

# Village of Otisville

## Special Meeting/Personnel Policy

June 27, 2011

The meeting was called to order at 7:00 p.m. by President Bess at the Village Office.

PRESENT: Corinne Gulash, Jim Price, John Ray, Tom Bess, Sherry Hemingway, Jeff Lutze, David Tatrow, Village Manager, Andrea Barden Clerk, Juli Suoppi, Treasurer, Matt Grovesteen, Police Chief, Robert Jennings, and Dan Campbell.

ABSENT: Rick Ferguson

AUDIENCE: Chuck Keeley from Sue Bees, and Gordon Barden

David A. Tatrow, Village Manager is retiring as of July 31<sup>st</sup>, 2011.

Discussion on moving Bob Jennings up to Superintendent and Dan Campbell up to Assistant DPW Superintendent, Zoning Administrator, and the seasonal program through the school, and the hiring of our own seasonal worker.

MOTION was made by GULASH and was supported by LUTZE to move Bob Jennings to Superintendent of the Department of Public Works.

CARRIED—ROLL CALL—ALL YEAS

MOTION was made by LUTZE and was supported by HEMINGWAY to up Bob's pay by \$1.00 per hour for now.

CARRIED—ROLL CALL—ALL YEAS

MOTION was made by LUTZE and was supported by GULASH that Dan Campbell be moved to Assistant Department of Public Works and to increase pay \$1.00 per more.

CARRIED—ROLL CALL—ALL YEAS

### DISCUSSION ON DDA DIRECTOR/SECRETARY:

Per Dave Tatrow biggest part of job is to check the taxes to make sure that all is credited to the DDA Captured Taxes. Sign Ordinance, Zoning Administrator, and Freedom of Information Requests.

MOTION was made by LUTZE and was supported by HEMINGWAY that Bob Jennings be appointed Zoning Administrator.

ROLL CALL: Lutze-Yes, Gulash—No, Price—Yes, Hemingway—Yes, and Bess—Yes  
CARRIED—5—YES, AND 1—NO

MOTION was made by LUTZE and was supported by GULASH that the Police Department handle F.O.I.A. Requests as Lt. Randy Smith is very knowledgeable in that area.

CARRIED—ROLL CALL--ALL YEAS

MOTION was made by HEMINGWAY and was supported by LUTZE that Andrea Barden, Clerk, will oversee Highway Act 51 money and reports to be filed.

CARRIED—ROLL CALL—ALL YEAS

Discussion of replacement for Jeff Lutze on the Community Development Block Grant Program.

MOTION was made by GULASH and supported by RAY to approve Juli Suuppi to be our Community Block Grant Program.

CARRIED—ROLL CALL—ALL YEAS

MOTION was made by LUTZE and was supported by GULASH to adjourn at 8:20 p.m.

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Andrea M. Barden, Clerk

July 5<sup>th</sup>, 2011