

**Minutes, Paw Paw Village Council
Special Meeting, December 21, 2023**

The Special Village Council meeting of Thursday, December 21, 2023, convened at 6:00p.m. at the Paw Paw Police Department's Training Room at 113 E Berrien St. President Plaszcak presiding.

Meeting Convened

Present: President Plaszcak, Pro Tem Douglas Craddock, Trustees Steve Richardson, Nadine Jarvis, Nicolas Martinez and Donne Rohr. Also present: Interim Village Manager Ed Hellwege, Village Clerk Karla Tacy, Department of Public Services Director Tim Brandys and Interim Chief of Police Lt. Eric Rottman.

Members Present

Approval of Agenda

Motion by Richardson with support from Martinez to approve the agenda as presented. All members present voting yes, motion carried.

**Action Items:
Village Manager
Candidate Second
Interview**

A second interview was held with Village Manager candidate, Sue Montenegro. Council will hold a Special Council Meeting January 3, 2024 at 6:00pm at Village Hall to discuss whether they would like to offer the manager position to Ms. Montenegro and corresponding contract.

Lt. Rottman discussed his findings on Ms. Montenegro's background check.

Motion by Rohr with support from Craddock to approve the purchase and installation of an electrical switch gear for an amount not to exceed \$20,000. Roll Call Vote: Richardson, Rohr, Craddock, Plaszcak, Jarvis and Martinez voting yes, motion carried.

Switch Gear Purchase

Motion by Rohr with support from Jarvis to approve CWSRF payment application number 10 in the amount of \$466,266.09. Roll Call Vote: Richardson, Rohr, Craddock, Plaszcak, Jarvis and Martinez voting yes, motion carried.

**CWSRF Payment
Application #10**

Motion by Martinez with support from Richardson to approve CWSRF payment application number 11 in the amount of \$436,546.57. Roll Call Vote: Martinez, Jarvis, Plaszcak, Craddock, Rohr and Martinez voting yes, motion carried.

**CWSRF Payment
Application #11**

Discussion was held regarding reducing the hours Village Hall is open to the public. With the office short an administrative assistant and staff off for vacations and holidays, Interim Manager Hellwege believes it would be beneficial to have the doors open Monday-Thursday and closed on Fridays. Closing on Fridays will allow staff to get caught up on their weekly tasks with less interruptions. Council has agreed this suggestion and will revisit the second Council meeting in February.

**Discussion on
Reducing Village Hall
Hours**

President Plaszcak reported that Barr Engineering will be submitting a grant for an additional \$450,000 funding for the Briggs Dam project. He also noted Abonmarche is applying for a \$100,000 grant for the Maple Island bridge project.

**Council Comments:
Plaszcak**

Trustee Martinez would like Council to consider raises for the Village Hall staff for the additional tasks they have taken on.

Martinez

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Interim Manager Hellwege will be asking Siegfried Crandall to assist with creating the 2024-2025 budget.

Manager Comments

Director Brandys thanked Council for the Christmas party. He noted leaf pickup will finishing up tomorrow.

**Staff Comments:
Brandys**

Lt. Rottman reported that the PD had conditional offers out to two recruits. There is grant funding that should cover their Police Academy training.

Rottman

Motion by Jarvis with support by Craddock to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:23p.m.

Adjournment

Respectfully submitted:

Karla Tacy
Village Clerk

Roman Plaszczak
Village President