

Town of Paoli
Minutes of the Special Session
August 20, 2024

The Paoli Town Council met in Special Session at 4:30 P.M. on the above date. President, Bobbie Bostock led the Pledge of Allegiance. Present were Donna Dillard, Arla Jean Frazier, Mylea Plunis, Theron Owen and Bobbie Bostock. Also in attendance were Clerk-Treasurer Beth Jones and Town Attorney Hunt Reynolds.

Council member Theron Owen started the meeting with proposed changes to the employee handbook involving paid Holidays. Recommendations were brought before the Council to add Juneteenth to the Holiday Schedule. The committee also requested in regard to the July 4th Holiday, if the 4th falls on a Thursday, the employees will observe this by taking the following Friday off. If the 4th falls on a Saturday, the employees will observe this by taking the previous Friday off. If the 4th falls on a Sunday, the employees will observe this by taking the following Monday off. The Committee also asked to add President's Day back into the Holiday Schedule.

Owen also brought up a concern about employees filling in for other employees working in different positions and the pay scale associated with that. It was suggested that a job description for each position might be helpful in determining this. After much discussion concerning this, the council decided they would table this recommendation for now.

The next proposed change that was addressed was Bereavement Leave for the Town employees. It was suggested to have three consecutive days paid with the option of having five consecutive days off.

The Utility workers and Office personnel dress code was also addressed. In reference to Utility workers, the Committee asked for a \$100 steel-toe boot allowance per year, high visibility clothing, and fire-retardant high visibility clothing for the Electric Department. Also recommended having The Town of Paoli and the Department on employees' shirts. Further discussion was held concerning this recommendation and it was suggested that it would be a good idea to get an inventory of what we already have at the utility building as far as high visibility clothing is concerned.

Hiring Verifications was next on the list with a suggestion made that the Paoli Police Department conduct a background check to ensure all employees have a valid drivers license, that all Utility workers be required to pass a physical as well as drug and alcohol screening, and all Utility workers for General Laborers spend their first 30 days on the trash route for the Sanitation Department.

Trash Truck rotation was also brought up in discussion. Each employee of every Utility Department will be listed on a rotation for the open position. If there is a refusal, disciplinary action will be assessed.

Employees' pay schedules were also brought up, questioning whether the Town could go from bi-weekly pay to weekly pay. It was recommended we stay with the bi-weekly pay.

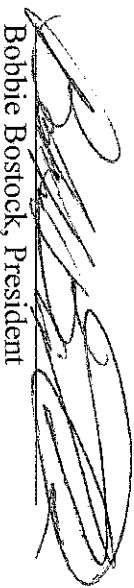
Employees asked that Security Cameras be removed from breakrooms and restroom areas. It was decided to leave all cameras on, but turn off the audio.

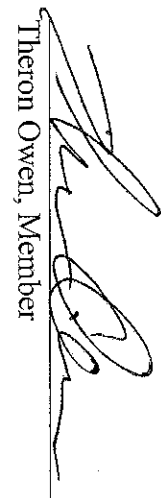
Next on the agenda was the process for filing complaints against employees. The suggestion was that a form be available at the Town Office or to be able to download one from the Town's website. Information could be filled out and returned to the Town Office but a name would be required on the complaint form for any follow-up.

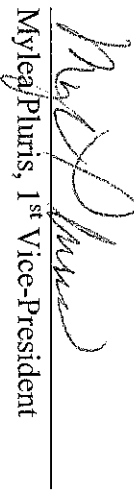
The last and final topic on the agenda was On-Call pay. Comparisons were shared from other towns and further discussion was held concerning this recommendation. Council said they would look at possibly increasing the On-Call pay.

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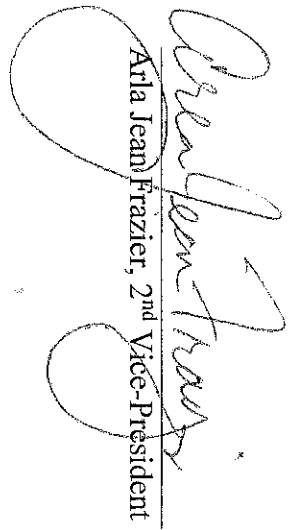
There being no further business, a motion was made by Theron Owen to adjourn and seconded by Arla Jean Frazier. In a 5-0 vote, the motion passed and the meeting adjourned at 5:50 P.M.


Bobbie Bostock, President

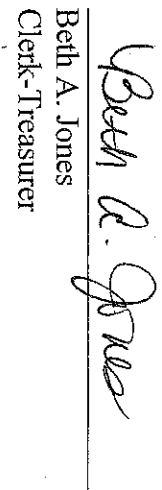

Theron Owen, Member


Mylea Pluris, 1st Vice-President

abstains
Donna Dillard, Member


Arla Jean Frazier, 2nd Vice-President

ATTEST:


Beth A. Jones
Clerk-Treasurer