offer his expertise in any of the areas he felt he could do so. Mayor Lunsford stated she was excited to work with Mr. Hans and the Village was looking forward to him being on staff.

At 7:48 the discussion topic transitioned to that of the Fiscal Officer's and WAPD office locations and the changes to be made for them, as well as the services of Local Government Services assisting the Fiscal Officer. Ashley Myers stated that she got the impression that LGS representative felt it would be best to have the Fiscal Officer's office remain in the Town Hall until the reconciliation and bi-annual audit are completed. Shannon Smith stated that he felt there would be an easy transfer of information if moved by the end of the month and files were packed in an orderly fashion. Shannon Smith stated that the Fiscal Officer should be the one to pack so that she knows where the files are rather than an outside moving company. Fiscal Officer stated that when she spoke to LGS representative, Mr. Puthoff stated there was no directive given to remain at the present office location from them to the council. Holly Robbins stated that moving the Fiscal Officer to another location would assist in removing her from having to interact with the public on a daily basis, and thereby allow her to focus on the duties of the Fiscal Officer. Robbins expressed that the administrative assistant duties needed from the public could be handled by the new Utility Billing Clerk, whose work hours had recently been extended from 30 per week to 40 per week for such reasons. Shannon Smith stated further that currently there are difficulties for the WAPD to be working out of two office locations, and the move would improve all involved parties' jobs.

Further discussion was held regarding what the details of the move might involve from a logistics and timing standpoint.

Dan Utsinger moved to adjourn the meeting, and his motion was seconded by Shannon Smith. Vocal Vote was 6 yeas, 0 nays. Motion carried, meeting adjourned.

PASSED _____

MAYOR

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FISCAL OFFICER