MINUTES
GENERAL COUNSEL COMMISSION
REGULAR MEETING OF MAY 12, 2022

Present: Council Member Carta, Chair, Council Member Salafia, and Council Member Nocera.

Staff: Director of Human Resources, Justin Richardson

Public: Mayor, Benjamin Florsheim, Roger Palmer

1. Call to Order:
   Meeting was called to order at 5:54 p.m.

2. Public Comment:
   None

3. Approval of March 3, 2022 Special Meeting Minutes
   Council Member Nocera made a MOTION to approve the minutes. The Motion was
   seconded by Council Member Salafia. The Motion passed unanimously of those present
   and voting.

4. New Business
   A. Job Description – Assessment Aide/Technician II – Assessment Office
      Director Richardson introduced the job description. Roger Palmer then explained
      that this position is being updated because of the vacancy in the office and the office lost 2
      positions previously. The position was required to have a driver’s license but is being
      removed.

      Council Member Salafia made a MOTION to approve the job description. The
      Motion was seconded by Council Member Nocera. The Motion passes unanimously.

   B. Job Description – Director of Public Works
   C. Job Description – Deputy Director of Public Works
   D. Job Description – Director of Economic and Community Development
   E. Job Description – Director of Health

      Director Richardson introduced the Director of Public Works job description. He
      explained that requirement to be an engineer was removed previously but is being put
      back in.

      Director Richardson introduced the Deputy Director of Public Works job
description. He stated that an equity issue was discovered when reviewing the job description. The Chief Engineer job is under the Deputy Director of Public Works, yet is paid more so this issue is being corrected. Both job descriptions will require engineering degrees and certifications.

Director Richardson introduced the Director of Economic and Community Development job description. The mayor explained that bullet points that referred to Planning and Zoning operations were no longer relevant and were being removed. Especially the certification that was required. There is no salary change and the union agreed to the job description.

Director Richardson introduced the Director of Health job description. He explained that the job description is old and was written 21 years ago. The job description is being updated to reflect the statutes governing the requirements for Directors of Health.

Council Member Nocera made a MOTION to approve items 4B, 4C, 4D AND 4E. The Motion was seconded by Council Member Salafia. The Motion passed unanimously.

5. Adjournment:

Council Member Nocera made a MOTION to adjourn at 6:37 p.m. The Motion was seconded by Council Member Salafia. The Motion passed unanimously.