

CITY OF BURTON
FINANCE SUB-COMMITTEE MEETING MINUTES
OCTOBER 13, 1997 9:00 A.M. COUNCIL CHAMBERS

Meeting called to order by Chairman Cox at 9:15 A.M.

Members present: K. Cox, T. Martinbianco, R. Centilli.

Others present: Mayor C. Smiley; R. LaDuke, Bldg. Superintendent;
J. Brown, Clerk's Office.

Purpose of the meeting: Discussion and possible recommendations
concerning Personnel issues.

Presentation:

Chairman Cox stated the purpose of this meeting and asked Mayor Smiley for the presentation. Mayor Smiley said there has been a need for a secretary to the Personnel Director for a long time. K. McArdle had told of this need. The Personnel paper work is put on the Mayor's Executive Secretary and she is almost unable to keep it all up. He would like to ask for a transfer of funds for a secretary to the Personnel Director. It

will be a non-union position as they will be dealing with personnel files.

The money will be equally distributed between water, sewer, and the general

fund, etc. He spoke on the "floater" which is shared by the DPW and City Hall. She is utilized on the telephone on lunch hours and on days when the phone isn't covered.

Audience Participation:

P. Dargel, 6119 Hugh, asked if the Committee had before them something in print as to salary, benefits and duties of this proposed position. Chairman Cox said no.

Committee Discussion:

T. Martinbianco said this issue came up about five years ago. He had numerous questions, such as how many hours per week is devoted to Union negotiations, the Mayor said approximately twenty. He asked who has been doing this work, The Mayor said his secretary. She handles Workman's Comp and Insurance claims and unemployment claims. T. Martinbianco

asked if the cost of this position would be shared by the Fire and Police Departments. The Mayor said yes. T. Martinbianco said he can understand needing a secretary during contract times, but it seemed there wouldn't be enough work to keep this position busy for thirty-five hours per week. The Mayor reviewed the numerous work tasks that are being neglected that this secretary could take care of, he said they cannot seem to get caught

up. He also said it was a mistake when they eliminated the administrative position in the DPW. The salary for this new position will be between \$25,000 and \$26,000 per year.

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B. Centilli said the Mayor's secretary is not always at her desk to answer the telephone because she must be other places so often doing tasks that actually should be done by a secretary to the Personnel Director. He said she carries a heavy load. K. Cox suggested using a Kelly Girl to help out during peak work loads. The Mayor said Kelly girls don't work out because they can only do a specific job. K. Cox asked if this position is non-union will they fill in for union jobs, he said no, just the telephone. He described the telephone operator as being the "quarter-back" of the team. The hours needed to fill in for the telephone was discussed. T. Martinbianco asked if this were to be approved where would this new desk be. Mayor Smiley said they will make room in his secretary's office at first and then when the System 36 is scrapped, in the Mail room. T. Martinbianco said he would feel more comfortable with this issue if they had a more direct spelling out on paper of the salary, benefits, and duties. K. Cox concurred with T. Martinbianco. He would like a job description so they have some idea of what this position would be doing. R. LaDuke spoke on the work load in the DPW, he said in some areas they just put out "fires". He reviewed some of the projects that need to be done in the DPW. K.Cox asked, when these jobs are caught up will she just answer the phone. The Mayor explained this job would not likely ever be caught up. Discussion on the Fire Marshall's duties, followed.

Chairman Cox stated, the Committee would wait to make a recommendation until C. Abbey submits on paper the details of this position.

Meeting adjourned 9:48 A.M.

Jeanette Brown,
Clerk's Office