



**TOWN OF JAMESTOWN
TOWN BOARD SPECIAL MEETING
December 21, 2020 MINUTES**

Mayor Tara called the roll at 7:03 p.m. Present at roll call were Trustees Brancato, Yahnke, Box, Mueller and Bedell.

Approval of Agenda

There was a suggestion to move the adoption of the budget after the discussions and approval of the Water Operator salaries.

Trustee Yahnke made a motion to approve the agenda as amended. Trustee Brancato 2nd the motion, which was approved unanimously.

PUBLIC HEARING

The public hearing was opened. The Clerk stated that there were some corrections made to the format that she and Trustee Loving reviewed. There was no comment from the board or the public. The public hearing was closed.

BOARD ACTION ITEMS

Discussion, Direction, Action:

Discussion regarding Resolution 12-26, 2020; A Resolution Establishing a pay increase for the Water Plant Operator & Resolution 12-27, 2020; A Resolution Establishing a pay adjustment for the Assistant Water Plant Operator.

Matt Kohlhaas reviewed the plan for 2021. The team has a goal to update existing and create new Standard Operating Procedures for the plant. Those will be compiled and available to plant operators, contractors or any others involved with the water plant. These will make it helpful to have a standard set of procedures available. The next project is to update the Operation and Maintenance manuals. These are equipment manuals. In addition, the team is working on securing a third-party back-up water operator for the plant. So that, if Jon and Emma are unavailable, there is someone available who can run the plant. Julie stated that the issue with this is that to operate the plant, a Class B license is needed, which is not easily obtained. The team is also working on organizing and updating the file system that is on the Google Drive. Julie has been spearheading that effort. The Operators are also filling in work logs on a regular basis. Matt explained that the communication broke down a bit and having a log that each operator writes in what they do when they come to the plant, helps keep everyone informed of what is happening on a day-to-day basis. There are some work and organization style differences that are being addressed and worked through as well. Julie mentioned that the equipment and supplies are being organized and labeled for easier access and to keep better track of what is available. Matt said Water Plant building maintenance is getting addressed and a plant process diagram is being created to identify all areas of the plant. One of the goals is to make this plant easier for someone new to come in and understand and run the plant. The team would like to implement more regular trainings for people as well. Matt stated that he has a huge level of respect for Jon and Emma. He said they put in a great amount of work and strive to make it better. That is the reason he says they deserve these raises. Julie clarified her role in the process. She said that issues were addressed six months ago and due to the amount of work that was needed to address the issues, she stepped in to help address issues around paperwork and organization. Matt is working to understand how the plant works and making it more efficient.

Allan asked about what it takes in terms of licensing to operate the plant. Jon gave an overview of the State regulations. Following the flood, with the improvements made to the plant, it was upgraded to a Class B plant. Due to a particular coagulant that needs to be added to the system. Adding those chemicals requires a certain level of license. The level at this plant would be a Class B Operator, which is the level of License Jon currently has. Emma is a Class C Operator and Arne is a Class D. Operators who have lower than a Class B can do many tasks at the plant but are limited in many ways and should not be adjusting the chlorine levels, for example. In addition,

to move up in Classification levels, it takes time; Operators must work at a certain level for a designated amount of time, which could be a year or more. It also takes training and time and effort put into studying for the licensing exams. Julie said it takes years to move up from Class A to Class B. It would take 5 years to move from Class D to a Class B License. Carly Rixham is a micro-biologist in town and is interested in volunteering with the water plant. There are a few others in town who are interested in being back-up operators. Matt said he intends on keeping the board more regularly informed of the activities of the Water Plant and Committee.

Tara wanted to make sure the job description that is referenced in both Resolutions is attached to both Resolutions. Also, she wanted to address the hours worked in the Resolutions. She wanted to make sure overtime is paid once the hours are worked based on each operator. Jon said that tracking hours is not his forte, but he has been logging his time and what he is doing in the plant. The position has many facets including administrative and research-based issues. The hours he is committed to are 20 hours a week based on his salary. Matt said he will continue to make sure that they are working the hours consistent with the hours established based on their salaries. Tara wants to ensure that the operators are paid for their work if the hours are exceeded. She would like to add that to the Resolutions. The proposed amendment to be made to each Resolutions is as follows:

*“Section 2. It is understood that the number of actual hours required may vary both with the season and/or with the operational needs of the Jamestown water plant. It is expected that this will result in an average of no more than 20 hours per week. If the hours to meet the requirements of the job are projected to exceed the expected monthly total (including paid absences), the Water Plant Operator in Charge will be responsible to provide documented support and to notify either the Water Committee Chair or Mayor. The purpose of such notification and subsequent conversations and agreements, will be to assure that the plant will continue to operate in a secure fashion, budgetary constraints will be met and any additional hours necessary to maintain a well-functioning water system will be compensated. Overtime shall be paid after the employee has worked 1040 hours (including paid absence) in a one-year period (January 1 - December 31) at a rate of \$30.00 per hour. All overtime shall be approved **in advance** by the Mayor”.*

Approval of Resolution 12-26, 2020; A Resolution Establishing a pay increase for the Water Plant Operator. Trustee Box made a motion to approve Resolution 12-26, 2020; A Resolution Establishing a pay increase for the Water Plant Operator as amended. Trustee Brancato 2nd the motion, which was approved unanimously.

Approval of Resolution 12-27, 2020; A Resolution Establishing a pay adjustment for the Assistant Water Plant Operator.

Trustee Box made a motion to approve Resolution 12-27, 2020; A Resolution Establishing a pay adjustment for the Assistant Water Plant Operator, as amended. Trustee Yahnke 2nd the motion, which was approved unanimously.

Approval of Resolution 12-25, 2020; A Resolution to Adopt the 2021 Budget

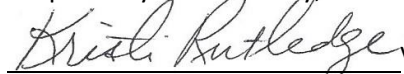
The Clerk stated that the budget format will be improved moving forward.

Trustee Yahnke made a motion to approve Resolution 12-25, 2020; A Resolution to Adopt the 2021 Budget. Trustee Mueller 2nd the motion, which passed unanimously.

ADJOURN

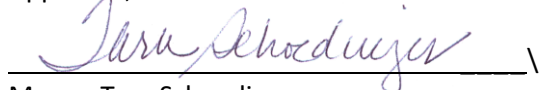
Trustee Yahnke moved to adjourn the meeting. Trustee Box 2nd the motion, which passed unanimously. The meeting adjourned at 8:18 p.m.

Respectfully submitted by,



Kristi Rutledge, Town Clerk

Approved,



Mayor, Tara Schoedinger

**The 12/21/20 Board Meeting was recorded in its entirety. Audio recordings are accessible by the public and are officially kept in the Town Office. They may also be kept on the Town Web site.*