

January 3, 2022

A special meeting of the Town Board of the Town of Greenville was held on January 3, 2022 at 6:00 pm at Pioneer Hall for the purpose of conducting an employee manual workshop. Four board members were present, Councilman Bensen was absent. Mrs. Erin Nevins of E.P. Nevins Insurance was present as well as department heads: Mark Oberbaugh and Michael Dudley. Supervisor Macko opened the meeting with the pledge of Allegiance at 6:05 pm.

Mrs. Erin Nevins explained the importance of adopting an Employee Handbook and attended the meeting to assist the Town of Greenville in finalizing the draft that has been drawn up for publishing. Mrs. Nevins read line by line the first nine pages of the Employee Handbook where minor adjustments were made.

A tentative task list was created and is as follows:

- Supervisors to create job descriptions for their subordinate positions.
- Collect tablets with phone contracts and look into cancelling said contracts.

An additional employee manual workshop is scheduled for January 17, 2022 at 6:00 pm.

There being no further business, Mr. Macko moved to adjourn at 7:00 pm.

Jessica K. Lewis, Town Clerk-Collector

Supervisor Macko

Councilman Bear

Councilman Richards

Councilman Rauf (arrived at 6:17 pm)