

City of Harrington
MINUTES
City Council Workshop
January 8, 2014

A workshop with the Harrington City Council was held at Harrington City Hall, 106 Dorman Street, on January 8, 2014 and was attended by the following: Mayor Anthony R. Moyer; Vice Mayor Cheryl Lahman; Council Member Fonda Coleman; Council Member Amy Minner; Council Member Charles W. Porter; Council Member Kenneth Stubbs; Norman Barlow, Chief of Police; Teresa Tieman, City Manager; and Kelly Blanchies, Clerk of Council.

Also present: Peter Karras and Jim Coudriet.

William Pepper, City Solicitor, entered the meeting at 6:37 p.m.

Council Member Duane E. Bivans was absent.

Mayor Moyer called the meeting to order at 6:30 p.m.

The Pledge of Allegiance was given.

Job descriptions

The City Manager stated that the City Council had requested job descriptions. Public Works Technician I is a basic entry level position and did not change much from the job description of Public Works Technician.

Vice Mayor Lahman asked if pay grades would be included on the job description. The City Manager stated that there are pay grades assigned to the positions but are not listed on the job descriptions.

The City Manager stated that the Public Works Technician II has a more thorough knowledge of and skill with public works practices and less supervision. The Public Works Technician III also requires special skills and maintains licenses to treat water. The Foreman is leads crews and has licenses. The job description for the Supervisor was only changed to add physical requirements to be consistent. The Finance Director would handle treasury functions and requires a Bachelor's degree; it is currently not filled. The Accountant is not as involved as the Finance Director would be and requires an Associate's degree. City Clerk I was not changed. City Clerk II is a higher level.

Vice Mayor Lahman stated that it would be helpful to add the pay grade to each job description.

The City Solicitor entered the meeting.

Mayor Moyer stated that the City does not want to get locked into a pay rate. The City Manager stated that a person can be higher at a different step within a grade.

Council Member Minner asked about direct deposit of employees' pay. The City Manager stated that the requirement is included in the employee handbook.

Council Member Minner asked about the number of hours for each position. The City Manager stated that all employees work forty hours a week unless they are part time.

Council Member Minner stated that the Accountant job description does not include accounts receivable. Mayor Moyer stated that the City Clerk handles accounts receivable.

There being no further business, the City Council Workshop adjourned at 6:42 p.m.

Respectfully Submitted,

Kelly Blanchies
Clerk of Council