

# *Village of Windham, Ohio*

## *Minutes of Special Council Meeting*

*Held on June 22, 2023*

Note: These minutes were typed with the help and guidance of The Village Solicitor. With The Village Solicitor making some adjustments to the drafted minutes.

At 6:00 p.m. Mayor Scott Garrett called the Special Council Meeting to order. Explaining that there will be two parts with the second section being an Executive Session.

Roll Call:	Lawrence Cunningham – Present	Sherri Pennington – Present
	Cheryl Belknap – Present	Terrie Altieri – Present
	Maurina Collins – Present	David Belknap – Present

Also present was Sheila Moore.

Mayor Scott Garrett shares that Fiscal Officer Katrina Washington presented a possible handbook issue to him regarding Comp-time and Vacation time. In the new handbook it does not appear that Comp-time and Vacation count towards the forty (40) hour week as it has been in the past. If an employee takes Comp-time during the middle of the week, then work on the weekend. The new handbook says no overtime. It has always been in the past, it was overtime. Mayor Scott Garrett further explains what he sees as an issue down the road. If The Village has an emergency, water line break for example. The Village may not have any workers. It could be a real problem and cause some unhappy workers because they have always had those hours count toward their forty (40) hour week. Mayor Scott Garrett looks at Comp-time as earned time. It's not like it's not earned time because it is in lieu of overtime that the employees chose in order to not have The Village pay them overtime. Mayor Scott Garrett suggests making an amendment to the current handbook to go back to the other way. Stating that Vacation and Comp-time goes towards the forty (40) hours. Reminding Council that The Village only has six (6) workers. If there is an emergency, The Village needs them. Mayor Scott Garrett asks Council what their thoughts are on the topic. David Belknap agrees. Maurina Collins asks if that section needs just be removed and replaced with the old section. Fiscal Officer Katrina Washington informs Council that she believes the old handbook is worded the same way as the new handbook. But that actually was not the practice being followed. Mayor Scott Garrett thinks it is best to change the new handbook to match the practice that was actually being followed all this time rather than what the new handbook states. Further giving the example of winter and snow storms. Maurina Collins agrees, asking if Mayor Scott Garrett wants to get the correct wording to her so she can change it. David Belknap recommends asking Solicitor Tom Reitz and clear it with him to make sure it is legal to pay Comp-time with overtime pay. Terrie Altieri shares that everywhere she has ever worked or factory workers. If a day was taken off during the week for vacation, the employee did not get overtime when they came in to work Saturday. Mayor Scott Garrett agrees, but also states that it is a different situation when it is not a factory. It a lot of factories, employees come in to work on a Saturday or they don't. On the other hand, if there is a water break in The Village. You want to ensure your employees show up. David Belknap states that he knows there are just weird laws with that. Sherri Pennington shares that she has worked in a couple different factories that have it both ways. Some pay the overtime when days off are taken during the week, and others don't pay the overtime. Sherri Pennington says that there are no laws that she is aware of, but it should definitely be checked to ensure we are coving ourselves. Terrie Altieri states that we will see Solicitor Tom Reitz on Tuesday at the Council Meeting, they can ask him then. Mayor Scott Garrett agrees.

Mayor Scott Garrett brings up how the County and the state recognize June 19<sup>th</sup> as a holiday. Mayor Scott Garrett thinks that next year The Village should add that holiday. David Belknap informs Council that he believes June 19<sup>th</sup> is a Federal Holiday. Mayor Scott Garrett agrees. David Belknap says that if the Post Office has off, The Village should have it off. Council President Lawrence Cunningham asks if June 19<sup>th</sup> will be replaced with a different day. Mayor Scott Garrett confirms that is what has been done in the past. Mayor Scott Garrett believes there are twelve (12) holidays currently. Terri Altieri shares that according to the handbook the employees took the day after Thanksgiving and gave up President's Day. The employees currently have eleven (11) plus two (2) according to the handbook Terri Altieri was referencing. Sherri Pennington wonders if there are floating holidays, she was not aware of them. Terri

