

**VILLAGE OF MANSFIELD
MINUTES OF THE REGULAR VILLAGE BOARD MEETING
December 5, 2016**

The Village of Mansfield Board of Trustees met at the Northern Piatt Fire Prot. District meeting room on Washington St. in Mansfield at 7:00pm with Steve Gaines presiding. Roll was taken with Don Deffenbaugh, Zach Reynolds, Todd Jones, Lucas Gilbert, and Tom Williams physically present. Margaret Roe was absent. Also in attendance were Bruce Gammage, Scott Harper, and Ryan Umberger.

APPROVAL OF MINUTES

Gaines requested a motion to approve the open meeting minutes from the meeting on November 7, 2016. **Gilbert moved, Jones seconded to approve the open meeting minutes of the November 7, 2016 meeting. Roll call: ALL YES. Motion carried 5-0.**

APPROVAL OF BILLS PAYABLE

Gaines requested a motion to approve the bills payable for December 2016. Gaines said the check for Rise Broadband should be voided, as the police internet will be free going forward. **Williams moved, Gilbert seconded to approve the bills payable for December 2016. Roll call: Deffenbaugh, Gilbert, Williams YES. Jones, Reynolds NO. Motion carried 3-2.**

APPROVAL OF TREASURER'S REPORT

Gilbert moved, Deffenbaugh seconded to approve the Treasurer's Report for November 30, 2016. Roll call: ALL YES. Motion carried 5-0.

OLD BUSINESS

Christmas Lights Out

Deffenbaugh asked Scott Harper if he called Hap Industries yet, as there are many bulbs out on the Christmas lights on Jefferson. Harper said he called last week.

Mosquito Spraying

Gilbert mentioned the 2 day course on mosquito spraying is in Springfield on May 9-10. It's \$100/person. He did not check on the sprayer yet to see if it is in working condition.

Police Policy

Williams said the Police Committee did not meet since the last board meeting. Attorney Gammage commented on the police policy, saying it needs an overhaul. Most of what is in there does not apply to the Village. He would like to meet with the committee and go over it. There are sections that refer to supervisors and personnel Mansfield does not have. They will work on a day/time to meet.

Tax Levy

Gammage said the tax levy was sent in and recorded.

NEW BUSINESS

Employee Handbook

Jones said the Employee Handbook needs to be updated. He offered to be on a committee to spearhead that project.

Hiring Part Time Officer

Gilbert said the police committee is looking to hire another part time officer. He had a job description the police committee came up with. He asked Clerk Place to put an ad in the newspaper for the next two weeks and to put the info on Facebook.

Police Forms

Officer Umberger said he would like to bring forms to the board meeting that Mansfield does not currently have or use. He also wants to look into a system that helps write reports and keeps historical data on vehicles, traffic stops, etc.

Employee Follow Up

Reynolds asked if a signed job description and a signed receipt from the Employee Handbook had been received from Scott Harper. Deffenbaugh said it had. Reynolds asked if a signed written warning was on file and Deffenbaugh answered no. Gaines said Harper was talked to about issues and was not given a written warning. Jones said Attorney Gammage had suggested having documentation of any communication. Gammage said it should be documented that Harper was verbally talked to about issues. Reynolds asked if this had been done and Deffenbaugh said it had not, but he could turn something in. Reynolds asked if the deadline for Harper getting his water license was still April 1. Trustees agreed this was still the deadline for the water license. Reynolds asked what would be wrong about asking Harper to keep a list of tasks he was working on daily or weekly? Deffenbaugh and Gaines both questioned the need for such a thing. Jones said the Village part time officers do this and turn it in at the monthly board meeting and questioned why all employees couldn't do it. Gaines suggested to trustees that they should follow the chain of command if they have an issue with anything. If there is an issue with an employee, trustees should talk to Deffenbaugh first and then Gaines. Reynolds said he felt tax dollars were being wasted. He spoke of issues with clocking in/out properly. Jones said there are no set hours for Harper's job, so it would be hard for anyone to know if he was tardy or not. Gaines said time cards should be given straight to the Clerk after Deffenbaugh approved them. Gaines would like Deffenbaugh and himself to sit down with Harper before the January meeting and discuss these items. He listed scenarios where the Harper's job should have flexible hours in cases of snow, storms, etc.

2017 Holiday Dates for Employees & Meeting Dates for 2017

Clerk Place passed out lists of holiday dates for Harper and meeting dates for the board for 2017. She explained the reasoning behind moving the July meeting back a week. **Jones moved, Deffenbaugh seconded to accept the 2017 Holiday Dates and the 2017 Meeting Dates. Roll call: ALL YES. Motion carried 5-0.**

Audience Comments

Resident Ron Konen asked why two trustees voted no on the Bills Payable list. Trustees answered that it was because they did not agree on the expense for the sidewalk work since it was not bid out. Konen also asked about the IMRF cap of 1,000 hours per employee. Trustees answered that yes, there is a 1,000 hour cap per employee, no matter the size of the village or the number of employees.

Reynolds moved, Jones seconded to adjourn the meeting. Roll call: ALL YES. Motion carried 5-0.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk