

**Record of Proceedings
Village of Peninsula Council
SPECIAL SESSION**

Held: October 30, 2018

CALL TO ORDER: The Village of Peninsula Council convened from 5:34 p.m. to 6:53 p.m. in the Peninsula Village Hall. Mayor Douglas Mayer called the meeting to order and initiated the roll call. The following members were present.

COUNCIL MEMBERS:

Michael Matusz	PRESENT	Douglas Mayer, Mayor	PRESENT
Mary Booth	PRESENT	Chris Weigand	PRESENT
Michael J Kaplan	PRESENT	Daniel Schneider	PRESENT
Diane Holody	PRESENT		

OTHERS PRESENT: Fiscal Officer John Stiegel, Solicitor Brad Bryan, and Administrative Assistant Marty Kuboff.

Mayor Douglas Mayer reported that he received a letter of resignation from Fiscal Officer John Stiegel dated October 23, 2018. The resignation will be effective November 16, 2018. Mayor Mayer stated he accepted the letter of resignation.

The Mayor then presented to Council job descriptions for the positions of Fiscal Officer and Street Commissioner. (See Attachment)

DISCUSSION: Fiscal Officer Position

Mayor Mayer stated the Fiscal Officer Job Description was developed by incorporating language set forth in the Ohio Revised Code for the responsibilities of the Fiscal Officer along with the additional responsibilities required by the Village. The proposed pay scale was added. The Mayor stated he would like to use the pay scale for the Village Police Chief, since the Chief is the supervisor of the Police Department and the Fiscal Officer is also a supervisory position. The proposed pay scale is Level 1 \$22.50, Level 2 \$23.00, and Level 3 \$23.50. The Mayor wants to make the pay scale a uniform scale for all supervisory positions, and when we get to the Street Commissioner, all three positions would be paid the same. The Mayor stated Council also needs to decide whether these positions will be full-time or part-time. Currently, the pay rate for the Fiscal Officer is \$20.50 per hour for a 24 hour work week.

Mr. Kaplan asked what the plan is for November 16th. Mayor Mayer stated he has made contact with a Fiscal Officer from another community that would come in and help out on an interim basis. This Fiscal Officer works part-time and has an 18-million-dollar budget she manages. Compared to Peninsula's million-dollar budget, it would be no problem for her to provide assistance. The Mayor stated the Village will be contacting other communities' Fiscal Officers from the State Auditor's Visiting Fiscal Officer List that are familiar with UAN to see if they are interested in assisting the Village until the position is filled on a permanent basis. The Auditor of State's office also has a program where it would send a person to fill in for the vacant position at a cost about \$100 per hour.

Mr. Kaplan asked whether this position should be an elected position again. Ms. Booth stated the reason the Village went to an appointed Fiscal Officer is because in the past it was hard to find a qualified person within the Village to perform the duties. Ms. Holody stated that in 2011, they used the Fiscal Officer from Coventry Township as an interim before John Stiegel was appointed. Solicitor Bryan clarified the bonding requirements and that the residency requirement can be waived by Council. Mr. Stiegel pointed out the need to be certified by State Ohio for the UAN program and take a six-hour training course along with an annual refresher course. The Fiscal Officer is not required to be a CPA.

Mr. Matusz suggested instead of rushing tonight to approve the pay scale and job description, the Village should utilize a Fiscal Officer from another Village on an interim basis until the end of the year while the Village advertises for the position and searches for a permanent solution.

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Mr. Kaplan noted it might take some time to find a person to fill the position on a permanent basis and questioned whether the Village will be able to find a finance professional that is capable and willing to handle the Clerk of Council and minute taking component of the job. It was decided that the Village would try to find someone who could and wanted to perform those duties of the Fiscal Officer position but that the Village may need to be flexible and have someone else perform those day to day aspects of the Clerk portion of the job depending on the candidates that apply.

Solicitor Bryan was asked to prepare an ad for the Fiscal Officer Position to be placed in the Akron and Cleveland papers and publications that are regularly reviewed by public finance professionals.

The Mayor stated that he, along with the Council Finance Liaison Ms. Holody and Solicitor Bryan, will conduct interviews for the Interim Fiscal Officer position prior to the November Council Meeting. Ms. Booth was also invited to participate. The Interim Fiscal Officer will provide the Village with valuable information on how many hours are needed to perform the job based on the work load.

