

Minutes August 8, 2022

The Creswell Town Board of Commissioners met on Monday at 7:00 p.m. with the following members present: Mayor Edwin Blount, Commissioner Syble Spruill, Commissioner/Mayor Pro Tem Ronald Ambrose, Commissioner Brenda Logan and Commissioner Joel Harris.

Commissioner Logan provided the invocation.

Commissioner Spruill led the Pledge of Allegiance.

Commissioner Spruill moved to approve the minutes and waive the reading of the July meeting(s). Commissioner Logan seconded the motion and it carried unanimously.

The finance summary was presented to the board by the clerk and accepted.

Unfinished Business: No unfinished business

New Business:


-Commissioner Ambrose asked of Powell Bill monies could pay for gutters to be cleaned out and if so, can he call around for prices to get them cleaned out? The clerk informed the board as long as it was a town street, Powell Bill money could be used for the gutters. The board agreed for Commissioner Ambrose to get some prices for the gutters to be cleaned out and report back next meeting.

-The board asked the Mayor to write a letter to the building inspector about the dilapidated house on the corner of Main and Fourth Street.

-The clerk mentioned to the board about an employee that has again neglected to meet their requirements for medical insurance and the Town is being billed a 10% surcharge. The board agreed that last time this situation occurred the employee will be responsible for the 10% surcharge. Commissioner Ambrose made a motion to amend the employee handbook, if it wasn't already done last time, that if any employee fails to meet the wellness requirements will incur a 10% surcharge of their monthly premium and the employee will be responsible for the 10% surcharge. Commissioner Harris seconded the motion and it carried unanimously.

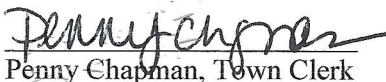
-The board set a meeting on August 17th, 2022 at 6:30 p.m. to look over the employee handbook.

After no further discussion, the meeting was adjourned at 8:10 p.m.



Edwin Ray Blount, Mayor

(SEAL)



Penny Chapman, Town Clerk

Minutes August 17, 2022

The Creswell Town Board of Commissioners met on Wednesday at 6:30 p.m. with the following members present: Mayor Edwin Blount, Commissioner Syble Spruill, Commissioner/Mayor Pro Tem Ronald Ambrose, Commissioner Brenda Logan and Commissioner Joel Harris.

Commissioner Logan provided the invocation.

The board met to discuss some revisions to the current employee handbook.

The following proposed changes were suggested to be added in the employee handbook:


- Eight (8) hours of Personal Observance Leave for full-time employees. Leave can be taken any calendar day as long as taken by December 31 of each year.
- All active covered employees must meet the wellness screening requirements set by the League of Municipalities for medical insurance. Any employee who fails to meet the wellness requirements will incur a 10% surcharge of their monthly premium. Employee will be responsible of the surcharge, which will be payroll deducted or reimbursed to the town monthly.
- A time off request form needs to be submitted and approved by the Mayor prior to taking time off.
- All employees are required to punch the time clock in order to get paid. Employees must clock out for their designated lunch time.
- All full-time employees are to work a minimum of forty (40) hours per week. The hours for the Municipal Office are from 8:00 a.m. to 4:00 p.m., Monday through Friday, with one hour for lunch.
- Employees should keep all vehicles and equipment clean and maintain at all times.
- Disciplinary Procedures are:
 1. Verbal Warning
 2. Written Warning
 3. Suspension with or without pay
 4. Dismissal if no improvement

The clerk will make the changes to the handbook and once the board is satisfied, the clerk will then send over to the town attorney for approval.

After no further discussion, the meeting was adjourned at 8:00 p.m.


Edwin Ray Blount, Mayor

(SEAL)


Penny Chapman, Town Clerk