**TIDIOUTE BOROUGH COUNCIL**

**Personnel Committee Meeting Minutes of**

**December 5, 2022**

The Tidioute Borough Personnel Committee met in a regular advertised committee work session at 7pm on Monday, December 5, 2022, in the Tidioute Borough Office located at 129 Main Street. In attendance were Personnel Committee Chair Cindy Paulmier, committee members Heather Cass, Trisha Hulings. Steve Morrison, David Manning, David Paulmier and Jeremy Nicholson of the Southwest Warren County Municipal were also in attendance.

The committee was called to a work session at the request of the Council to discuss the hiring of two positions and wage increases. After discussing the matter, the committee agreed it would be the recommendation of the committee to increase Ryan Williams’ rate of pay by $2.00 per hour. The committee recommends James Myers, part time summer employee, to be hired as a full-time maintenance employee with an hourly rate of $15.00 per hour plus benefits.

After Crystal Heenan’s departure as of December 5, 2022, due to medical leave, it is recommended that Amanda Mesel, Administrative Assistant be promoted to Manager at an $18.00 per hour rate of pay. Advertising for a full-time administrative assistant at a $15.00 per hour rate of pay will begin on December 6, 2022, with a deadline of December 19, 2022. Next personnel meeting will be on December 19, 2022, at 7:00pm to review applications.

Respectively recorded and submitted by:

*Approved: December 13, 2022*