DISCUSSION: STREET COMMISSIONER POSITION

Mayor Mayer stated the Street Commissioner Job Description was developed from the language set forth in the Ohio Revised Code and Village Code as to the responsibilities of the Street Commissioner. The Mayor stated at the last Council Meeting, he was left with the impression that Council wanted a full-time working Street Commissioner to oversee the daily operations of the Service Department, and that is why the job description was developed in this manner.

Ms. Holody stated at the last Council Meeting, Council requested the posting of an ad for 1 full-time person and 1 part-time person in the Service Department. The Mayor stated, at the last Council Meeting, Mr. Kaplan wanted a Street Commissioner to oversee the Service Department and Mr. Schneider requested that the Village hire one full-time and one part-time employee for the Service Department. The Mayor asked if the Street Commissioner runs the Service Department, why wouldn't you let that person hire his own personnel. The Mayor stated the proposed staffing in the Service Department based on requests of Council would be three persons. The Service Department currently has one part-time employee. By placing ad for one full-time and one part-time employee, that equates to 3 employees.

Mr. Kaplan stated over the past years, and Mr. Schneider can attest to it, the Village has had Street Commissioners that have worked very well with the Mayor, Council, and Service Department. Those people advocated for the Service Department at Council Meetings, cared about the employees, cared about the jobs performed in the Village, and volunteered their time. That's what we need now. Mr. Kaplan stated he knows some individuals that would be a good fit for that position and do well. We know exactly what we need to fill this job based on the past performance of other Street Commissioners.

The Mayor pointed out Mr. Kaplan has stated in the past that the Street Commissioner and Service Department Supervisor can't be the same person because no individual can supervise himself.

Mr. Schneider stated over the past 40 years, we never had a Street Commissioner that was paid. It was always a volunteer position. Mr. Schneider stated that he served in that position when he was appointed by Mayor Fisher.

Mayor Mayer stated he will amend the job description to state the Street Commissioner oversees the Service Department and does not perform any manual work. He will advertise it as a non-paid position.

Ms. Holody stated the Mayor is required to fill the position of Street Commissioner in his duties as Mayor. A new position should not be created.

Mr. Schneider suggested we throw out the job description and just hire a Street Commissioner, because if you have good employees that you can trust within the Service Department, they could coordinate the activities for the day with little involvement by the Street Commissioner.

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Mr. Kaplan stated to the Mayor that the Mayor must ask Village residents to volunteer to serve as Street Commissioner, because if you wait for residents to come to you, it will never happen. He stated If it takes a buck or two, come back to Council, and we will address it. Mr. Kaplan stated he will provide the Mayor with at least three candidates to speak with for the Street Commissioner position.

The Mayor stated tonight Council was clearer on its expectations for the Street Commissioner than at the last Council Meeting, and he would follow those directions.

ADJOURNMENT: A motion to adjourn was made by Mr. Kaplan and seconded by Mr. Schneider. All were in favor of the motion; none were opposed. The Meeting was adjourned at 6:53 p.m.

Respectfully submitted:

Douglas G. Mayer, Mayor Date 11-19-2018



Fiscal Officer Position

733.262 Village fiscal officer.

(A) In lieu of having the elected office of village clerk and the office of village treasurer, or the combined elected office of village clerk-treasurer, a village may combine the duties of the clerk and treasurer into one appointed office, to be known as the village fiscal officer. To make this change, the village legislative authority shall pass, by a two-thirds vote, an ordinance or resolution proposing to make the change effective on the first day of January following the next regular municipal election at which the village clerk or village clerk-treasurer is to be elected.

So that no election for the office of village clerk or village clerk-treasurer is held after the passage of the ordinance or resolution, the village legislative authority shall file a certified copy of the ordinance or resolution with the board of elections not less than one hundred twenty days before the day of the next succeeding municipal primary election at which candidates for the office of village clerk or village clerk-treasurer are to be nominated, or, in villages with a population of under two thousand in which no petition for a primary election is filed under section 3513.01 of the Revised Code or in villages in which no primary is held under section 3513.02 of the Revised Code, not less than one hundred twenty days before the next succeeding regular municipal election at which the village clerk or village clerk-treasurer is to be elected.

