

# WALES TOWNSHIP SPECIAL BOARD OF TRUSTEES MEETING

JULY 15, 2021

## Opening:

A. Meeting called to Order at 7:00 P.M.

B. Invocation and Pledge of Allegiance

C. Roll Call: Kimmen, Messina, Downey, Bobcean, Masters. All present. No members of the audience.

Consent Agenda: Motion by Kimmen, second by Masters to approve the consent agenda as presented. Roll Call: Kimmen, Masters, Downey, Messina, Bobcean, all ayes. Motion passed.

Masters presented the information regarding the Special meeting which is the "Work hours of Deputies/Secretaries".

Workshop opened at 7:02 pm. Messina called for the special meeting stating a situation of some employees working from home without being brought to the Board for approval. She said all employees are hourly and this needs to be rectified. Bobcean said she was in the COVID work frame and she takes full responsibility for this. Messina said it needs to be a Board decision. Downey asked how many hours a week this is happening. 2 hours replied Bobcean. Messina said the Deputy/Secretary work 24 hours @ week and 1 clerical aide works 8 hours every two weeks. From previous experience, the Deputy Treasurer was gone and there was no help available. The Deputy Clerk was paid a lump sum for coverage at that time. Kimmen asked how she was paid, extra pay for hours? Messina answered a lump sum. Help was needed. At this time, clerical aide's were hired. Kimmen said the aides assist with elections, scanning and taxes. Downey asked if the aide positions were posted. No replied Messina. Downey said he sees they are paid \$ 15.00 an hour and he is asking only to learn the process of the office staff. He sees it is busy when he has been in. Bobcean stated that during COVID, the deputies had the ability to work from home. The BSA programs can be downloaded on a laptop. Messina said that the deputy treasure does not have that ability, that tax checks cannot be given to her at her house or taken home. Bobcean said all checks come into the office, either for taxes or permits and no checks should be going home. Kimmen asked how permits are handled. Messina explained the procedure. Bobcean added a few more procedures and said all monies are collected at the office. Masters feels this is lessening service to our residents who come to the office, which is a part time office. At 28 hours per week at \$21.00 an hour the employee could be here. Bobcean said that it is actually 24 hours a week and there is a pay difference due to the

pay scale. There have been 3 situations in the past where an employee has taken a leave of absence. She doesn't understand why this is not happening now. Bobcean said that the Board is salary and will be paid no matter what, but the deputies/secretaries aren't. They have knowledge that cannot be replaced. Messina said Patty wasn't offered that in the past. The office needs to be staffed. Kimmen asked why the deputies are not paid as deputies alone. Messina answered that a deputy is required by law for the clerk and treasurer and are paid an hourly wage and need cross coverage. It was a board decision to pay them as Deputy/Secretary. Downey asked that at \$21.00 an hour, how much is secretary and how much is deputy work. Bobcean answered that it is about 50/50. Messina agreed. Downey stated that if there is a medical issues, they shouldn't be at work. Employees are critical to be here. Bobcean said that both employees are very knowledgeable, dedicated and do not take off when not needed. Downey said that employees are expected to be here. Where does it stop with other employees? Masters asked that if you have access to the medical leave act, should you be working or should someone else be doing their job. This is only a part time job with decent pay and they need to be here. Messina said if you're gone 3-4 hours a day, it is double dipping, paying both employees with only one covering. Masters referred to policy # 3 that she doesn't have an updated copy. Bobcean pointed out that this is the updated copy. New updated copies of all policies will be on the scans shortly. Messina asked if we offer sick time medical leave. No there is no sick time offered. Masters asked if this time was promised to her and has she been paid. Bobcean answered no it was not promised and she was paid for a few hours. Downey asked if she has the ability to work at home and Bobcean answered yes. Masters stated that this is a board decision and not up to one person. She stated of a similar incident last August. Bobcean said she disagrees 100% with the supervisor's opinion on this. Masters feels this is unfair for 1 employee to work from home and the other is in the office doing all the work. Kimmen asked if she wants to work from home. Bobcean answered no, she would rather be at the office. Messina said if you want to get paid, you show up. Masters said the employee should take medical leave. Downey said that both cannot be treated the same. Messina said yes, that the 2 jobs are very different. Downey said that if one can't, then the other can't work from home. Workshop closed at 8:02 pm.

Motion by Kimmen, second by Bobcean, to pay 3 days or 24 hours a year for sick pay to the deputies, secretaries and aides. Bobcean questioned if aides should be given the same since they only work 16 hours a month. Masters wants policy # 7 changed. Messina agreed. New motion by Kimmen, second by Bobcean, to give the aides only 1 day or 8 hours sick pay per year. Messina said the intent of the aides was to cover when someone wasn't

here. She has a problem with the person in the office is being overwhelmed when the other person is working from home when coverage is available. Masters is not in favor of giving 7 full days off a year when we are only part time. This would include vacation days. All previous motions above are to be stricken and a new motion is made by Kimmen, second by Bobcean to give deputy/secretaries 3 days or 24 hours a year for sick pay. Roll call: Kimmen, aye; Bobcean, aye; Downey, nay; Messina, aye; Masters, nay. 3 aye, 2 nay, motion passed.

Motion by Masters, second by Kimmen, to deny work from home compensation for any clerical position, including deputies. Roll call: Masters, aye; Kimmen, aye; Messina, aye; Downey, aye; Bobcean, nay. 4 ayes, 1 nay. Motion approved.

Motion by Masters, second by Messina, to have Board review Policy # 3 and Policy # 7 at the September meeting. All ayes, motion passed.

Motion by Kimmen, second by Messina to adjourn. All ayes. Meeting adjourned at 8:23 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Cynthia Bobcean". The signature is written in a cursive, flowing style.

Cynthia Bobcean, Clerk