

VILLAGE OF AVOCA
MINUTES – EMERGENCY MEETING
MAY 4, 2023
SUBMITTED: MAYOR ERIC R. TYNER

1. **7:00 PM – Call to Order**
2. **7:00 PM - Pledge Allegiance to the Flag**
3. **Visitor Comments – No member of the public was present for this meeting.**
4. **7:02 PM - Meeting Statement of Urgency**

The Mayor of the Village of Avoca had a finding of emergency/ exigent circumstances to call the Emergency Meeting with proper public notification for the continual operation of the Village functions and office.

5. **7:04 PM – Motion made to adjourn to Executive Session on the Specific Employment Details of Village Employees**
Motion – Trustee Rodbourn Second – Trustee Hubbard Moved 5-0

6. **7:45 PM – Motion made to return to Regular Session**
Motion – Trustee Rodbourn Second – Trustee Hubbard Moved 5-0

7. **7:46 PM - Motions made by the Board from the Discussions in Executive Session**

A. Board authorizes the current Village Clerk to remain on the books until May 26, 2023 when her resignation letter is accepted by the Mayor. Pay will continue to that date and the hours earned will be used for bookkeeping and training. This is the end of the fiscal year for the Village of Avoca.

Motion – Trustee Smalt Second – Trustee Hubbard Moved 5-0

B. Board authorizes the Mayor to begin the process immediately of filing the vacated Village Clerk position with a targeted start date to begin May 29, 2023 (Memorial Day May 28). The Board has granted the Mayor the authority to hire the new Village Clerk and set the starting salary before May 28, 2023 without a Special Meeting being called, but the hired person will not be officially approved until the June 8, 2023 Reorganizational Meeting.

Motion – Trustee Gay Second – Trustee Rodbourn Moved 5-0

C. Board authorizes the Mayor to post the Employment Announcement for the vacated Village Clerk position with a salary in the range of \$23,000 to \$30,000 annually, 20 hours a week, with duties as outlined, depending on experience and training requirements.

Motion – Trustee Hubbard Second – Trustee Gay Moved 5-0

D. The Board authorizes the Mayor and designated Trustee to review all applications and resumes and then conduct all interviews of potential applicants. The panel will then select qualified names for the position of Village Clerk for the Mayor’s appointment and Board approval at the June 8, 2023 Reorganizational Meeting.

Motion – Trustee Smalt Second – Trustee Rodbourn Moved 5-0

E. The Board authorizes the Mayor to make any decisions needed to fill the position of Village Clerk as soon as reasonable possible and report all action back to the Board at the June 8, 2023 monthly Board of Trustees meeting.

Motion – Trustee Gay Second – Trustee Rodbourn Moved 5-0

8. Other Business

A. Trustee Gay inquired about any effect the resignation of the current Village Clerk has on the process of the separation of the Fire Department from the Village of Avoca. The Mayor advised the attorneys will be handling the separation details and Public Hearing, the Board may have to confer with the retiring Village Clerk at the time of asset transfer and vehicle transfer at the end of 2023.

B. Trustee Smalt brought up future issues with double-signature checks and possibly hiring a Deputy Clerk in the future. The Mayor advised these issues can be added to the issues to be discussed by the Board and will be added to the June 8, 2023 agenda.

C. The Board authorized the Mayor to contact the Village Social Media Liaison and post the Village Employment Announcement for Village Clerk to the immediate area not to exceed \$50.00.

9. Regular Meeting Closing / Adjournment

Motion – Trustee Hubbard Second – Trustee Rodbourn Moved 5-0