(B) In addition to the circumstances described in division (A) of this section, when a vacancy exists in the office of village clerk or village clerk-treasurer, the village legislative authority may pass, by a two-thirds vote, an ordinance or resolution to combine the duties of the clerk and the treasurer into the appointed office of village fiscal officer. That change shall take effect on the effective date of the ordinance or resolution.

(C) A village fiscal officer appointed under this section shall perform the duties provided by law for the village clerk and treasurer and any other duties consistent with the nature of the office that are provided for by municipal ordinance.

(D) A village fiscal officer shall be appointed by the mayor of the village, but that appointment does not become effective until it is approved by a majority vote of the village legislative authority. The village fiscal officer need not be an elector of the village or reside in the village at the time of appointment; however, the fiscal officer shall become a resident of the village within six months after the appointment takes effect, unless an ordinance is passed approving the fiscal officer's residence outside of the village.

The village fiscal officer may be removed without cause either by the mayor with the consent of a majority of the members of the village legislative authority or by a three-fourths vote of the village legislative authority with or without the consent of the mayor.

(E) The legislative authority of a village that has a village fiscal officer may abolish that appointed office and return to an elected office of village clerk-treasurer by passing an ordinance or resolution by a two-thirds vote.

If a vacancy exists in the office of village fiscal officer when this ordinance or resolution is passed, the abolition shall take effect on the effective date of the ordinance or resolution, and the mayor shall appoint a village clerk-treasurer to serve until the first day of April following the next regular municipal election at which a clerk-treasurer can be elected. So

an election can be held, the village legislative authority shall file a certified copy of the ordinance or resolution with the board of elections not less than one hundred twenty days before the day of the next succeeding municipal primary election.

If a vacancy does not exist in the office of village fiscal officer when the abolishing ordinance or resolution is passed, the village legislative authority shall certify a copy of the ordinance or resolution to the board of elections not less than one hundred twenty days before the day of the next succeeding municipal primary election.

The person elected at the next regular municipal election as village clerk-treasurer under the circumstances described in this division shall serve a four-year term commencing on the first day of April following that election.

Ohio Revised Code Specified Duties

1. Attend all legislative meetings and keep minutes and legislative records
2. Attend all required training programs.
3. Accounting Duties:
 - a. All Receipts
 - b. All Payments
 - c. All Payroll
 - d. All Reconciliations
 - e. Budgets
 - i. Tax Budget
 - ii. Temporary Budget
 - iii. Permanent Budget
 - iv. Budget Adjustments

Additional Fiscal Officer Duties Not Specified in Ohio Revised Code

1. Payroll Analysis
2. Monthly Reports to Council
3. Quarterly Reports to Council
4. Auditor Requests
5. Maintain UAN System
6. File OPERS
 - a. Monthly
 - b. Quarterly
 - c. Annually
7. File OP&F (Ohio Police and Fire)
 - a. Monthly
 - b. Quarterly
 - c. Annually
8. Trend Analysis
9. Benefits Coordinator
10. Transfers
11. Submit Necessary Information to Ohio Online Checkbook

Other Assigned Duties

1. Personnel Director
2. Purchasing Director
3. JEDD Administrator
4. Income Tax Administrator
5. Health Insurance Administrator
6. Liability Insurance Administrator
7. Bidding Administrator
8. Grant Administrator
9. Worker's Compensation Administrator
10. Job and Family Services Administrator
11. Park Grants Administrator
12. Tax Liaison
 - a. IRS
 - b. State
 - c. RITA

Additional Miscellaneous Duties

1. Answer Phones
2. Greet Visitors
3. Public Records Requests
4. Legal Notices
5. Maintain Titles
6. Contract Maintenance
7. Uniform Allowance Records
8. Credit Cards
9. Bonds
10. Leases
11. Agendas
12. Community News
13. West Side Leader Report
14. Auctions
15. Mail Pick Up
16. Postings/Deposits when Police unavailable
17. Elevator Inspections
18. Solicitor Liaison
19. Discuss issues with Council Members
20. Refer Police/Zoning Questions
21. Audit Fuel Bills
22. Attend Training/Health Insurance/Safety Council
23. Assessment Requests
24. Election Supervision
25. Parade/Event/Solicitor Permits
26. Advertise/Organize Interviews
27. Codification
28. ASAP Grant Reimbursement

29. Foot Patrol Billings
30. Insurance Audits
31. Park Liaison
32. Records Commission/Review/Disposal

Village of Peninsula Job Description

JOB TITLE: Street Commissioner

REPORTS TO: the Mayor

DEPARTMENT: Service Department

ORC 735.31; Street Commissioner; Method of Appointment and Qualifications.

