

RECORD OF PROCEEDINGS

Minutes of

Jerome Township Board of Trustees

Meeting

GOVERNMENT FORMS & SUPPLIES 843-224-3358 FORM NO. 10149

Held

June 27, 2019

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The Jerome Township Board of Trustees met in special session on June 27, 2019 at 7:00 a.m. for the purpose of meeting with 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 was Doug Stewart (Fire Chief/Director of Departments).

Mr. Craft presented the agenda which was reviewed, modified as necessary and approved.

The Board discussed the Director of Departments job description and talked about the other possible additions or subtractions of the essential duties. Mr. Stewart indicated he has not received any feedback regarding items to add or remove. Mr. Craft that the goal was for this position to morph into a township administrator. As such there was a need for structure and this would serve as a starting point and can be updated as needed. Mr. Craft suggested adding "other duties as assigned" to the job description.

The Board also discussed policy updates. Mr. Stewart recommended requiring a three day notice if taking one day off of work. He also recommended requiring a ninety day notice for requesting extended leave. It was determined that the current policy manual states that notice should be provided but does not indicate the length of notice. It was emphasized that advance notice was needed for planning purposes. The Board discussed the pros and cons of requiring notices for time off and debated the length of notice. All agreed that this would be for extended time off and wished to be fair and flexible. The Board members referred to extended leave as being two to three consecutive days. 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 have the Director of Departments create an extended time off policy requiring employees to submit a sixty (60) notice for requests of extended leave of time off.

The vote resulted as follows:

Ronald Rhodes, yes

Lonnie (Joe) Craft, yes

Charles (C.J.) Lovejoy, yes

The motion carried.

Mr. Stewart indicated the Board needed to review the procedure drafted for the usage of zoning consultants. Mr. Craft emphasized the importance of answering questions of why, who and when. It was recommended that an approved list of vendors being created and to address any potential conflicts of interest. 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 requests the Director of Departments get with the Fiscal Officer and the Union County Prosecutor's office to review the zoning consultant procedures.

The vote resulted as follows:

Ronald Rhodes, yes

Lonnie (Joe) Craft, yes

Charles (C.J.) Lovejoy, yes

The motion carried.

The Board discussed the Jerome Township organizational chart structure. Mr. Craft stated that a clear structure was necessary of efficiencies and to eliminate redundancies. 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 adopt the Township Organizational Structure pending the Fiscal Officer's approval.

The vote resulted as follows:

Ronald Rhodes, yes

Lonnie (Joe) Craft, yes

Charles (C.J.) Lovejoy, yes

The motion carried.

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Minutes of

Jerome Township Board of Trustees

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-5339 FORM NO. 10143

Held

June 27, 2019

20

The Board discussed Township representation at meetings. 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 request the Director of Departments prepare a list of meetings in the county and the Township that occur on a monthly, quarterly or yearly basis.

The vote resulted as follows:

Ronald Rhodes, yes

Lonnie (Joe) Craft, yes

Charles (C.J.) Lovejoy, yes

The motion carried.

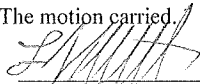
The Board discussed building repairs and the potential cost to replace the exterior doors. Mr. Stewart reported that he wished to incorporate security enhancements with some of the maintenance for efficiencies. Mr. Craft indicated the need for an alarm system, chime system, or some kind of controlled entry into the building. Mr. Stewart reported that an initial quote for doors was very expensive so he was seeking additional quotes.

The Board discussed the cost of fixing the skid steer through Buckeye Forklift. Mr. Stewart reported that the initial purchase order in the amount of \$1,300 has been expended and additional repairs were needed. The Board discussed to potential cost to replace how the current piece of machinery was being used to move salt. Mr. Stewart was instructed to look into leasing options as well as alternatives to the current salt storage method.

Mr. Stewart reported that the consultant would be coming to the Fire House next week to look at issues regarding the new concrete. He reported that the concrete was cracking and had various textures due to delays in the delivery and pouring of the concrete.

The Board discussed the possibility of incorporating a monthly Director of Departments meeting. It was suggested that a Fire Division report be delivered on the first trustee meeting of the month and a Director of Departments report during the second. The Board ultimately concluded that for a little while a third regular meeting was necessary, possibly the fourth Thursday of the month at 7:00 a.m..

At 9:00 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