

Caroline Town Board Special Meeting Minutes of June 5, 2020

The Town Board Agenda Meeting was held electronically via Zoom teleconference on June 5, 2020 beginning at 9:10 a.m. hosted by Supervisor Mark Witmer

Attendance:

Supervisor Mark Witmer
Councilmember John Fracchia
Councilmember Irene Weiser
Councilmember Tim Murray

Absent:

Councilmember Cal Snow - Absent

Recording Secretary:

Jessica L. Townsend, Town Clerk

Also Present: 0 members of the public

Resolutions

Resolution 90 of 2020 - Resolution to Extend Probationary Period for Code Officer Greenhouse

Motion made by Mark Witmer and Seconded by Irene Weiser:

Whereas, the Caroline Town Board moved Code Officer Greenhouse from Provisional to Permanent status as of December 5, 2019, and designated a Probationary Period of six months (Resolution 66 of 2020) during which a performance review would be completed; and

Whereas, Code Officer Greenhouse has not yet completed his performance review; and

Whereas, the Caroline Town Board recognizes that the COVID-19 pandemic and personal circumstances have created additional responsibilities and pressures for Code Officer Greenhouse over the past several months that may have taken time and attention away from the priority of completing his performance review; and

Whereas, the Caroline Town Board considers employee performance review essential for mutual acknowledgement and understanding of job performance, expectations, and priorities in order for the Town Board to provide constructive feedback and make informed decisions that are in the best interests of both employee and the Town; therefore be it

Resolved, the Caroline Town Board hereby extends Code Officer Greenhouse's Probationary Period until at least September 9, 2020; and further be it

Resolved, the Caroline Town Board requests that Code Officer Greenhouse submit responses to performance review questions provided to him by June 15, 2020; and further be it

Resolved, the Caroline Town Board requests that Code Officer Greenhouse schedule a performance review meeting with Supervisor Witmer and Councilmember Murray no later than June 29.

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Discussion regarding some editorial changes. Councilmember Weiser recommended adding a specified date rather than leaving it open ended – just to resolve the necessity of calling a Special Meeting again in September. Therefore, it was recommended and agreed that the date be the Business Meeting on September 9th, 2020.

Adopted: Witmer; Aye Fracchia; Aye Weiser; Aye Snow; Absent Murray; Aye

A Motion to adjourn by Mr. Witmer and Seconded by Mr. Fracchia and was carried unanimously at 9:21 a.m.

---Adjourn ---

Respectfully Submitted,

Jessica L. Townsend, Town Clerk

DRAFT