

VILLAGE OF BOLIVAR

SPECIAL COUNCIL MEETING

February 15, 2021

(Teleconferenced as advertised in the Times Reporter due to COVID-19)

The Bolivar Village Council met for a special session via GoToMeeting teleconference on **Monday, February 15, 2021**. The meeting was called to order by the Mayor at 5:40 pm. The Pledge of Allegiance was said. Lloyd opened the meeting with a prayer. Bellinger, Lang, Lloyd, Oberlin, and Vincent all answered to roll call. Lawver was absent for this meeting.

The Mayor announced the items for discussion as advertised in the Times Reporter were to discuss and advertise for the position of Village Administrator; establish a rate of pay and number of hours per week; review minimum and preferred requirements; and set timeline to interview qualified applicants.

The Mayor deferred to Lang who brought forth the recommendation to advertise for the position of Village Administrator with the following preferred qualifications per Ohio Revised Code 735.273:

- Water / Water line experience
 - Water operating license or experience
 - If not licensed, ability and willingness to obtain licensure.
- Grant writing experience desirable
- Having some availability throughout the day to oversee functions.

Other key duties would include:

- Collaborating with BWC to implement a Safety procedure manual.
- Road maintenance / paving program / striping
 - Explore funding and maintenance schedule.
 - having knowledge of preparing bid packets
- Oversight of equipment upgrades / maintenance.
- Oversight of building improvements / condition of buildings
- Staying current with the Asset Management plan / water rates

Lang advised the position would be a part time position – 15 to 20 hours per week; starting pay: \$17-18.00 per hour. The successful candidate will need a background check.

Lang advised resumes should be submitted to the Village by March 1, 2021 with interviews to begin the first week in March. Vincent asked where this position will be advertised, and App stated it would be advertised in the Times Reporter and the Bargain Hunter but would not be listed in the classified section. Oberlin suggested extending the deadline to receive resumes to March 15, 2021; Lang advised if the hiring is complete by March 15th it would allow two weeks of training with App. Lang also

stated that most State jobs only give a one-to-two-week deadline after the position is posted.

Lang moved seconded by Vincent to advertise for the part time position of Village Administrator at \$17 – 18.00 per hour; 15 to 20 hours per week. All applicants to have their resumes turned in by March 1, 2021. Successful applicants will be subject to a background check per the Village's policies and procedures. In a roll call vote, all members present voted yes.

Lang moved, seconded by Vincent to adjourn until the next regularly scheduled council meeting on Monday, March 1, 2021 at 7:00pm. The meeting will be held in person at the Bolivar Fire Department. In a roll call vote, all members present voted yes.

Council Meeting adjourned at: 5:52 pm

Mayor Rebecca S. Hubble

ATTEST: Maria A. App, Fiscal Officer

Approved: March 1, 2021