

The meeting was called to order by President Pro-Tem Joe Farrington at 1:01pm  
The Pledge of Allegiance was recited.

Formation of the roll was taken, and a quorum was declared:

**Roll Call:**

Fred Charles AB Joe Farrington P Erin Randall P Patty Priest AB Jon Houserman P  
Jennifer Spearling P Bernard Russell P

Staff Attending: NONE

Approval of Agenda: Trustee Russell made a motion to accept the agenda, seconded by Trustee Spearling. **Motion carried by voice vote.**

Public Comment: NONE

PERSONNEL: Trustee Spearling stated that she and Trustee Farrington interviewed Jeanna Norris for the open treasurer's position. Ms. Norris currently is employed full-time, but would like a part-time job also, with the idea that she could work after she is done at her full-time hours of 8:00am to 3:00pm. Trustee Farrington stated that Ms. Norris could in at later hours, maybe 4:30 to 6:30 or 4:00pm to 7:00pm and be able to take payments for citizens who work until 5:00pm. He commented that Ms. Norris is highly qualified. He further commented that Deputy Clerk Vanessa could come in three days per month to help during busy time. Trustee Houserman questioned if the proposed hours were going to be enough hours to be able to get the workload complete. The Council discussed the different ideas for workload and possible hours to accommodate the employees and the citizens. Trustee Spearling commented that the last couple weeks are not normal workload and once things are caught up, the workload will be as it has been. Further, Trustee Spearling stated that the office should be closed for 30 minutes for the office staff to have a lunch break.

Trustee Houserman made a motion to offer the Treasurer's position to Jeanna Norris subject to a discussion with her regarding work schedule, at a Step 3, with an increase to Step 4 after 90 days. The motion was seconded by Trustee Farrington. **Motion carried by voice vote.**

Trustee Farrington made a motion to close the office for 30 minutes for lunch break at the discretion of the office staff, but the time must be the same every day. The motion was seconded by Trustee Spearling. **Motion carried by voice vote.**

WATER BILL FEES: Trustee Spearling stated that for the month of February (bills that were due March 5), the fees needs to be waived due to the office turnover and training that is still happening. She stated that the office staff are working with Neil Hammerbacher to get things in order and caught up. A motion was made by Trustee Spearling to waive the late fees for March 5, 2024 water bills and possible the April 5, 2024 water bills, if the needed. The motion was seconded by Trustee Farrington. **Motion carried by voice vote.**

Adjournment: A motion was made by Trustee Russell, seconded by Trustee Spearling to adjourn the meeting at 1:37pm. **Motion carried by voice vote.**

Respectfully submitted by Erin Randall, Trustee