

**TOWN OF SALEM BOARD OF SUPERVISORS
SPECIAL BOARD MEETING
TUESDAY, JANUARY 19, 2010 6:00 P.M.
SALEM TOWN HALL
9814 ANTIOCH ROAD, SALEM, WI**

Chairman Valentine called this meeting to order at 6:03 p.m. with the following present:
Linda Valentine, Pat O'Connell, Dennis Faber, Jo Weidman, Joe Meier, Pat Casey, Mike Murdock, Mike Slover, Eileene Anderson, and Crysti Neuman.

GUESTS: Jim Valentine, Darren Hillock, Dan Champion, Jackie Ciesla, John Ciesla, Pete DeRidder, Bernie Kean, and Marilyn Parker.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Valentine.

OPEN MEETING COMPLIANCE CHECK

The agenda was posted by 4:00 p.m. on Friday, January 15, 2010 at the Town Hall Municipal Building, Salem Post Office, Camp Lake Post Office, Wilmot Post Office, and the Trevor Post Office. It was also posted on the Town's website.

5.) Review, consideration and possible action relative to the job description for the administrator.

Chairman Valentine stated this would be for the Town Board only and that she had given exhibits for the board.

A copy of the job description done during the McGrath study was included by Administrator Casey.

The exhibits that Chairman Valentine gave to the board included job descriptions from various other communities, with administrators or managers, who are either comparable in size or bigger than the Town of Salem.

She indicated that she didn't say the McGrath job description is totally wrong, just that it has to be approved by the board.

MOTION BY Supervisor O'Connell, second by Supervisor Meier to approve the McGrath job description.

Chairman Valentine said there will be some discussion on this. She then went on to say that she feels we should have a job description for the job and not the personality. It should be written for the purpose of benefits of the personality, for the town board and the electors. It should be a document of expectations of the administrator, so it doesn't diminish the authority of the town board or electors and provide a job description which is clear and visible to the electors. It should be written with equal hiring and dismissal for the position. Included in the items she felt should be included were a timely response to inquiries, a regular and timely reporting of complaints, some complaints should come to the board, there should be residency in the future, at least in the state of Wisconsin. There are only six (6) instances in the job description where there has to be board approval. It means he can fire anybody without board approval.

Supervisor O'Connell stated that this is correct, that the administrator is the head of the

employees.

Discussion.

Chairman Valentine state there is nothing that says how much he can spend without board approval.

Supervisor Faber pointed out that the town has a purchasing policy in place. It is his job to implement the policies put in place by the town board. In looking at the job descriptions from other places and they have virtually the same authority. He requested two additions to the policy which included; the administrator assists the town chair and other town committee chairs in the preparation of agendas and in accordance with WI State Statute Chapter 60.37 (3) which references the hiring and dismissal of an administrator.

Discussion.

Supervisor O'Connell indicated that the intent of the job description was to get an administrator on board and look at and grow with the Town and then review the job description. This can be reviewed next year.

Further discussion followed.

MOTION AMENDED BY Supervisor O'Connell, second by Supervisor Meier to approve the McGrath job description and incorporate the wording of WI State Statute Chapter 60.37 (3) and that the administrator assists the town chair and other town committee chairs in the preparation of agendas.

SUPERVISORS Faber, O'Connell, Meier, and Weidman – AYE

CHAIRMAN Valentine – NAY

Discussion followed in response to a question from John Ciesla regarding the costs of the McGrath study.

ADJOURNMENT

MOTION BY Supervisor Meier to adjourn this Special meeting.

UNANIMOUS VOTE – AYE

MOTION CARRIED

This Special meeting was adjourned at 6:19 p.m.

Respectfully submitted,

Cindi Ernest, Clerk