**TIDIOUTE BOROUGH COUNCIL**

**Personnel Committee Meeting Minutes of**

**November 29, 2023**

The Tidioute Borough Personnel Committee met in a regularly advertised committee work session at 7pm on Monday, November 29, 2023, in the Tidioute Borough Office located at 129 Main Street. In attendance were Personnel Committee Chair Cindy Paulmier, Committee members Heather Cass, and Trisha Hulings. David Manning of the Southwest Warren County Municipal and Borough Manager, Amanda Mesel were also in attendance.

The committee was called to a work session due to Administrative Assistant, Mary Watson resignation. The last date of Mary Watson will be on December 15, 2023. The committee advised Amanda Mesel to advertise the job from November 30, 2023, until December 14, 2023.

The committee also stated Mary Watson required an exit interview with a letter scheduled for December 15, 2023, at 12:00pm with the personnel committee. Also, the raises for staff members were discussed and will be placed on the December agendas for the increases to start January 1, 2024, with the Council’s and Southwest Warren County Municipal Authority’s board approval.

The committee did not schedule the next meeting date but will be discussed at the regular Council meeting. The meeting was adjourned at 7:30pm.

Respectively recorded and submitted by:

Amannda Mesel, Borough Manager

*Approved: December 12, 2023*