

**Personnel/Insurance Meeting
With DPW Staff
01-23-2014**

Where: Twp. Office - Green Acres Road.

When: 4:00 PM.

Who Present: Bill Bingham, Bruce Petersen and John Ollila
Mike Becia, Chuck Saari & Tom Dorvinen (DPW Staff)

Discussion Points:

- The meeting opened up with a discussion of the overtime hours and what they are charged too. A compilation of the overtime hours claimed by the DPW staff that was completed by the Clerk was referenced. The years total hours was heavily skewed towards one employee. The discussion really didn't surmise why this was the case – it's been done this way "historically". There were questions as to why there was need to charge overtime hours too: 1.) motor pool vehicles and 2.) maintenance building. Some hours were charged to the motor pool due to the need to get a vehicle back on the road to meet a known need for the following day. There was a misunderstanding by the DPW of just what the definition of the "maintenance building" involved when it came to charging payroll time. The building has had a lot of work done on it lately and should not need any further overtime repair or maintenance. Ultimately the DPW staff and committee decided to rotate the weekend plowing overtime demands among all three employees. Basically, off **two** weekends on **one**. (See enclosed Sheet) Lastly, the Committee told the DPW staff that both the Pavilion and the Otter Lake Fire Dept. will be plowed on a contractual basis by a Mr. Hider who is a member of the fire department and resides nearby.
- Water flow meter readings/documenting in the Twp. basement on the mainline and checking the two sewer lift stations on the weekends was discussed next. The water mainline coming in from Adams Twp. through our basement to the hydrosphere is read when the staff plows the Twp. office parking lot. That reading would indicate whether or not there is a major break and if the cla-valve was functioning properly. The Committee didn't think that reading that water flow meter on the weekends was still needed. If the DPW staff was out plowing, the Comm. still thought it still was still meritorious to check the sewer lift stations on the weekends. Eric Waara (UPEA) will be consulted with concerning this decision.
- The Committee thought it was advantageous that everyone in the DPW staff were able to operate all our heavy equipment in case there is an emergency and someone was absent. It was suggested that the staff members that are less than proficient do some practicing this summer on the equipment. There are two CDL licensed staff, the Committee thought that was ample for our operational needs.

- The need for a inexpensive computer housed at the Maintenance building so e-mails can be received and parts availability checking can be done was discussed next. The feasibility and cost will be checked in to.
- Travel costs to training sessions was discussed – it was suggested that DPW employees who need to travel to a session should consider using their own vehicles and be reimbursed at a 56 cents per mile rate versus using one of the DPW trucks that get 8/10 miles per gallon.
- Mike Becia asked if the Twp. would pay him some money if he dropped off our health insurance plan. Bill thought that we needed three people on our plan to maintain a “group” coverage rate and that a \$400.00/month figure was indicated somewhere in our minutes. Will check with Mark Hannula – PAAR Plan representative about this.
- Lastly, the DPW staff where asked what equipment was in need of replacement. The two items were: a new plow truck (1999 vintage) and the 1970’s vintage hydraulic sewer cleaner.

John moved for adjournment.

Adjourned at 4:50 PM

Respectfully submitted:

Bruce Petersen
Township Supervisor