

Town of Sellersburg  
Town Council Special Meeting  
(These minutes are not intended to be verbatim)

**DATE:** SEPTEMBER 7, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 5:03 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin (arrived at 5:08 p.m.), Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIANCE:** By all present.

**MOTION TO AMEND THE AGENDA TO ADD #6 UNDER NEW BUSINESS EMPLOYEE ACTIONS:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. Approval of job description for Director of Public Works:  
Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 1-nay by William J. Conlin, motion approved.
2. Review and discussion of salary estimate based on job description suggested by Amy Olds with HR Affiliates.
3. Approve salary for Director of Public Works Position \$75,000 to \$90,000:  
Motion: Brad J. Amos    Second: James H. LaMaster    Vote: 4-aye, 1 nay by William J. Conlin, motion approved.
4. Discuss option on proceeding with HR Affiliates to search for candidates: contract options billable by hours invested or percentage of salary. Motion made by William J. Conlin to go with 20% of 1<sup>st</sup> year salary with 90 day guarantee:  
Motion: William J. Conlin    Second: Martina P. Webster    Vote: 5-aye, 0-nay, motion approved.
5. Thoughts from Assistant Public Works Director Lori Kearney: Ms. Kearney advises that she needs employees with CDL Licenses and the Town needs back up Water and Waste Water Operators.
6. Employee Actions:
  - a. Motion to terminate Employee #1541:  
Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 1-nay by William J. Conlin, motion approved.
  - b. Employee #1548 has until October 31<sup>st</sup> to obtain CDL or employee will be terminated:  
Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

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September 7, 2017

**COMMENTS FROM COUNCIL MEMBERSHIP:**

**Brad J. Amos:** The pool closed last week and Light-Up Sellersburg will be a week earlier this year. The Park and Recreation Board are planning a Trick or Treat in Wilkerson Park.

**Martina P. Webster:** Advises that she may have messed up Facebook Live and advises that the Budget Meetings will be September 19<sup>th</sup> and October 2<sup>nd</sup>.

**Paul J. Rhodes:** Advises everyone to review the salary ordinance.

**COMMENTS FROM CLERK TREASURER:**

**Michelle D. Miller:** Advises that the Notice to Taxpayers was posted in Gateway today.

**ADJOURN:**

Motion: Martina P. Webster      Second: William J. Conlin      Vote: 5-aye, 0-nay, motion approved  
and meeting adjourned at 6:12 p.m.

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Paul J. Rhodes, President

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James H. LaMaster, Council Member

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Brad J. Amos, Vice President

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William J. Conlin, Council Member

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Martina P. Webster, 2<sup>nd</sup> Vice President

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Attest: Michelle D. Miller, Clerk Treasurer

Attachments:    Agenda  
                          Job Description for Director of Public Works

**TOWN OF SELLERSBURG  
SPECIAL TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
September 5, 2017 at 5:15 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS**

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Approval job description for Director of Public Works
2. Review and discuss salary estimate based on job description suggested by Amy Olds
3. Approve salary for position
4. Discuss options on proceeding with HR Affiliates to search for candidates: contract options billable by hours invested or percentage of salary
5. Thoughts from Assistant Public Works Director, Lori Kearney

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

NONE

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**



**JOB TITLE:** Director of Public Works

**FLSA STATUS:** Exempt

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## **I. POSITION SUMMARY**

This position involves administrative and technical work in directing and supervising the Town's Public Works operation. Work involves the responsibility for directing all phases of municipal public works. The Director of Public Works formulates policies and coordinates activities in accordance with general policies established by the Town Council.

This position exercises supervision over a number of unskilled, semi-skilled and supervisory maintenance and construction employees.

## **II. WORK REQUIREMENTS & ESSENTIAL DUTIES**

### **Requirements of Work**

- Extensive knowledge in MS4 administration, operation, and reporting as required by statute;
- Directly responsible for administration, operation and maintenance of all public works divisions and related personnel;
- Responsible for all existing town utilities, and the planning of any new facilities;
- Responsible for all town streets and easements including maintenance;
- Responsible for representing the town at all public and private functions within the given area involving municipal works problems and the planning for future needs;
- Conduct and/or approve all evaluation reports on personnel in the Municipal Works Department;
- Responsible to act as the purchasing agent for the town and all the departments as authorized by Indiana law
- Oversight of the billing manager/clerk's exclusive responsibility for all funds within the department;
- All other duties as may be delegated by the Municipal Works Board.
- Must possess a CDL license.
- Must be available outside of normal business hours to respond to town needs.

### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

*Director of Public Works/JD*

*Revised 8.2017*



The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge in municipal public works such as planning, design, maintenance, and construction.
- Knowledge in municipal solid waste landfill planning, design, maintenance and construction.
- Knowledge in principles of budget preparation and expenditure control.
- Knowledge in applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions.
- Knowledge in Principles of Effective Management Skills.
- Ability to analyze, evaluate, and implement municipal public works and solid waste programs/projects.
- Strong communication skills.
- Knowledge of safe work practices.
- Ability to plan, organize and direct the work of public works and related personnel.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to prepare and create clear and comprehensive written reports.
- Maintain strong relationships with the city officials, employees, contractors, the general public, and representatives of other agencies.
- Experience in evaluating and training staff.

### **III. COMPETENCIES**

**To perform the job successfully, an individual should demonstrate the following competencies:**

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.

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- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

**Education/Experience:**

Five to ten years of combined administrative and operational public works experience and a bachelor's degree in a related field. Emphasis on administration, civil engineering and project management recommended. Any equivalent combination of experience and training.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community. Ability to write speeches and presentations. Ability to effectively present information to top management, public groups and/or boards of directors.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to

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successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.

DRAFT

*Director of Public Works/JD*

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