

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustees Special Meeting

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

May 1st,

2010

The Etna Township Board of Trustees met on Saturday May 1st, 2010 in the Etna Township Community Center/Administration Building for the purpose of conducting a special meeting. The meeting was called to order at 3:00 p.m. by President Carlisle. Jeff Johnson led the invocation and Arnell Shrock led The Pledge of Allegiance. Roll call showed Trustees Jeff Johnson, Randy Foor, John Carlisle, and Fiscal Officer Walter Rogers present.

Trustee Carlisle moved to adopt the agenda. The motion was seconded by Trustee Foor. Roll call: Jeff Johnson, no; Randy Foor, yes; and John Carlisle, yes.

PUBLIC COMMENTS

Trustee Foor moved to go into executive session at 3:06 p.m. per O.R.C. 121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

Trustee Johnson moved to come out of executive session at 4:24 p.m. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Old Business

Trustee Carlisle moved to amend the permanent appropriation resolution 10-03-16-02 to change 1000-110-599-0000 Other from \$90,000 to \$80,000 and 1000-130-150-0000 Compensation of Boards from \$5,000 to \$20,000. The motion was seconded by Trustee Johnson and passed by unanimous affirmative vote.

The annual 2010 budget for the Board of Zoning Appeals is \$3,400.00 and the annual 2010 budget for the Zoning Commission is \$9,000.00. Trustees Johnson, Foor, and Carlisle agree.

New Business

Employee Job Description

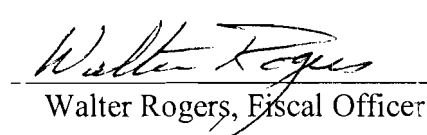
Trustee Carlisle moved to pass the duties of the clerk for the meeting stipend is as follows: To attend all Board of Zoning Commission and Board of Zoning Appeals meetings and take minutes. Minutes shall be prepared for the Board of Zoning Appeals and Zoning Commission's approval and shall be completed on the clerk's own time and not at township expense. Any and all other tasks that the clerk for the Board of Zoning Appeals and Board of Zoning Commission may be completed as the Secretary to the Board of Trustees and at the discretion of the Secretary's Supervisor. These tasks are and not limited to the following: Preparing agendas, posting agendas on the township website, posting minutes on the township website, preparing mailing lists, and sending notifications to residents for hearings. The motion was seconded by Trustee Foor and passed by unanimous affirmative vote.

Secretary/Receptionist

Trustee Carlisle moved that the Etna Township Board of Trustees are accepting resumes for a Part Time/Full Time Secretary Receptionist. This is semi-skilled office work. A worker in this position is responsible for assisting in a variety of clerical and other tasks. Duties are performed under the close supervision of the immediate departmental supervisor. Answers telephones, takes messages for the Township Officers and other employees. Assists in sorting mail and performing other clerical duties, such as filing, typing, and answering the telephone as needed. Assists in the preparation of public records requests and has the ability to prioritize and handle multiple tasks. Coordinates reservations for the use of the township facilities. Has the ability to establish and maintain a good working relationship with the public and co-workers. Candidate must be familiar with and able to proficiently operate Microsoft Windows/Microsoft Office. Submit qualifications and resume to: Etna Township Board of Trustees, Walter Rogers, Fiscal Officer, 81 Liberty Street, P.O. Box 188 Etna, Ohio 43018 by May 14, 2010. The motion was seconded by Trustee Foor. Discussion: F/O Walter Rogers will be accepting the resumes. The Trustees will review all resumes and mark the ones they wish to interview. The motion passed by unanimous affirmative vote.

Trustee Johnson moved to adjourn at 4:36 p.m. The motion was seconded by Trustee Foor and the motion passed by unanimous affirmative vote.


John J. Carlisle, President


Walter Rogers, Fiscal Officer