

**WORK SESSION**  
**HIRING OF TEMPORARY MAINTENANCE EMPLOYEE**  
**APRIL 16, 2018 1:00 PM**  
**HARRIS TOWN MAINTENANCE SERVICE CENTER**

Present: Peggy Clayton, Ken Haubrich, Mike Schack, Becky Adams, Jim Kelley, Dennis Kortekaas, and Derrick Martilla

The Meeting was called to order by Chair, Peggy Clayton at 1:10 pm, and followed by the Pledge of Allegiance.

The purpose of the session was to discuss the hiring of a temporary maintenance employee(s) during the months of May – August.

Duties currently performed (by Derrick) were reviewed, and discussed. The majority of duties that need to be completed can be done by one person, in a timely manner. There are a few duties that are a priority, and extra “manpower” would be needed.” They are burials and weather related issues.

Questions asked and discussed: do we need one or two temporary employees? Do we need one to be F/T temporary and one P/T temporary? Also discussed was the need to have a “back up plan” during the months of September through May, to step in when Derrick is unable to work.

After further discussion it was decided that temporary help will need to begin the first week of May, and will hinge on the results of the Lawn Maintenance Service Bids. Jim will contact Express Employment in the coming week.

There being no further business to come before the Board, a motion was made by Mike Schack, and seconded by Ken Haubrich to adjourn the meeting at 2:10 pm. Motion carried.

Completed and Submitted by: Peggy Clayton, Supervisor/Chair-Harris Town Board