The Street Commissioner shall be appointed by the Mayor and confirmed by Council for a term of one year. The Street Commissioner need not be a resident of the Village at the time of his appointment but shall become a resident thereof within six months after his appointment and confirmation unless such residence requirement is waived by ordinance. Vacancies in the office of Street Commissioner in the middle of a term shall be filled by the Mayor for the remainder of the unexpired term.

The appointment of the Street Commissioner shall include a probationary period of six months. If an appointment is made for an unexpired term, and if the same Village Street Commissioner is reappointed at the end of that term, the probationary period shall continue into his next term. No appointment is final until the appointee has satisfactorily completed his probationary period. If the service of the appointee is unsatisfactory during the probationary period, he may be removed by the Mayor and the reasons for the removal shall be communicated to Council. If a person is appointed to successive terms as Street Commissioner, he shall serve only one six-month probationary period during those successive terms.

The Village Marshal is eligible to be appointed as Street Commissioner.

ORC 735.32; General Duties.

Under the direction of the Mayor, the Street Commissioner shall supervise the improvement and repair of streets, bridges, viaducts, sidewalks, sewers, drains, ditches, culverts, streams, and watercourses.

PEN. 137.01

Per Section 137.01 of the Village's Codified Ordinances, the Street Commissioner shall also supervise the lighting, sprinkling, and cleaning of all public places, and shall perform such other duties, consistent with the nature of his office, as the Mayor requires.

JOB SUMMARY

The Street Commissioner carries out his/her duties under the general direction of the Mayor. He/she must be able to supervise another or other employees, perform administrative tasks, and be fit to perform labor as a member of the work crew. He/she may have to work under adverse conditions and be on call 24 hours per day.

ESSENTIAL DUTES AND RESPONSIBILITIES

- Perform several related administrative and physical tasks necessary to maintain Village equipment, buildings, properties, and roadways.
- Supervise another or other employees.
- Operate trucks and heavy equipment.
- Perform physical labor as a specific job requires.
- Operate snow removal equipment as needed

ESSENTIAL QUALIFICATIONS

No previous experience is required, however, a background in supervising employees, equipment operation, basic construction, road and street maintenance, and a desire to gain added training in specific areas to increase knowledge and performance would be beneficial. Employees in this

position must be 18 years of age or older and be a graduate from an accredited high school or equivalent.

ESSENTIAL MENTAL FUNCTIONS

- General knowledge of the rules and regulations and the ability to follow and apply work instructions as directed.
- Ability to communicate well with the public and employees under your supervision
- Ability to take and give both oral and written instructions and respond to such.
- Ability to assume responsibilities.
- Be responsible for the safety of self and others.
- Be dressed in neat and clean attire.
- Present a good public image.

WORKING CONDITIONS

The essential functions and working conditions are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

The Street Commissioner assumes the following additional duties and responsibilities:

- Plan/document work activities (two weeks in advance of work to be done/submit to Mayor with pay sheet)
- Prepare contingency plans for work during inclement weather
- Document work performed/when/by whom
- Schedule self and other personnel
- Responsible for vehicle inspections, maintenance, and repair (document and submit as per regulations)
- Create plan for upcoming seasonal work/submit to Mayor to present to Council for funding consideration. Includes road projects (repair, sealing, replacement, chip and seal); vehicle/equipment maintenance, repair, and replacement; and building and grounds projects.
- Obtain bids when authorized according to Village policies and procedures.
- Purchase supplies as authorized.
- Attend Council meetings when requested.

NOTE:

This job description contains the general duties and responsibilities of the employee. It is not intended to be the only duties and responsibilities to be performed. The Village of Peninsula retains the right to modify the duties and responsibilities at any time.

ADDITIONAL NOTE:

The prospective employee must sign a release prior to employment for drug testing and a background check, which is not limited to, but includes, allowing the Village to examine the employee's driving record on an ongoing basis. The Village of Peninsula conducts background checks and drug tests for all new hires.

Salary: Level 1 \$22.50/hour Level 2 \$23.00/hour Level 3 \$23.50