

Trustee Chairman, Melissa Augustine called the special meeting (for the purpose of a work session and Motion to approve Kimble Opt-Out List for 2023) to order at 4:00 p.m.

Roll-call: Trustee Augustine, Trustee Swedyk, and Trustee Ascherl present.

Additional attendees: Service Superintendent Mike Behary, Suzanne Peterlin.

Trustee Ascherl

- I. Motion to adopt a resolution approving the Kimble Opt-Out List for 2023 consisting of 170 properties. Seconded by Trustee Swedyk. Roll call: Ascherl – Yes, Swedyk – Yes, Augustine – Yes.

Organizational meeting discussion: Organizational meeting minutes typically happens in January. 1st trustee meeting is January 3rd. Usually meet the day before or the morning of. Tuesday morning - Trustee Ascherl and Augustine are not sure if they are available that morning. Trustee Ascherl might be available that morning at 8 a.m. Zoning Commission has their first meeting that Thursday, January 5th, and they cannot meet unless appointed by the Trustees at the organizational meeting.

Employee Non-Union Handbook/Manual Review

- I. Handbook discussion: Trustee Augustine has Martha's changes.
- II. Trustee Swedyk will continue to do the changes to the document.
- III. Grammar & spacing/indent issues are needed on the handbook.
- IV. 1.3 removed "since our business is constantly changing" by Trustee Swedyk.
- V. Martha Catherwood brought in those 2 policies.
- VI. 2.14a section of return of equipment.
- VII. Start off with Return of Property further discussion.
- VIII. Witness policy - discussed.
- IX. Since Fire and Police already have their own handbook, state it as "all personnel".
- X. For interview requests, contact the senior person in the department perhaps?
- XI. More grammatical changes.
- XII. Weapons in the Workplace Policy - need to have the County Prosecutor's office review this, because it may need to be updated.
- XIII. Township needs to be capitalized.
- XIV. Section 3:
- XV. 3.1 Pay periods and paid days - Martha's changes are significant - paid bi-weekly. All in agreement with Martha's changes. No time clocks /cards, use time sheets. Change punch to track. Remove "punch-out".
- XVI. Keep the "employees must track any time off/absent during the day".
- XVII. Page 12 of old manual, section 2.1.4 - Work week & hours - Trustee Augustine stated some of this section should be inserted into the new updated manual.
- XVIII. 3.1.2 Overtime - Any overtime worked by non-exempt employees must be approved by... Change Manager to Department Head or Trustee Liaison.
- XIX. Emergency overtime needs to be addressed here. Emergency overtime must be authorized in advance by Department Head or Trustee liaison.
- XX. Discussion ensued. Planning vs. micro-managing. Trustee Augustine requested to have Trustee Ascherl put together something on this, and she will review at the next meeting.
- XXI. Trustee Swedyk feels this emergency overtime applies mainly to service. Cemetery sexton stated that she has had several situations in which she has had to come in on a Saturday to handle something with the cemeteries, and it was not planned.

- XXII. Change comp to compensatory time. Compensatory time should be earned, not granted.
- XXIII. Unused compensatory time shall be cashed out at employee's current rate of pay. Discussion ensued. Service Superintendent, Mike Behary, stated that the language is much better/simpler out of the old union one, and shared this info. with the trustees. Trustee Ascherl requested to remove at 1 and a half pay out of the sentence. At the end of each calendar year, all non-union and non-exempt employees
- XXIV. Discussion Rename 3.1.4 to "Work Day hours, Rest, and Meal periods"
- XXV. 3.5 Timecards – change to Time Sheets.

Next meeting for work session discussion.

Trustee Chairman Augustine made a motion to adjourn the meeting at 5:02 p.m., Seconded by Trustee Swedyk. Vote: Ascherl – Yes, Swedyk – Yes, Augustine – Yes.
