

Personnel Committee Special Meeting

March 24, 2026

The meeting started at 7:00pm.

In attendance were Pat Rollins, Lisa Boyer, Kim Long and Ed Wozniak. Matt Bohland joined.

We briefly discussed the idea of a Village Coordinator. Our solicitor's view is that such a position would be nonviable.

We went over the applications for the part time Streets/BPA position. We decided to interview 2 of the applicants. One had already been interviewed with the full-time applicants, and we decided another interview was not needed. We will set up interviews on Monday March 30.

The pay scale range has already been set at \$18.00-\$24.00 and is in the Wage Ordinance.

We went over the Job Description for the Utility Clerk. Mel gave us a list of her duties. We also have two old job descriptions. We will have Mel verify whether those jobs are still applicable.

We decided to use the previous ad for the utility clerk job posting with a few small changes. We will post it online on Pemberville's Website and on Facebook in Pemberville and surrounding towns. We will also post in the Sentinel Tribune and the Press.

The meeting adjourned at 7:55pm.