

Trustee Special Meeting – October 7, 2019

Chairperson Becky Lutzko called the Special Meeting of the Hinckley Township Board of Trustees to order at 8:04 a.m. on October 7, 2019. Present were Trustees Becky Lutzko and Ray Schulte, Fiscal Officer Martha Catherwood, Road Superintendent Nick Haigh and 1 resident. Mr. Burns had an excused absence.

Ms. Lutzko stated the purpose of the Special Meeting was to discuss an employee request for a leave of absence, and compensation and terms of employment for Service Department Crew Foreman position and to select the same.

Mr. Haigh reviewed his recommendations detailing the conditions of employment for the Service Department Crew Foreman position, which included a higher hourly wage than previously approved. As follows:

Compensation: \$23.12 per hour, with overtime being paid at time and half of his regular hourly rate of \$23.12 per hour.

Vacation: Front loaded 1 week of vacation time on the first day of employment while accruing 3.08 (2weeks at anniversary) hours per pay period. (Pg. 15 section 3.4 of Non-Union employee handbook)

Comp Time: Employee can bank comp time at a rate of 1.5 times the hourly wage. No more than 80 hours of comp time may be carried over for the following year. (Pg.13 section 2.8 of non-union employee handbook)

Sick Time: Accrued sick leave shall be carried over from previous employer once statement is received with letterhead and signature from previous employer as proof of accrued balance.

Personal Day: Employee shall earn ONE personal day per year after completion of anniversary date (Pg.17 section 3.6 of Non-Union employee handbook). Personal day must be used within the year.

Probation: 180-day probationary period (Pg. 14 section 2.11 of Non-Union employee handbook)

Clothing Allowance/ Uniforms: Uniforms provided by the Hinckley Township mirroring the other Service department employees outline in the (union handbook)

Inclement Weather Gear: Hinckley Township will provide inclement weather gear / P.P.E equipment.

Ms. Lutzko made a motion to amend the previously approved pay rate from \$21.17 to \$23.12 an hour for the Service Department Crew Foreman position. Schulte second. Vote: S-yes, L-yes.

Mr. Haigh informed the Trustees that a number of candidates were interviewed, but Michael Behary was by far the most qualified. Mr. Behary has both snow plowing and road maintenance experience; he also previously worked for the Township as a part-time employee, prior to securing full-time employment with Ashland County.

Ms. Lutzko made a motion to hire Michael Behary as a 120-day probationary Crew Foreman per the conditions outlined previously for that position. Schulte-second. S-yes, L-yes.

The Trustees asked Mr. Haigh when Mr. Behary would begin; Mr. Haigh estimated an end of October start date.

Mr. Haigh asked the Trustees to approve a 3-month medical leave of absence for David Bauer, which is the maximum allowable leave of absence period per the Hinckley Township Service Union Agreement. Mr. Bauer last day of work was September 23, 2019.

Ms. Lutzko made a motion to grant a 3-month Leave of Absence for David Bauer from 9/24/19 to 12/24/19. Schulte second. Vote: S-yes, L-yes.

Mr. Haigh will draft a letter informing Mr. Bauer of the Trustees approval for the requested Leave of Absence.

Mr. Schulte made a motion to adjourn the Special Meeting at 8:16 a.m. Schulte second. Vote: B-yes, S-yes.

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The minutes of the meeting were approved by:
