

## **Board of Works & Safety Meeting Minutes**

**January 3, 2012**

Mayor Buckley called the meeting to order at 6:00pm.

**Roll Call:** Board of Works Members Dave Harrison, Sandra Seward and Mayor Buckley Present. Also in attendance Clerk Treasurer Dan McMillan and City Attorney Craig Wiley.

**Meeting Minutes:** December 21<sup>st</sup> 2011 minutes were read into the record and approved by voice vote.

**Reports:** None

**Approval of Claims:** Mayor Buckley gave a brief description of some of the claims. Board of Works Member Dave Harrison makes a motion to approve as read regular claims in the amount of \$182,173.75. There were no manual claims this month. Board of Works Member Sandra Seward seconds the motion. The motion is carried by voice vote.

**New Business:**

Chief of Police Mark Swartz, presented to the board former Chief Rich Witmer' letter of retirement. Board of Works Member Dave Harrison makes a motion to accept former Chief Witmer' retirement. Board of Works Member Sandra Sewerd seconds the motion. The motion is carried by voice vote.

Chief Mark Swartz presents former Deputy Chief Kellen Malloy' letter of retirement. Board of Works Member Dave Harrison makes a motion to accept former Deputy Chief Kellen Malloy' retirement. Board of Works Member Sandra Sewerd seconds the motion. The motion is carried by voice vote.

Chief Mark Swartz makes a recommendation to promote Lieutenant Michael Maurice to the position of Deputy Chief of Police. Board of Works Member Sandra Sewerd makes a motion to accept this promotion. Board of Works Member Dave Harrison Seconds the motion. The motion is carried by voice vote.

Chief Mark Swartz reads a letter from former Chief Witmer requesting a lump sum payment in the total amount of\$ 18,511.20 for vacation days and accumulated sick days. Board of Works

Member Dave Harrison makes a motion to approve the lump sum payment. Board of Works Member Sandra Sewerd seconds the motion .The motion is carried by voice vote.

Fire Department Chief Robert Cheshire makes a recommendation to promote James pierce to Operations Chief. After restructuring, there will no longer be three battalion Chiefs. Board of Works Member Dave Harrison makes a motion to approve the recommendation. Board of Works Member Sandra Seward seconds the motion. The motion is carried by voice vote

Mayor Buckley presented a letter to the board requesting approval to transfer Julie Lockwood from her current position in the Clerk Treasurer' office to Administrative Assistant to the Mayor. Mayor Buckley abstained from voting. Board of Works Member Dave Harrison made a motion to accept the transfer. Board of Works Member Sandra Sewerd seconded the motion. The motion is carried by voice vote.

Clerk Treasurer Dan McMillan presented a letter requesting permission to fill the vacant position created by the transfer of Julie Lockwood. Board of Works Member Dave Harrison made a motion to grant permission. Board of Works Member Sandra Sewerd seconded the motion. The motion is carried by voice vote.

Clerk Treasurer Dan McMillan presented a letter to the board requesting to hire Joann Brewington to the position of Administrative Assistant/Clerk to the Clerk Treasurer's office. JoAnn will be on probation her first sixty days and her salary will not exceed \$30,000 dollars the first year. Board of Works Member Dave Harrison made a motion to approve the new hire. Board of Works Member Sandra Sewerd seconded the motion. The motion is carried by voice vote. Mayor Buckley welcomed JoAnn to her new position.

Clerk Treasurer Dan McMillan presented a letter to the board requesting permission to hire a part time clerk for the Clerk/Treasurer's Office. Hourly pay not to exceed \$ 12.00 per hour. No benefits will be available. Board of Works Member Dave Harrison makes a motion to approve the hiring. Board of Works Member Sandra Sewerd seconds the motion. The motion is carried by voice vote.

**Comments from the Board:** Board of Works Member Dave Harrison ask if the police department is losing a position as a result of the restructuring. Mayor Buckley explained that Chief Swartz will be bringing that before the board very soon.

Next Board of Works Meeting is January 17<sup>th</sup>, 2012 at 6:00pm.

**Adjournment:** Board of Works Member Sandra Sewerd made a motion to adjourn. Board of Works Member Dave Harrison Seconded the motion. The meeting was adjourned at 6:49pm.

*Dennis Buckley*

---

Dennis Buckley, Mayor

*Dan McMillan*

---

Dan McMillan/ Clerk treasurer