

**SPECIAL COUNCIL MEETING  
MINUTES  
October 13, 2021  
6:30 PM**

Mayor Clark called the meeting to order at 6:48pm.

**ROLL CALL:** Tammy Meyer, Chuck Peterson, Scott Weaver, Heather Paisley, and Nina Schroeder.

❖ Scott Weaver moved to excuse Marty Hura with a second from Tammy Meyer. All ayes on vote.

**Other Village Personnel:** Clerk-Treasurer Jenny August; Police Chief Joe Urso, Mayor Linda Clark; Village Solicitor Michele Stuck;

**Citizens Present:** None

**DISCUSSION TOPICS:**

**Appointment of an Assistant Clerk-Treasurer/ Fiscal Officer**

Tammy Meyer said they had three interviews scheduled for Saturday. They were all no-shows. Mayor Clark said that one decided to remain with her current company, another had a flat tire (and we later learned that she would not have passed the back-ground check), and the third said she did not get a confirmation email for her interview. Mayor Clark called Teresa Criblez who was scheduled for Sunday, and she changed her schedule and came right in for an interview.

Mayor Clark said she sent Teresa Criblez's resume out to Council for review. Chief has done the background check. The interview team thought she was the best candidate. They had a list of 15 skills that they were looking for, and Teresa is proficient in 13 of them. The two that she missed were; knowledge of the Uniform Accounting Network, and Ohio Revised Code.

Ashlee Hawkins is willing to help with some training if needed, and Chief Roosa is willing to lend her out if she needs to come in now and then during the day. Sue Skrovan from Hiram can help also. The two clerks from Garrettsville can assist for a fee. There are also visiting clerks through Local Gov't Services.

Teresa is retired from her company but has gone back several times when someone left and they needed her. She is looking for part time work. She has some flexibility because she can work evenings or weekends if necessary. Mayor Clark is recommending her and would like to have her start on October 25<sup>th</sup>. Teresa has asked for \$24 per hour. Mayor Clark would like to start her at \$21.50 and increase it after she proves herself. Tammy Meyer said she thinks she should start at \$22 per hour and increase her pay after probation. Nina Schroeder asked how much she made at Universal Plastics. Mayor Clark said she made \$50,000 per year. Nina said she thinks it is important not to low ball a good employee, and she thinks probation could be 90 days instead of six months. Scott Weaver said probation could be even less than that, possibly the end of the year. Chief Urso said that the handbook states that probation is six months and that is what he has always used for his employees. Increases can still be given during probation. He does that with dispatchers.

❖ Motion to hire Teresa Criblez at \$22.00 per hour by Scott Weaver, seconded by Heather Paisley. All ayes on vote.

**Adjournment**

Chuck Peterson moved to adjourn at 7:05 with a second from Heather Paisley. All eyes on vote.

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Mayor Linda Clark

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Jenny August, Clerk-Treasurer