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12/28/23

To: Hamburg Township Board
From: Tony Randazzo

Re: Cemetery Sexton

Julie Durkin has informed us that she will be resigning from her position as Cemetery Sexton. Fortunately, we feel that we already have an ideal candidate on staff to fill this important role and that is Duane Hoepfner, our Buildings and Grounds Superintendent. Mr. Hoepfner is familiar with all of the Township cemeteries, as he is part of the burial crew and of course performs or assigns various maintenance tasks at each location. He has also been on site with Ms. Durkin to locate grave plots for burials, so he has an understanding of the cemetery layout.

With board approval, we have set a date of January 15th for this transition to take place. In the meantime, Ms. Durkin and Mr. Hoepfner will have a series of meetings to go over paperwork and pass along pertinent knowledge about the cemeteries. This, however, will not be enough to ensure a completely smooth transition, so I propose that we continue to keep Ms. Durkin on the payroll and use her on a part-time as needed basis at a rate of \$50.00 per hour for a period of six months.

Lastly, Duane Hoepfner is presently part of the on-call rotation for DPW sewer emergencies. The additional duties of Cemetery Sexton will preclude his availability and will spread him too thin to also be on-call. Therefore, I seek approval to hire another part time on-call only employee to replace him in the sewer on-call rotation at a rate of \$32.59 per hour. We already have a good candidate selected for this role based upon our interviews last month.

In summary, I seek approval from the Board for the following:

- Appoint Duane Hoepfner to Cemetery Sexton on January 15th at the current flat rate of \$228.55 per week.
- Designate Julie Durkin as a part-time, as needed employee at a rate of \$50.00 per hour for a period of six months.
- Approve the hiring of a part-time, on call only DPW Technician at a rate of \$32.59 per hour to replace Mr. Hoepfner in the rotation.