

INDIAN SHORES

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ADMINISTRATIVE AND FINANCE COMMITTEE MEETING MINUTES TUESDAY, JUNE 12, 2018

The Administrative and Finance Committee meeting convened at 4:30 p.m. Those present were: Mayor Patrick Soranno, Vice Mayor Diantha Schear and Art Newsome, Citizen Member.

Also Present: Councilor Mike Hackerson, Councilor Bill Smith, Alternate Citizen Member John Caruso, Chief Terry Hughes, Town Administrator Bonnie Dhonau, Finance & Personnel Director Susan Scrogam, Building Official Steve Tetlak and Administrative Assistant Darlyn Stockfisch.

ITEM # AGENDA ITEM

1.0 **Consideration of approving the Administrative and Finance Committee Agenda for June 12, 2018.**

Motion by Art Newsome – seconded by Vice Mayor Schear to approve the Committee Agenda for June 12, 2018. **Motion carried 3-0.**

2.0 **Comments from the public on any Agenda Item.**

There were no comments.

3.0 **Consideration of approving the Administrative and Finance Committee Meeting Minutes for May 8, 2018.**

Motion by Vice Mayor Schear – seconded by Art Newsome to approve the Committee Meeting Minutes for May 8, 2018. **Motion carried 3-0.**

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Mike Hackerson
Councilor

Michael (Mike) Petruccelli
Councilor

William F. (Bill) Smith
Councilor

Bonnie Dhonau
Town Administrator

Terry E. Hughes
Chief of Police

Susan L. Scrogam
Director of Finance
and Personnel

Freddie G. Lozano
Town Clerk

Steve Tetlak
Building Official

Regina Kardash, Esq.
Town Attorney

4.0 Consideration of approving to hire Ms. Sarah Mauter as the Administrative Assistant to the Chief of Police.

Chief Hughes mentioned that he hadn't had an administrative assistant in a long time. Sarah Mauter would be able to assist him with all his administrative duties and the hiring would have no negative impact on his budget.

Art Newsome asked what effect it would have on the Building Department.

Chief Hughes replied that until we get someone hired in the Building Clerk position Sarah would split her time between the two departments. Sarah would train the new person when hired.

Mayor Soranno reported that we are one Town moving a resource from one department to another, and that the Departments would cooperate to make it a smooth transition.

Chief Hughes added that Sarah had already passed the required background investigation as all employees are required to do that get hired by the Town of Indian Shores.

Motion by Vice Mayor Schear – seconded by Art Newsome to recommend to Council approval of hiring Sarah Mauter as the Administrative Assistant to the Chief of Police. **Motion carried 3-0.**

5.0 Consideration of recommending approval to openly seek applicants to fill the position of Building Clerk.

Town Administrator Bonnie Dhonau explained that we would like to immediately post the Building Clerk position to seek qualified candidates and find a good replacement as soon as possible.

Building Official Steve Tetlak said that he had looked at some of the applications already received, and there was one that may be a good fit. He wants someone with some construction background and the rest can be done by training.

Motion by Art Newsome – seconded by Vice Mayor Schear to recommend to Council approval to openly seek applicants to fill the position of Building Clerk. **Motion carried 3-0.**

6.0 Consideration of accepting the temporary assigning of Officer Tim Kennedy to the rank of Corporal (without monetary raise) effective 06/13/18.

Chief Hughes explained that Tim Kennedy has been with the Town for 16 years and has assisted several new officers with getting established here in Indian Shores. This is a 6-month assignment to Corporal with no salary increase where then the rank will be re-evaluated as needed.

Mayor Soranno added that Tim Kennedy was a tenured officer and well thought of in the Community.

Motion by Vice Mayor Schear – seconded by Art Newsome to recommend to Council to accept the temporary assigning of Officer Tim Kennedy to the rank of Corporal effective June 13, 2018.

Motion carried 3-0.

7.0 Consideration of accepting the resignation of Officer Stephen Janick of his commission as a Police Officer with the Indian Shores Police Department effective immediately.

Chief Hughes explained that this coming before Administration and Finance at this late date was an oversight. Officer Janick had resigned effective May 19, 2018.

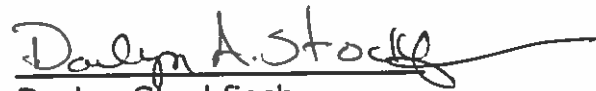
Motion by Vice Mayor Schear – seconded by Art Newsome to accept the resignation of Office Stephen Janick of his commission as a Police Officer with the Indian Shores Police Department effective immediately. **Motion carried 3-0.**

8.0 Consideration of accepting the resignation of Tahnee Sanders from Public Services effective June 21, 2018.

Bonnie Dhonau explained that we had just received a letter of resignation from Tahnee Sanders with no explanation on why she was resigning. As a part-timer, we anticipate turnover in these positions.

Motion by Art Newsome – seconded by Vice Mayor Schear to accept the resignation of Tahnee Sanders from Public Services effective June 21, 2018. **Motion carried 3-0.**

The meeting adjourned at 4:44 p.m.


Darlyn Stockfisch
Administrative Assistant/PIO