December 12,1958

The regular meeting of the Elkton Town Council meet in the Court Room on December 12,1958 at eight oclock with the Mayor R. E, Babington presiding and the following Councilmen present H. A. Workman, J. C. Black, H. L. Coffey R. J. Lough, Joe Early Jr. and Ed Garber.

Guest present were Mr. Kelly, Thomas Eadie, Bobby Gooden and Edgar Jenkins.

The minutes of the last meeting and the Treasurers report was read and approved.

J. C. Black made his report on the street work done and also moved to give the regular employees ½ day Christmas Eve as holiday and to give each one including Mrs Sughure a turkey for Christmas , seconded by H.L. Coffey and passed.

Joe Early, presented to the Council a regulation on extra work pay working conditions and retirement, which was moved by J.C. Black for adoption seconded by Ed. Garber and Joe Early and passed as follows.

EXTRA WORK PAY FOR HOURLY EMPLOYEES-TOWN OF ELKTON

1. In the event any employee is requested to continue working beyond the end of a normal work day or is called to work after regular work hours, he shall receive his regular pay plus one-half times regular pay for all such time worked. However, no employee shall receive more than regular time pay until his total number of hours worked during any one week exceeds 40 hours and then extra time pay shall be paid only for the time in excess of 40 hours.

2. Time lost by hourly employees due to weather conditions will be counted as time worked only for the purpose of computing extra time pay as regords registering of 40 hours, out lined in 1 above.

3. For Holiday extra-time pay, see Holidays, under Employee Benefits, minutes of October 10,1958 Council Meeting.
*The Above Regulations do not apply to any employees on an hourly basis serving in a managerial capacity.

DUTIES OF TOWN SUPERINTENDANT OF PUBLIC WORKS ✓

1. The Superintendant of Public Works, who shall be hired by the Council, shall be directly responsiable to the Council for his duties concerning the direction of the Town's maintenance, construction and other usual " street" work conducted by the Town. He will report all matters he deems pertinent to the Council and/or its various appropriate committees in addition to attending all regular and special Council Meetings.

2. The Council may also employ an assistant Superintendant of Public Works whose duties shall consist of carrying out directives of the Superintendant as well as working in close cooperation with him concerning the planning of work and supervision of employees. The Superintendant and his assistant shall each day lay out all work possible for the following day in order that all employees can be assigned to their respective jobs at the very beginning of each day with out loss of time. In the absence of the Superintendant, his assistant will take charge of all the Superintendant's duties.

3. All hourly employees are under the direct supervision of the Superintendant of Public Works except those hourly employees assigned to the clerk's office. However should an employee of the clerk's office be temporarily let to service falling under the direction of the Superiantendant of Public Works, he shall then be supervided by the Superintendant or his assistant until he returns to his regular duties as the Clerk's office.

4. The employment of "street" labor, withing the Town's financial means shall be a duty of the Superintendant of Public Works. He shall be the judge of any applicant's qualifications with full authority to hire such applicant, providing however, he shall not employ labor in excess of a reasonable number of men deemed to be adequate for the Town(s operations by the Council. All appicants considered forperment employment must undergo a physical examination bya leagally qualified physician at the Town's expense. This examination must satisfy the Superintendant as to the applicant's physical ability to perform the normal duties required of him.

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5. On days of inclement weather, the Superintendant of Public Works or in his absence his assistant, shall be the judge of the number of men needed to carry on the day's work, if any. However, should a regular hourly employee be laid off for the day due to such reason, he shall receive a minimun of three hours pay, regular time, after reporting for work at the beginning of the work day and receiving instructions that he cannot be worked that day due to adverse weather conditions from the Superintendant of Public Works or his Assistant.

6. Employees who fall under the supervision of the Superintendant of Public Works as defined in Paragraph #3 (above) will follow his or his assistant's instructions without fail. This is most important in obtaining maximum efficiency in all working operations of the Town. Should any employee under the supervision of either the Superintandant or Assistant Superintandant willfully fail to perform his required duties, the Superintendant is authorized and expected to discharge such employee forthwith. The same manner of treatment also applies to any employee, who, for any other just reason, as may be determined by the superintendant, does not conduct himself for the best interests of the town.

RETIREMENT

1. Effective January 1,1960 all hourly employees shall be retired form the services of the Town, who have attaimed their 65th birthdate before or on that date. All hourly employees attaiming their 65th birthdateafter January 1,1960 shall be retired on their 65th birthday.

APPROVED AND ADOPED THIS 12TH DAY OF DECEMBER 1958

Clerk of Council, N. G. Frey Mayor, R. K. Balmington

In regard to the Councilmen, Recorder and Mayors pay for this fiscal year, it was so moved by R.J. Lough seconded by H.A. Workman and passed for the Councilmen and Recorder to receive $10.00 for each regular and special meeting. J.C. Black moved seconded by H. L. Coffey and passed for the Mayors salary to be $25.00 per month flat.

Joe Early moved seconded by H.L. Coffey and passed to donate to the Elkton Volunteer Fire Co.,Inc. $100.00

Joe Early moved seconded by J.C. Black and passed to charge $1.00 for 1958 car tags after January 1,1959 .

No further business we had a motion to adjoun.

Recorder N. G. Frey

Approved. R. K. Balmington
Mayor,