

**SPECIAL TOWN COMMISSION MEETING MINUTES  
AUGUST 1, 2022**

**CALL TO ORDER**

The meeting was called to order by Mayor Hurlburt at 2:00 p.m.

**ROLL CALL**

Town Manager Stevens led the roll call, which was answered by the following:

Commissioner Coz	Present
Vice Mayor de Haseth	Present
Mayor Hurlburt	Present
Commissioner Pugh	Absent
Commissioner Wiescholek	Present

Manager Stevens stated that Commissioner Pugh was absent with notice.

**PLEDGE OF ALLEGIANCE**

Mayor Hurlburt led the pledge of allegiance.

**PUBLIC COMMENT - (3 minute individual limit)**

Mayor Hurlburt opened Public Comment.

There were no Public Comments.

Mayor Hurlburt closed Public Comment.

**ACTION ITEMS**

1. Discussion of the Proposed FY23 Budget

Manager Stevens introduced the new Town Clerk, Kelly Avery, and welcomed her.

Manager Stevens submitted version three of the proposed 2023 Budget. She discussed the memo by summarizing the budget and discussed each of the changes in the budget since the second version.

She also submitted the salary survey results to the Commissioners. She also mentioned that Management is recommending adopting the proposed salary range adjustments and the consideration of the addition of a part-time Receptionist/Administrative Assistant to the Town Hall staff to relieve pressure on current staff.

Vice Mayor de Haseth asked what the salary range for that position would be. Manager Stevens stated that it would be \$42,500 annually, but it would be a part-time hourly position so it could be less than that. She estimated that it would be approximately \$20 an hour, plus the associated FRS and Worker's Compensation/General Liability.

There was a discussion of how many hours the assistant would work a week to remain as a part-time position. They also discussed how long would they be funding this position and Manager Stevens stated that it would be up to the Commission for the following year's budget on whether they wanted to fund it. Commissioner Weischolek asked if this position would be mostly for the

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building department. Manager Stevens stated that it would most likely be all for the building department.

Vice Mayor de Haseth asked logistically how an additional person would fit in the office. Manager Stevens mentioned that there is a conference room that could be converted into an office, if needed. She said that it could be worked out.

There was a consensus to approve the hiring of a part-time Administrative Assistant for the Town Hall. Manager Stevens said that on the next version of the budget, they will see an added part-time position in the building department, it in the HR Salary calculations, and an increase in the line item 8698 (Building Reserves).

Vice Mayor de Haseth asked when this position would be filled. Manager Stevens stated that by the time the position is advertised, and they go through the hiring process, it will be after October 1<sup>st</sup>.

Mayor Hurlburt asked to discuss the proposed salary ranges. Manager Stevens submitted the salary survey of comparable municipalities.

Vice Mayor de Haseth mentioned that they should all notice that some communities have not only the merit increase but are also adding the COLA increase.

Manager Stevens informed the Commission that with the police officers, they were able to increase salaries with the PBA contract and with the dispatch, there was a market adjustment of \$7,500 each. There were no other market adjustments for any of the other staff, which includes the Police Chief, the Lieutenant, Building Department, Public Works and administration. She said that they really need some sort of market adjustment this year because of the inflation being so high. Mayor Hurlburt mentioned that this would help us in moving forward on a more consistent playing level for the future.

Vice Mayor de Haseth asked if market adjustments are usually done as a bonus or lump sum. Manager Stevens stated that it has to be done in the salaries and cannot be called a bonus. Commissioner Coz suggested utilizing a "stipend."

Commissioner Coz asked if Manager Stevens was proposing an additional 5% for the COLA increase. Manager Stevens stated that the spreadsheet is just for the salary range increases as if they were to hire a new employee for that position, it would increase the level of the minimum starting salary and then the maximum salary that the employee could ever make. She said that the other topic on the table is whether or not they are wanting to give the market adjustment to the remaining employees.

