

**RECORD OF PROCEEDINGS**  
**Jerome Township Board of Trustees**

Minutes of

Meeting

GOVERNMENT FORMS &amp; SUPPLIES 644-224-3355 FORM NO. 1014E

Held \_\_\_\_\_ **August 15, 2019** \_\_\_\_\_ 20 \_\_\_\_\_

The Jerome Township Board of Trustees met in special session on August 15, 2019 at 7:00 a.m. for the purpose of discussing the posting of the zoning inspector position and reviewing the job description and to go into executive session for the purpose of considering the discipline of a public employee. 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 (Fire Chief/Director of Departments) and members of the public.

Mr. Craft indicated the first order of business was to accept the resignation of Mark Spanuolo from the Zoning Inspector position per his resignation letter dated August 6, 2019. It was moved by Joe Craft and seconded by Ron Rhodes that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees accept the resignation of Mark Spagnuolo from the Zoning Inspector position as of August 6, 2019 at 5:00 p.m.**

The vote resulted as follows:

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

**The resolution carried. (Res. 19-082)**

Mr. Craft indicated the next item of business was to discuss and review the job description for the Zoning Inspector/Coordinator position. The primary purpose of the review is for the purpose of posing the position. The Board members reviewed the qualifications and added the need to prepare staff reports and the ability to attend evening meetings. It was moved by Joe Craft and seconded by Ron Rhodes that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees accept the Zoning Inspector/Coordinator job description and authorize the Chairman of the Board of Trustees and the Director of Departments to make modifications as needed.**

The vote resulted as follows:

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

**The resolution carried. (Res. 19-083)**

Mr. Craft indicated that he believes the current position to be a full time position, paid hourly with compensation of \$50,000 and benefits. The Board discussed the hours needed and the reasonableness of the compensation. It was moved by Joe Craft and seconded by Ron Rhodes that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees approve the Director of Departments to post the opening for the Zoning Inspector position at \$50,000 a year with benefits and provide a brief job description.**

The vote resulted as follows:

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

**The resolution carried. (Res. 19-084)**

The Board wished to approve monies for placing the postings. It was moved by Joe Craft and seconded by C.J. Lovejoy that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees approve the use of \$1,000 for job posting costs.**

The vote resulted as follows:

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

**The resolution carried. (Res. 19-085)**

**RECORD OF PROCEEDINGS**  
**Jerome Township Board of Trustees**

Minutes of

Meeting

GOVERNMENT FORMS &amp; SUPPLIES 844-234-3339 FORM NO. 101-19

Held \_\_\_\_\_

August 15, 2019

20 \_\_\_\_\_

Mr. Craft stated he had received advice from the Union County Prosecutor's office regarding the vacant zoning inspector position. He stated that the Board could appoint the Fiscal Officer, Director of Departments or one of the office clerks or the Board could hire a consultant. As a result he reached out to Gary Smith to see if he would be able and willing to assist. Mr. Craft indicated that he felt it would be best to use Mr. Smith for consulting but not the day to day tasks of the office. It was moved by Joe Craft and seconded by C.J. Lovejoy that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees engage Gary Smith on a temporary basis for zoning consulting at a cost of \$3,600.**

The vote resulted as follows:

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

**The resolution carried. (Res. 19-086)**

Mr. Craft stated that in the meantime, staff should be utilized for operations 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 resolution:

**The Jerome Township Board of Trustees assign the Director of Departments the duties of the Zoning Inspector and authorize him to sign zoning certificates and coordinating the zoning department.**

The vote resulted as follows:

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

**The resolution carried. (Res. 19-087)**

Executive Session

At 7:55 a.m. 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 adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the discipline of a public employee.**

The vote resulted as follows:

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

**The motion carried.**

At 8:22 a.m. 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 adjourn from executive session.**


The vote resulted as follows:

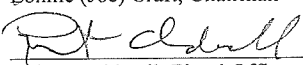
Ronald Rhodes, yes  
 Lonnie (Joe) Craft, yes  
 Charles (C.J.) Lovejoy, yes

**The motion carried.**

No action was taken as a result of executive session.

At 8:25 a.m. it was moved by Joe Craft and seconded by C.J. Lovejoy that the Jerome Township Board of Trustees adjourn. *The motion carried.*

  
 \_\_\_\_\_  
 Lonnie (Joe) Craft, Chairman

  
 \_\_\_\_\_  
 Robert Caldwell, Fiscal Officer