Altiere, Maurina Collins and Scott Garrett confirm there are floating holidays. Mayor Scott Garrett informs Council that the floating holidays are so the employees can take a holiday off that they are not given off. Mayor Scott Garrett asks if a holiday should be added or should they just add it to the list that they can chose to use a floating holiday for. Sherri Pennington shares that at the company she works for, the employees were given floaters that can be used for whatever federal holidays they want. Mayor Scott Garrett shares that what's great about that system, is if an employee is Jewish and needs to celebrate Passover rather than Christmas. Multiple Council Members agree. Mayor Scott Garrett asks Council if they should add one more permanent holiday or should the holidays stay the same. Terri Altieri says they can use one of their floating holidays if they want it off. David Belknap says we have two (2) floating holidays. Maurina Collins states that they have two (2) floating holidays, so they can do that. Mayor Scott Garrett asks how would that be done, because as a group they employees pick which holiday to use the floating holidays for. Sherri Pennington explains that they don't decide as a group, they just say whatever holiday they each want to use the floating holiday for. Council President Lawrence Cunningham asks when do the employees decide this. Multiple Council Members answer, with Terri Altieri saying at the beginning of the year. David Belknap says they get twelve (12) days off already, it's a lot. Mayor Scott Garrett agrees that is a decent amount. Multiple Council Members agreeing that it is about normal. Terrie Altieri shares that the employees do get Christmas Eve off and the day after Thanksgiving. Sherri Pennington says those days are already included on their days off. Terrie Altieri confirms. Maurina Collins suggests that employees have to decide by January which days they want those floating holidays to be used for. Council President Lawrence Cunningham says he is fine with it all, he would just like them to know what the day is for. There is discussion on the type of wording Council feels will need to be added to the handbook. Sherri Penning feels that there should not be another holiday added because they have two floating holidays. They can use those if they want it off. Mayor Scott Garrett states that is the purpose of the floating holidays anyways. Stating that there is already a solid eleven (11) Federal Holidays days available. David Belknap informs Council that employees only have ten (10) days off. Mayor Scott Garrett and Maurina Collins state they thought employees had eleven (11). David Belknap informs council that there are ten (10) listed in the handbook on page eleven (11). Fiscal Officer Katrina Washington also informs Council that the handbook does not specify that the floating holidays have to be used on a holiday. Discussion between Council Members about floating holidays being used for federal holidays. Fiscal Officer Katrina Washington informs Council that is not the current procedure being followed. Further explaining that with the current procedure, an employee just turn in a month ahead of time that they want to use their floating holiday for any day the employee wants. Mayor Scott Garrett asks for clarification on what Fiscal Officer Katrina Washington means by day. Fiscal Officer Katrina Washington explains that if an employee wants to take off Wednesday and use a floating holiday, they just turn it in a month before that Wednesday and the employee gets to use their floating holiday. Maurina Collins wonders if it has to be a federal holiday. Fiscal Officer Katrina Washington explains that it is not used that way currently for any employee. Terri Altieri explains that is giving them twelve (12) days a year regardless. They get the ten (10) Federal plus the two (2) any day they want. David Belknap says they essentially get two (2) extra days off. Mayor Scott Garrett says the two (2) floating holidays are actually two (2) personal days. Fiscal Officer Katrina Washington asks council for clarification. Everything is basically staying the same and operating the same as it currently is. Council all agrees.

Village Administrator Maurice Hankins informs Council that he spoke with Lisa Reeves with the County, CDGB. She informed him that The Village's matching funds amount for the water project on Maple Grove is sixteen thousand five hundred thirty-two dollars (\$16,532). She was also told by somebody that The Village had forty-two thousand dollars (\$42,000) set aside in our matching funds account. Lisa Reeves did mention that she does have ten thousand dollars (\$10,000) that she has to apply to something, so she is going to go ahead and put it towards The Village's account or project. That would leave The Village with six thousand five hundred thirty-two dollars (\$6,532) for matching costs. Lisa Reeves had to have approval from The Village today to move forward, so Village Administrator Maurice Hankins gave that approval. David Belknap asks which department that will come out of. If it will come out of the Water Fund. Mayor Scott Garrett says the project is for a water line. Fiscal Officer Katrina Washington informs Council that she does not know what the forty-two thousand dollars (\$42,000) is categorized under or where it is located. Village Administrator Maurice Hankins informs Council that Lisa Reeves said the project is scheduled to be completed by the end of August. Contracts are being awarded today. While the project is scheduled to be completed by the end of August, payment is not due until the end of September. Terri Altieri asks Fiscal Officer Katrina Washington to find out where the forty-eight thousand (\$48,000) is located. Fiscal Officer Katrina Washington informs Council that locating the money is going to take some time to locate because everything is labeled all kinds of different ways at times.

