

At a budget work session of the Board of Trustees of the Village of Morrisville held the 13th day of February, 2020, at the Village Office, Cedar Street, Morrisville, there were:

Present:	Mark Shepard	Mayor
	Thomas Lane	Trustee
	Kathleen Roher	Trustee
	Michael Higgins	Trustee
	Amy Will	Clerk-Treasurer
	Dave Commins	Superintendent of Public Works

Absent: Judy Scholefield Trustee

Mayor Shepard called the meeting to order at 6:30 p.m.

The board met with Dave Commins to discuss his budget request for the upcoming fiscal year. Mr. Commins discussed various projects and upgrades for board consideration.

The board reviewed tentative operating budgets and the EDU assessment roll.

Terms of employment for David Commins were discussed. Trustee Lane made a motion to adopt Resolution Number 20-04, seconded by Mayor Shepard, all ayes. Motion carried.

**RESOLUTION NO. 20-04
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION TO CLARIFY THE TERMS AND CONDITIONS OF THE
APPOINTMENT OF DAVID COMMINS
TO THE POSITION OF SUPERINTENDENT OF PUBLIC WORKS**

WHEREAS, David Commins was appointed to the position of Village of Morrisville Superintendent of Public Works effective May 20, 2019, and

WHEREAS, the Board of Trustees of the Village of Morrisville desires to clarify the terms and conditions of the appointment of David Commins; and

NOW THEREFORE BE IT RESOLVED, that the Village of Morrisville Board of Trustees hereby establishes and confirms the following terms and conditions of the appointment of David Commins to the position of Superintendent of Public Works:

1. This is a salaried supervisory, FLSA exempt, non-competitive Civil Service position. Compensation to Mr. Commins shall be at an annual salary of \$51,000 per year, paid in bi-weekly installments. Salary increases shall be at the discretion of the Board of Trustees.
2. In recognition of his assumption of supervisory duties, Mr. Commins shall be authorized to work a modified schedule of Monday through Thursday, for a minimum of eight hours each of these days. This modified schedule shall in no way relieve Mr. Commins of his responsibilities in the event of an emergency call back or snow removal situation which may require additional work outside of this schedule.
3. Mr. Commins shall also conduct testing and/or monitoring of the water system each Friday, Saturday, Sunday and all holidays, unless arrangements have been made with another certified water operator to conduct such testing and/or monitoring.

4. When an emergency call back, water main break or snow removal situation exists (as defined by the Village of Morrisville Employee Handbook), Mr. Commins is expected to respond to such without paid overtime. Compensatory time may be authorized by the Board of Trustees in extraordinary circumstances.
5. Mr. Commins shall complete a time record showing the daily hours worked and account for authorized paid leave taken.
6. All other usual benefits of Village employment shall be available to Mr. Commins as Superintendent of Public Works.

AND IT IS HEREBY FURTHER RESOLVED, that all actions of Village officers and employees, made prior to the date of adoption of this resolution, but which are in conformance with the policies and procedures stated herein, are hereby ratified and approved.

Dated: February 20, 2020

The board discussed the threshold at which exempt employees must use paid time off when absent from work. Trustee Roher made a motion requiring exempt employees to use paid time off when absent more than four hours, seconded by Trustee Higgins, all ayes. Motion carried.

Each member of the board reviewed all vouchers presented. Mayor Shepard made a motion to pay audited vouchers as indicated below, seconded by Trustee Higgins, all ayes. Motion carried.

General Fund – Vouchers 253-258

Water Fund – Vouchers 62-63

With no further business before the board, Trustee Higgins made a motion to adjourn the meeting at 9:00 p.m., seconded by Mayor Shepard, all ayes. Meeting adjourned.

Respectfully submitted,

Amy Will
Village Clerk-Treasurer