

## **Administration Report: April 2016**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Attended "Town Hall project" meetings with CSO architects.
- Attended Nature Center design working group meetings.
- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Attended meeting with Director Lacy, Deputy Clerk Preyer, and Mayor Haak to discuss potential Town Court collections.
- Along with Mayor Haak, conducted two informal interviews for the proposed Director of Communications position.
- Met with Mayor Haak, Street Superintendent Lantz, and David Rausch to discuss potential parking lot development.
- Met with Mayor Haak, Planning and Economic Development Director DeLong and John Demarree to discuss the proposed Getgo project.
- Attended presentation by Paygov regarding on-line bill payments.
- Attended presentation by PNC Bank regarding on-line bill payments.
- Met with Mayor Haak, Planning and Economic Development Director DeLong and Larry Mitchell to discuss potential appraisal work.
- Drafted the following documents for Council consideration:
  - Additional Appropriation Resolution – Planner II and Director of Communications positions funding.
  - Additional Appropriation Resolution – IECED Grant
  - Salary Ordinance amendment – Planner II and Director of Communications positions additions
- Attended the following Meetings:
  - Town Council Meeting
  - Agenda Planning Meeting
  - Special Redevelopment Commission Meeting
  - Town Hall Building Corporation Meeting

#### Sue Jones/HR

Processed: 11 Special Events; 8 Community Room

Internal Process: 26 Change of Status; 9 Verification of Salary/ Employment; 2 COBRA; 7 Orientation of New Hire; 4 Worker Comp Claims

- Attended 3 conference calls with department managers and safety training company on various aspects of Safety Training – include: costs, return on investment (ROI), and online training segments.
- Attended webinar on processing employee complaints, requests and reports
- Attended webinar: ACA Employer Reporting – 2016 requirements.
- Vote Center - Worked with the BC Clerk's office
- Met with Allstate Benefits representative to discuss voluntary benefit plans that could be available to our employees.
- Met with Mercer representative regarding changes that could be beneficial for our benefit plan
- Worker's Comp: Worked with WC to obtain signatures and info to close out a past claim. And Teleconference with legal at BT Law regarding WC dispute.
- Completed orientation process for PT firefighters and PT Nature Center employees.