Mayor Scott Garrett asks for an update on the insurance claim for the storm damage. Village Administrator informs Council that two (2) checks have arrived, totaling thirty-six thousand six dollars and sixty cents (\$36,006.60). There will also be another check for twelve thousand (\$12,000) coming next week. That brings the total to forty-eight thousand six dollars and sixty cents (\$48,006.60). The expense for putting the metal roof on the administration building is twenty-nine thousand (\$29,000). Which takes us down to nineteen thousand six dollars and sixty cents (\$19,006.60). Becdel Controls replaced the electric pole, all the wiring and everything for the water plant cost eleven thousand eight hundred forty-one dollars. (\$11,841). That would take us down to six thousand one hundred and fifty-nine dollars (\$6,159). The Village Administrator Maurice Hankins spoke with Matt Stier; who won the contract to repair both the Administration roof and the Water Plant's roof and siding; telling him that The Village is going to run out of money. Matt verbally offered to adjust the original quote and try and repair the Water Plant damage for two thousand dollars (\$2,000). Which means he is not going to replace the entire roof, but rather the three to four (3-4) shingles that are missing. Which would leave The Village around four thousand (\$4,000). Police Chief Rick Garinger said it would only take about four top rails and wire ties to fix the fence. So there would be enough money to also get the fence fixed. The Village should have new quote for the storm repairs sometime next week. David Belknap asks how old the roof is on the Water Plant. Village Administrator Maurice Hankins informs Council that the Water Plant roof is about ten (10) years old. David Belknap asks if the Administration building will be getting a standing seam metal roof or a pro roof. Village Administrator only knows that it will be a metal roof.

Mayor Scott Garrett requested a motion to enter into Executive Session to discuss personnel. Inviting all of Council, Village Administrator Maurice Hankins, and Fiscal Officer Katrina Washington.

David Belknap moved to make the motion to enter into Executive Session. Terrie Altieri seconds

Roll Call:	Lawrence Cunningham – Yes	Sherri Pennington – Yes
	Cheryl Belknap – Yes	Terrie Altieri – Yes
	Maurina Collins – Yes	David Belknap – Yes

The motion carried by a 6-0 vote.

Council entered into Executive Session at 6:24 p.m.

David Belknap moved to make the motion to exit Executive Session. Maurina Collins seconds

Roll Call:	Lawrence Cunningham – Yes	Sherri Pennington – Yes
	Cheryl Belknap – Yes	Terrie Altieri – Yes
	Maurina Collins – Yes	David Belknap – Yes

The motion carried by a 6-0 vote

The Council Exits Executive Session at 6:52 p.m.

Mayor Scott Garrett requests voting to begin. Clerk of Council Katrina Washington asks Mayor Scott Garrett to suggest a motion of the action desired, and the Mayor responded by providing a name (of a candidate) for Council Members to vote on.

Mark (Gavriloff)

Roll Call:	Lawrence Cunningham – No	Sherri Pennington – No
	Cheryl Belknap – Yes	Terrie Altieri – Yes
	Maurina Collins – Yes	David Belknap – No

The proposed action failed by a 3-3 vote.

Ryan (Wagner)

Roll Call:	Lawrence Cunningham – Yes	Sherri Pennington – Yes
	Cheryl Belknap – No	Terrie Altieri – No
	Maurina Collins – No	David Belknap – Yes

The proposed action failed to achieve passage by Council, 3-3 vote.

Mayor Scott Garrett acknowledges that the votes have resulted in a tie. Further stating that this is not an easy choice because they both have flaws that have been discussed. Mayor Scott Garrett

breaks the tie by placing a vote for Ryan. Explaining that we will try a three (3) month trial with Ryan.

With no further business to discuss, Mayor Scott Garrett asks for a motion to adjourn the Special Meeting. Sherrie Pennington moved to make the motion to adjourn. David Belknap second

Roll Call:	Lawrence Cunningham – Yes	Sherri Pennington – Yes
	Cheryl Belknap – Yes	Terrie Altieri – Yes
	Maurina Collins – Yes	David Belknap – Yes

The motion carried by a 6-0 vote.

Meeting was adjourned at 6:55p.m.

Respectfully Submitted,

Attest,

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Katrina Washington  
Clerk of Council

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Scott Garrett  
Mayor

**\*\*\*NOTE: THESE MINUTES ARE A SUMMARY BY DIRECTION OF COUNCIL\*\*\***

**All Council and Committee Meetings will be held in Windham Council Chambers,  
unless otherwise noted**