

RECORD OF PROCEEDINGS

Minutes of

Jerome Township Board of Trustees

Meeting

Special Meeting

GOVERNMENT FORMS & SUPPLIES 64-224-S229 FORM NO. 10142

Held

April 18, 2019

20

The Jerome Township Board of Trustees met in special session on April 18, 2019 at 7:00 a.m. for the purpose of setting priorities for the Director of Departments. Board Chairman Joe Craft called the meeting to order. Ronald Rhodes, Joe Craft and C.J. Lovejoy answered the roll call. Also in attendance were Doug Stewart (Director of Departments) and members of the public.

Mr. Craft presented the agenda which was reviewed and approved.

Mr. Craft indicated that the purpose of the meeting was to discuss the responsibilities of the Director of Departments (DOD) and review the job description. When adopted these duties will outline the job description for the position. He indicated that as he saw it, the Director of Departments would be defined by the following:

- The DOD will report to the Board of Trustees
- Departments will report to the DOD
- The DOD will conduct timely performance reviews
- The DOD will manage day to day operations
- The DOD will serve until a future time when a part-time or full-time township administrator can be hired

The Board then discussed the goals and priorities of the position. The Board had different opinions on the length of time the Director of Departments will be needed but agreed that monies were not available to hire a township administrator at this time. Mr. Rhodes questioned the conflict of interest with the position and also serving as the Fire Chief. He indicated that he had to quit the Fire Department when he became a Trustee. Mr. Craft indicated that action was necessary because it was a Trustee position. He also confirmed that the question had been posed to the Prosecutor's Office who indicated there was not a conflict of interest.

Mr. Stewart reviewed the goals of the position, highlighting those items to be addressed in the first six months. Some of those items include the following:

- Personnel matters including reviewing and updating job descriptions, determine responsibilities and establish goals, establish schedules, review and update policies and procedures, improve communications, establish time off request procedures, assign township emails for staff
- Address safety issues
- Review department budgets
- Review and revise snow removal policy
- Determine road repair priority
- Review maintenance activities
- Address township building repairs and usage
- Perform a review of the Zoning Department

It was moved by Joe Craft and seconded by C.J. Lovejoy that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees instruct the Director of Departments to work on the six month goals.

The vote resulted as follows:

Ronald Rhodes, yes
 Lonnie (Joe) Craft, yes
 Charles (C.J.) Lovejoy, yes

The motion carried.

It was moved by Joe Craft and seconded by C.J. Lovejoy that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees instruct the Director of Departments to move forward on staff work hours/schedules, time off requests, and job descriptions.

The vote resulted as follows:

Ronald Rhodes, yes
 Lonnie (Joe) Craft, yes
 Charles (C.J.) Lovejoy, yes

The motion carried.

RECORD OF PROCEEDINGS

Minutes of

Jerome Township Board of Trustees

Meeting

Special Meeting

GOVERNMENT FORMS & SUPPLIES 542-224-3336 FORM NO. 10145

Held April 18, 2019 20

It was moved by Joe Craft and seconded by C.J. Lovejoy that the Jerome Township Board of Trustees adopt the following motion:

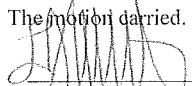
The Jerome Township Board of Trustees meet with the Director of Departments on May 9, 2019 at the Township Hall at 9:30 a.m.

The vote resulted as follows:

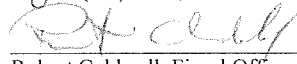
- Ronald Rhodes, yes
- Lonnie (Joe) Craft, yes
- Charles (C.J.) Lovejoy, yes

The motion carried.

At 8:34 a.m. it was moved by Joe Craft and seconded by Ron Rhodes that the Jerome Township Board of Trustees adjourn. The motion carried.



 Lonnie (Joe) Craft, Chairman



 Robert Caldwell, Fiscal Officer