

**BOSTON TOWNSHIP TRUSTEES
MINUTES OF THE SPECIAL MEETING**

April 6, 2016

Present at this special meeting of the Boston Township Trustees were Trustees Amy Anderson, Jerry Ritch and Randy Bergdorf; Fiscal Officer Joanne Noragon; and Legal Counsel Ed Pullekens. Trustee Chairperson Anderson called the meeting to order at 6:00 P.M.

The Fiscal Officer stated notice of the special meeting was published in the *Beacon Journal*.

Zoning Secretary: The position of secretary to both zoning boards is vacant. The only applicant is Pam Schneider, who the trustees deem qualified. Ed Pullekens will investigate the potential of a conflict with her Village position as Member of Council. This situation has come up in the past and there have been Prosecutor's opinions allowing this situation, as Ms. Schneider is not a voting board member. **Motion** by Bergdorf, seconded Ritch, to hire Pam Schneider as zoning secretary, effective at once, at the rate of \$425 per month. All voting yes. Motion passed.
[2016-0406-01]

Assistant Zoning Inspector: As Doug Mayer, the township Zoning Inspector is returned from sick leave, **Motion** by Bergdorf, seconded Ritch, to terminate the Assistant Zoning Inspector position effective immediately. All voting yes. Motion passed.
[2016-0406-02]

Zoning Commission Appointment: After discussion, **Motion** by Bergdorf, seconded Ritch, to appoint Linda Littler to the Zoning Commission, for the term ending September 4, 2020, effective with the April 12, 2016 meeting. All voting yes. Motion passed. [2016-0406-03]

Personnel and Policy Matters: After review, **Motion** by Bergdorf, seconded Ritch, to use a new form requiring prior authorization by supervisor and a trustee for all Vacation/Personal/Sick/Comp Time requests. All voting yes. Motion passed.
[2016-0406-04]

After review, **Motion** by Bergdorf, seconded Ritch, to affirm a revised Boston Township Employee Handbook dated April 14, 2016, as true and correct. All voting yes. Motion passed.
[2016-0406-05]

Executive Session: **Motion** by Anderson, seconded Ritch, to enter into Executive Session to discuss personnel matters. All voting yes. Motion passed.
[2016-0406-06]

The trustees entered Executive Session at 6:16 p.m. The trustees reconvened at 6:55 p.m. The trustees announced that at the next regular meeting of the Board of Trustees, April 13, 2016, the trustees will enter Executive Session with Boston Township Zoning Inspector Doug Mayer. The purpose of the session will be to review Mr. Mayer's performance and the township trustees' expectations of the job.

The trustees additionally announced that at his six month review in May, the trustees will ask Road Superintendent Ron Adams how many hours a week support he needs to maintain township roads and equipment.

Motion by Bergdorf, seconded Ritch, to adjourn. All voting yes. Meeting duly adjourned.
[2015-0406-07]

CHAIRMAN

FISCAL OFFICER