

## Emergency Meeting Minutes

Mon., Nov. 18, 20204, 5pm

Deb Shumate, Town Board President, called the meeting to order. She explained to the public in attendance, because this was the only evening in the next two weeks that the board was able to have a quorum, an Emergency Meeting had to be called, so a job could be posted by the end of the week and apologized for the short notice. She also explained that it was not a normal meeting and not have an agenda, Pledge of Allegiance nor open the floor for the public comment etc.

She started the meeting with a conversation with Mark Marsee, Board Member and Doug Price, Sewer Plant Manager regarding the positions needing filled. It was determined a part-time employee would be offered one of the two full-time positions, contingent upon a 30-day trial, for a permanent full-time position.

The board and Doug will be sent the first draft Employee Handbook from the Clerk Treasurer to look over and insert comments and suggestions on changes etc., on the current jobs' descriptions. Changes will be made via email for the Handbook.

The town will post a job opening for a full-time position, the listing would in part come from the job description, benefits offered, and looking at search engines (i.e. Indeed) as a template how similar jobs are posted. A search engine may be used to fill the position by getting a wider selection of candidates.

Mark made a motion to approve Doug offering the full-time position to a current part-time employee and Deb seconded, all ayes.

Mark made a motion to adjourn the meeting, Deb seconded, all ayes.