

RECORD OF PROCEEDINGS
Jerome Township Board of Trustees

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

July 2, 2022

20

The Jerome Township Board of Trustees met in special session on July 2, 2022 at 9:41 a.m. for the purpose of reviewing job descriptions. Board Chairman Megan Sloat called the meeting to order. Megan Sloat, Barry Adler and Wezlynn Davis answered the roll call. Also in attendance were Robert Caldwell (Fiscal Officer).

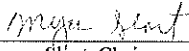
Robert Caldwell provided the Board with the existing job descriptions. The Board reviewed the following:

- Road Department Supervisor
- Road Crew Leader
- Road Crew
- Zoning Inspector/Planning Coordinator
- Assistant Zoning Inspector
- Zoning Clerk
- Zoning Commission Member
- Board of Zoning Appeals Member
- Township Administrator
- Office Manager
- Administrative Assistant
- Fiscal Officer Assistant
- Community Safety Lieutenant/Fire Marshal
- Division of Fire Administrative Assistant/Public Information Assistant

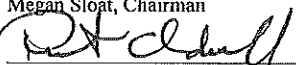
The Board made various changes and recommendations to the job descriptions including identifying items which will be added to the employee handbook.

Mr. Caldwell indicated he would make the recommended changes and provide updated descriptions to the Board members.

At 12:00 p.m. it was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adjourn. The motion carried.



 Megan Sloat, Chairman



 Robert Caldwell, Fiscal Officer

