

RECORD OF PROCEEDINGS

Jerome Township Board of Trustees

Minutes of

Meeting

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

Held

September 20, 2022

20

The Jerome Township Board of Trustees met in regular session on September 20, 2022 at 7:35 p.m. following a public hearing. Board Chairman Megan Sloat called the meeting to order and led the Pledge of Allegiance. Megan Sloat, Barry Adler and Wezlynn Davis answered the roll call. Also in attendance were Robert Caldwell (Fiscal Officer), Eric Snowden (Zoning Inspector/Coordinator), Doug Stewart (Fire Chief), and members of the public.

Ms. Sloat presented the agenda which was reviewed, modified as necessary and approved.

Mr. Caldwell presented minutes for approval. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees waive the reading and approve the minutes of the regular meeting of September 6, 2022.
Being no opposition, the motion carried.

Robert Caldwell, Fiscal Officer, provided the Board with updated financial reports (receipt account status, appropriation status and fund status). Mr. Caldwell presented the pending warrants as detailed in the "Pending Warrant Report," for payment. The Fiscal Officer certified that there were sufficient funds to pay the bills. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees approve warrants 43068 through 43099 and 92071 through 92074 for payment.

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The motion carried.

Mr. Caldwell indicated the need to add additional encumbrances for legal costs and recommended based on current invoices that \$25,000 from the Zoning Fund and \$5,000 from the General Fund be encumbered. Mr. Adler stated his concern over the excessive expenditure for legal and the lack of a legal policy. Ms. Davis responded that there was a need for more focused zoning matters to be addressed by private legal counsel at this time. Mr. Adler indicated his concern of going straight to outside counsel. Ms. Davis stated that after her review she does not see any abuse or the need for a policy. Mr. Adler disagreed as to the need for a policy. Ms. Sloat added that she does not anticipate the use of outside counsel continuing after some of the current projects are completed. Mr. Adler presented the Board with a sample procedure to be reviewed for when there is a conflict in using the Prosecutor's Office to be discussed at a future time. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees approve the encumbrance of \$30,000 (\$25,000 from the Zoning Fund and \$5,000 from the General Fund) for legal consulting from the law firm of Brosius, Johnson & Griggs.

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, abstain
Wezlynn Davis, yes

The resolution carried. (Res. 22-091)

Department Reports

Public Safety Officer

The Union County Deputy noted they are responding to several traffic complaints in the area.

Fire Division

Doug Stewart, Fire Chief, asked the Board for guidance considering next steps relating to the purchase of an aerial ladder truck. Ms. Sloat stated that she felt a good next step was to have a meeting with the Battalion Chiefs, Chief Stewart, and the Fiscal Officer to discuss the budget and other items relating to the purchase. Therefore, the next step is to schedule a special meeting.

Road Department

Ms. Davis reporting that the Road Department has been working with the Union County Sheriff's Department and has secured the donation of a vehicle for the Road Department. It was moved by Wezlynn Davis and seconded by Megan Sloat that the Jerome Township Board of Trustees adopt the following resolution:

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The Jerome Township Board of Trustees accept the donation of a 2016 Ford Explorer Interceptor from Union County Sheriff's Office to the Township of Jerome.

The vote resulted as follows:

- Megan Sloat, yes
- Barry Adler, yes
- Wezlynn Davis, yes

The resolution carried. (Res. 22-092)

Zoning Department

Eric Snowden reported he has been working with the Union County Prosecutor's office in creating a draft request for proposal for the comprehensive plan update which has been provided to the Trustees.

Old Business

Mr. Adler presented to Board with a quote for upgrading the information technology and audio-visual equipment. He indicated the estimated cost for equipment and two cameras to be \$10,370, and the cost for one camera to be \$8550. Ms. Davis asked that the matter be tables to allow time for review. The Board was in agreement.

Ms. Sloat stated that during the las meeting she incorrectly stated the salary range for the Administrative Assistant was \$40,500 to \$52,500 when in fact it should have been \$40,000 to \$52,500. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees correct a previous motion and amend the salary range for the Administrative Assistant to be \$40,000 to \$52,500.

The vote resulted as follows:

- Megan Sloat, yes
- Barry Adler, yes
- Wezlynn Davis, yes

The motion carried.

Ms. Sloat noted the job openings have been posted and a number of resumes have been received. Mr. Adler asked if the hiring of the Fire Division Public Information Officer should follow the Fire Division's hiring procedures. Ms. Sloat agreed and affirmed the Fire Chief may contact applicants.

New Business

Ms. Sloat presented the appointment of an alternate member of the Zoning Commission. It was moved by Megan Sloat and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees approve the Resolution Appointing a Member of the Jerome Township Zoning Commission appointing David Morris as an alternate member of the Township Zoning Commission for the term ending December 31, 2023.

The vote resulted as follows:

- Megan Sloat, yes
- Barry Adler, yes
- Wezlynn Davis, yes

The motion carried. (Res. 22-093)

Ms. Sloat asked the Board to consider new meeting procedures in where department heads are only needed at meetings if there is something the need to report in person that cannot be communicated in writing. The Board agreed that it should be up to the liaison of the department whether attendance at the meeting is necessary. Ms. Davis asked if this is something the Township Administrator could coordinate. Ms. Sloat stated yes that is a good idea and the Board would discuss at that time. The Board was in agreement to respect the time of the department heads. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees adopt a policy that department heads need only be present at Trustee board meetings if requested by the department liaison and otherwise will provide a written report to the department liaison for the meeting.

The vote resulted as follows:

- Megan Sloat, yes
- Barry Adler, no
- Wezlynn Davis, yes

The resolution carried. (Res. 22-094)

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The Board discussed the approval process of the request for proposal for the comprehensive plan update. Mr. Adler stated the selection procedure was vague and would like to see it have more clarification. Specifically, he questioned who was making the selection, the steering committee, or a selection committee and who would comprise the selection committee. Ms. Davis stated that it would be the Board of Trustees that will be making the selection. Mr. Snowden added the intent was for the selection panel to be comprised of the same individuals as the steering committee who would provide a recommendation to the Board. Ms. Davis added that all the proposals will be reviewed by the Board of the final determination. Mr. Adler asked what input the residents will have. Ms. Davis responded that residents will be a part of the steering committee. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees approve the request or proposal to update the Jerome Township Comprehensive Plan.

The vote resulted as follows:

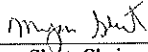
Megan Sloat, yes

Barry Adler, yes

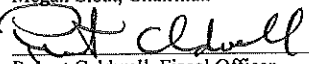
Wezlynn Davis, yes

The resolution carried. (Res. 22-095)

At 8:49 p.m. it was moved by Megan Sloat and seconded by Barry Adler that the Jerome Township Board of Trustees adjourn. The motion carried.



Megan Sloat, Chairman



Robert Caldwell, Fiscal Officer