

Special Meeting of Lemont Township Board – June 28, 2019

For the purpose of discussing Personnel. Supervisor opened the meeting at 4:00 p.m. on June 28, 2019 at the Lemont Township offices at 1115 Warner Avenue, Lemont, IL.

Pledge was said and roll was called: Gilbertson, Nicklas, Wozniak and Rosendahl- present. Trustee Sanderson called in at 4:02 p.m. Rosendahl said he had spoken to our lawyer in regards to items on the agenda which had been discussed at a previous meeting. Attorney Neal Smith agreed with said suggestions.

1. Office Hours – 8:30 a.m. – 4:00 p.m.
2. Office will no longer close for lunch.
3. New lunch hours will be 45 minutes instead of 30 minutes and will be 11:45 a.m.-12:30 p.m. and/or 12:30 p.m. – 1:15 p.m. There will always be two people in the building.
4. Office opens at 9:00 a.m.
5. Assessor hours are 7:30 a.m. – 3:00 p.m.

The Township Board reached consensus for these items and to accept them.

Supervision authority will be handled by the Office Manager, Bette Ganta Rynne. She will receive a raise for the additional responsibilities. Sanderson remarked that the Staff needs to know this. Any Employee leaving needs to inform Bette. Any outside work needs to be documented. There will be a form that will include mileage. Mileage needs to be submitted monthly. No one is to leave until the form is filled out. Bette will manage all of this. Lunch will also be signed in and out!

Vacation time off Must be pre-approved so that there is always coverage in the office. The only exception is an emergency and/or sickness.

Cross-training will be one day a week for a 2 hour period. A plan will be set up. All job descriptions have been finished. Team/Staff meeting will be on July 3, 2019 at 10:00 a.m. There will be two per month.

Our attorney, Neal Smith, reported he was contacted by an attorney in regard to Terri O’Neil Borders and gave her Terri’s personnel file. Nothing further in regards to that matter. Karen is the Transportation Coordinator. There was no closed session.

Motion to adjourn made by Wozniak, 2nd by Sanderson at 4:45p.m. Motion passed.

Barbara A. Buschman – Township Clerk