Commissioner Weischolek mentioned that is what they did when Karla resigned, they hired the new person in with the increased salary to keep us on a competitive level playing ground with

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other municipalities. Manager Stevens said that was correct. She mentioned that the employees are the Town's biggest asset and they do not want a mass exodus of staff. Mayor Hurlburt mentioned that we need to stay competitive.

Manager Stevens recommended giving everyone else the same as the dispatch with the \$7,500 increase across the board. Mayor Hurlburt asked how many employees that was including. Manager Stevens said that it was a total of nine employees.

There was discussion regarding a \$7,500 increase to the remainder of the employees, how it would affect each individual employee, rate of inflation, how an increase would affect the base pay going forward. Each of the Commissioners gave suggestions on how to handle the situation and there was discussion regarding each. There was a concern with giving a check and then the employee leaves the job.

Chief Jones addressed the concern of employees leaving after receiving their check.

Further discussion ensued regarding giving a stipend instead of a salary-based increase and the possibility of using a percentage versus a set amount.

There was a consensus to issue a one-time stipend in the current fiscal year of 5.5%, except for the Town Clerk. The topic is to be brought back to the Commission to discuss issuing the stipend to the Town Clerk at the end of the six-month probationary period.

Town Manager Stevens mentioned that she will not be taking the stipend. She stated that the only thing left to discuss was the approval of the salary ranges. She said that she recommends approving salary ranges as presented.

The Commissioners discussed each of the salary ranges one by one and compared those salaries to those of comparable communities. There was a question regarding why employees are being hired at minimum salary. Town Manager Stevens explained the hiring policy.

Commissioner Coz suggested getting rid of the hiring policy as it currently stands and accepting the proposed salary ranges for the Police Chief and Police Lieutenant. There was discussion regarding the current hiring policy.

There was a consensus to allow the Town Manager to hire up to 15% above the minimum salary for a position. There was also a consensus to accept the proposed salary ranges for the Police Chief, Police Lieutenant, Dispatch Manager, and Dispatch Clerk.

Town Manager Stevens stated that these changes will be reflected in your final budget documents for the public hearing on September 6, 2022.

Vice Mayor de Haseth asked what the Harbour Drive North \$250,000 expenditure item was.

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Town Manager Stevens stated that it was a drainage project that Lisa Tropepe brought to the Commission. She said that this project is contingent with the Town getting easements from 62 and 66 Harbour Drive North. She said that the Town has already gained one.

Vice Mayor de Haseth asked what would happen if both homeowners did not grant those easements. Town Manager Stevens stated that nothing could be built there. Commissioner Coz asked if the Town was holding off on doing the project on Hudson. Town Manager Stevens stated that was correct.

Chief Jones mentioned that regarding the generator purchase for Town Hall, the prices are continually increasing, and asked if we could lock in the purchase now with the current pricing as a “commitment to purchase” for the upcoming budget. He said that is true with the dispatch furniture and project that was previously discussed.

The Commission had a consensus to have staff to go ahead and do that. They said that they approve staff to do this with all capital projects.

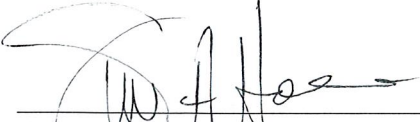
There was a question regarding the status of the squad cars. Chief Jones explained that the vehicles are built, and they have VIN numbers. They do not run because they do not have microchips and are sitting in Chicago at a rail station waiting to have microchips arrive. The timeline range has been the next seven days to the next six months. He said that the vehicle budget line for vehicle repairs/ maintenance is already \$5,000 overbudget. He said that he had another vehicle at the dealership with just repairs of around \$2,000.

There were no public comments.

**ADJOURNMENT**

Meeting Adjourned at 3:39 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on October 3, 2022.

  
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Susan Hurlburt, Mayor

ATTEST:

  
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Kelly Avery, Town Clerk

