

**Thomasboro Village Board of Trustees
Special Board Meeting
December 16, 2018**

*Thomasboro Village Hall
101 W. Main Street, Thomasboro, Illinois*

A Special Meeting of the Board of Trustees of the Village of Thomasboro was held on Sunday, December 16, 2018. President Evans called the meeting to order at 5:00pm.

Roll Call

The Village Clerk called the roll, finding the following members physically present: President W. Tyler Evans; and Trustees Anthony Grilo (arrived at 5:06pm), Kyle Henegar, Dustin Rhodes (arrived at 5:06pm), Ronda Scott, and Trent Sage. Trustee Anna Martin was absent.

Other Village officials present: Leon Albers, Treasurer; Deanne Wattjes, Office Manager; and Jeremy Reale, Village Clerk.

Discussion on Public Works Superintendent position and recruitment process

President Evans reported that Tyler Martin had submitted his resignation as Public Works Superintendent effective December 30, 2018. He stated that the Board needed to determine what duties should be expected of the individual hired to fill the vacancy, which presently included maintenance of the water and wastewater utilities, streets and alleys, and park and public lands. The job opening was to be advertised in the local newspapers and online through the Illinois Municipal League website and Indeed.com. The Board discussed the handling of duties related to the position for the interim period.

President Evans noted that the Village would need to procure the services of a contract water operator-in-charge (OIC) in order to satisfy EPA requirements until an employee obtained his or her Class B license. He stated that he would be contacting Frank Clendaniel, who had previously served as OIC for the Village while Mr. Martin trained for his license, to see if he had any interest in handling these duties for an interim period. Trustee Rhodes stated that he had spoken to an official from the Illinois EPA about potential contract operators and the possibility of him using his work experience to test for an operator license so he could help cover responsibilities during the transition period. He noted, however, that he could only serve as an operator-in-training and a fully-licensed OIC would still be required. Trustee Grilo stated that he had spoken to a former Village employee who had offered to assist with snow plowing, and Trustee Scott added that her husband had also helped with plowing in the past. Ms. Wattjes suggested utilizing former employee Ben Doorn to read water meters, as he had experience with that process. Trustee Grilo added that another former employee, Tristan Flahaut, would also be available to assist with meter reading. Ms. Wattjes stated that it took one to two days to input readings, and she stressed that it was important to avoid estimating readings if at all possible. Ms. Wattjes also raised a concern about the handling of service disconnections for delinquent accounts and the expectations of her in that process. She was informed that the Board would handle the disconnection process.

President Evans also stated that the Board would need to consider the terms of employment to be included in any agreement that would be offered to the selected candidate. The Board briefly discussed whether Village residency should be required, with most expressing the sentiment that residency should not be an obstacle to hiring the right candidate. Trustee Rhodes stated that he would like to see a provision inserted into any employment agreement

specifying that the employee would be responsible for reimbursing the Village's costs for training in the event he or she left the Village within a specified period of time. He added that the employment agreement should also adequately identify a set schedule of salary increases for the employee. President Evans speculated about the possibility of creating a more expansive position for the Village with additional management duties and some other duties shifted to other personnel. Trustee Grilo suggested that the Village should make a determination about the scope of the position responsibilities once the pool of applicants was in place.

President Evans also noted that the employment agreement for Mr. Martin specified that he would be paid for any unused vacation leave and compensatory time upon separation of employment. The contract specified that he was not to accumulate more than a maximum of forty hours of compensatory time; however, given the demands of the position, Mr. Martin currently had accrued fifty-three hours.

Comments and Questions from the Audience

Ben Doorn, a former employee of the Public Works Department, informed the Board that he believed one individual would be able to handle all of the duties associated with the Public Works Superintendent position.

Adjournment

There being no further business to come before the Board, Trustee Grilo moved to adjourn the meeting. Trustee Henegar seconded the motion. Motion carried viva voce vote.

The meeting was adjourned at 5:36pm.

Respectfully submitted,

Jeremy A. Reale, Village Clerk

The undersigned Village Clerk of the Village of Thomasboro, Illinois, does hereby certify that the foregoing minutes are a true and correct copy of the approved minutes of the Special Meeting of the Board of Trustees held December 16, 2018, as the same appears on the records of the Village now in my custody and keeping.

Village Clerk