

**VILLAGE OF MICHIANA**  
**SPECIAL COUNCIL MEETING MINUTES**  
**Friday, February 10th, 2023 at 1:00 pm EST**

The meeting was held in person and virtually via Zoom.

**ATTENDEES**

Council members: President Joann Fisher, Tim McCarthy, Brian Cassidy and Michael Tolentino were present. Police Chief Ryan Layman, Water & Street Superintendent Rick Reitz, Village Clerk Anne Heywood, 6 residents were present and 14 participated via Zoom. Joann Fisher excused Nancy Thill who was present via zoom.

**PURPOSE OF SPECIAL MEETING**

To hear recommendation for office staffing – followed by Council decision.

Joann Fisher stated that the committee (Michael Tolentino and Brian Cassidy) were to give there recommendations for additional office staffing.

Joann Fisher asked for public comment on the agenda, Kathleen Hogan Morrison asked to read a letter opposing a full-time treasurer position.

Tim McCarthy expressed concerns over having public comments by residents at the usual time designated by past protocol as the posted agenda simply stated the purpose of the meeting was regarding administrative staffing. Tim asked if the residents in attendance could have the opportunity to have a clearer understanding of the purpose of the special meeting first after Michael and Brian had an opportunity to explain the scope of the review they were directed to complete for the meeting and then take public comments.

Kathleen read her letter to the Council.

Joann then continued to ask if there were any more comments from the residents. Holly Duran from Dune Ridge said she has been a resident of 35 or more years and was in favor of hiring a second full-time employee. Holly said when she first moved to the Village there were two full-time employees in the office and this was during a time when the needs of the Village were not at the level they are today as Michiana has grown significantly since then. Roxanne Martino liked the idea of having two full-time office employees. Renee O'Rourke liked the idea for full-time help in the office as nice balance. Kerry Mulligan said if we have the financial means to support it. Susan Leis asked if the positions had job descriptions. Lisa Zirpolo said if its in the budget. Pam Schutt state there should be a part time treasurer then if needed move forward to a full time position.

Joann Fisher then stated the committee was to give their recommendations regarding having a full-time or part time treasurer position in the office.

Michael Tolentino and Brian Cassidy were asked by the Council President Joann Fisher to meet and discuss if the position in the office should be full-time or part-time. Michael Tolentino gave his

recommendation to the council that he felt the position should be a part-time treasurer. He supported hiring a 24-hour treasurer with benefits and another part-time person during the busy time of year. He thought the financial cost of a full time position was too expensive. Brian Cassidy gave his perspective on the office staffing stating that there should be a full-time employee who would act as the Treasurer and perform additional duties in the office. He felt the office could use another set of hands. He did talk with the auditor who said we are financial healthy. Tim McCarthy asked why we wouldn't consider hiring a second full-time person that could be groomed to possibly take on the position as Village Clerk in an emergency situation and to also plan ahead for stability if the position of Clerk became available in the future. Tim said we had done this in the other Village departments; Rick working with Josh on earning water certifications and mentoring him for possible future position as head of Public Works and Bill Lambert training Chad Butler to take over his role as building inspector.

Tim McCarthy wanted to have the Clerk, Anne Heywood, speak before the council voted. Anne stated she would like to have a full-time person in the office. Anne reminded the council that in her tenure has worked with 13 council members, 4 Presidents and 4 part-time treasurers in the past 12 years. The Village is growing and she has an active board that have great ideas for new projects and things that need attention in the Village. Being the only full-time admin often doesn't allow Anne the opportunity to properly meet the needs of the Council and Residents. Anne feels there needs to be a sense of stability and strong foundation in the office that holds everything together. Working toward easier transitions in the years to come. Having the current treasurer as a second full-time admin for the Village makes sense since she is already trained in her position as treasurer. The office can then balance out other administrative duties. Anne said the past 5 months have been the hardest trying to keep the Village running and taking care of personal issues at home. "I would like to be able to enjoy my days off not worry about the Village work."

Michael Tolentino made a motion to proceed with a part-time treasurer, Joann Fisher seconded the motion; there were no more votes – motion failed.

Tim McCarthy read a letter from Nancy Thill who could not be at the meeting but wanted her letter submitted as part of minutes. Nancy was in favor of a full-time employee in the office. (Letter on file)

Tim McCarthy made a new motion offering a full-time position to Cheryl Cook, are current treasurer, as the treasurer with additional administrative duties. Brian Cassidy seconded the motion; there was some discussion; a roll call vote was taken 2 ayes and 2 nays. The motion was tied and did not pass.

Joann Fisher adjourned the meeting at 2:15pm (EST)

Respectfully Submitted

Anne Heywood  
Village Clerk