Tax

From: Karen Roderick
Sent: Thursday, October 1, 2026 6:14 AM
To: Jamie Arcaro
Subject: Fw: Finance Meeting Minutes from 9/21/26

Call to Order 6:45pm

Attendance:
Karen Roderick, chair
Lon Damon, Vice chair
Please see attached sign in sheet

We met to discuss the new job description for Tax Administrator, and to discuss the new rate of pay for this new position.

Mandy Berkowitz was in attendance; Nick Belden suggested we ask her what her thoughts were regarding this new job description and pay rate. Chair Karen Roderick agreed and asked Mandy Berkowitz if she was able to be part of the discussion regarding these changes.

Mandy replied that she did meet with Fiscal Officer Arcaro and Mayor Sekanina to go over the job description. She did do research on other municipalities that were similar to ours, working with Fiscal Officer Arcaro and Mayor Sekanina, they came up with a description that was more detailed to what Mandy does and one that works for our village.

We are asking Council to add this to the agenda tonight as an emergency because Mandy will need to be bonded. Also, the pay adjustment would be from $22.96 to $27.19/hr with new job description approval.

Councilwomen Bradek asked, "if Mandy has been doing the job for 5+ years, why aren't we giving her the $28.19 if we are making this new job description change?"

Mayor Sekanina answered, stating that although Mandy has already been doing this job behind the scenes all these years, this is technically a new position/ new title

Councilwomen Bradek suggested we take into consideration that the only thing changing was the job title, she said " if she were Mandy she would be upset that she is only getting a $4.00 and some change raise instead of the $5, she said "I'd be pissed to be honest with you"

Mayor Sekanina said " Most people wouldn't be pissed for getting a wage raise". Mayor said he agreed that Mandy needed to be recognized for all the work she's been doing.

Lon Damon said "it is still a significant raise in pay, by next year she will be up to $28.19"

Councilman Nick Belden asked Mandy Berkowitz what her thoughts were.

Mandy Berkowitz said "when she had the discussion with Fiscal Officer Arcaro and Mayor Sekanina that they negotiated back and forth. That after her 6-month probation period was up (new role) that Jamie would recommend that Mandy get that $1.00 raise to the next step.

Councilman Belden asked Mandy if she was happy with that.
Mandy said she was alright with that compromise.

Mandy Berkowitz spoke with Councilman Damon and said during her research she found that she would be about .75 to $1.00 less than other (smaller) villages similar to ours.

Mandy Berkowitz asked who was responsible for taxes? It wasn't in Fiscal Officers' job description that she had been doing them. But this is another reason for the Emergency because Mandy will need to be bonded.
Councilman Damon said we shouldn't be making it a habit to make emergency motions.

Councilman Damon said he felt the pay rate seemed fair.
Mayor Sekanina agreed and said it was a big bump up in pay from where she (Mandy) was.

Councilwomen Roderick asked for any feedback since the majority of council was in attendance. Fiscal Officer Arcaro said that Mandy is an asset to her, and watching what she does with the public she agrees Mandy is well deserving of this. She continued to say that the pay was lacking for all she does.

Councilwomen Roderick made the motion to take the new job description and new pay rate to council as an emergency
Councilman Damon 2nd

Councilwomen Roderick made a motion to adjourn at 7:07pm
Councilman Damon 2nd

Village of Jefferson

Committee Meeting

Committee: Finance

Sept 21, **2026**

Jamie Heard	
Steven Sekanina	
Nicholas C. Belden	Nicholas Belden
PAT BRADEK	
Karen Rodelick	KM Rodelick
Jen Steiner	
Andria Manor	
Mandy Berkowitz	
Shawn Berkowitz	
Lon Damon	
BRIAN DIBBLE	