



**Special Board Meeting Minutes
December 29, 2022
5:30 P.M.**

- **Call to Order:** Meeting called to order at 5:31pm
- **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- **Roll Call**
The following Board Members were present: Trustee's Michael Bekes; Lynn Harmon, Diana Langshaw, Mike Sulka. Treasurer Cynthia Genung, Supervisor Christina Hutchings, Clerk Alexander Harris
+ approximately 8 interested Residents were also present.
Attorney Rob Thall via internet call
- **Approval of Agenda**
Clerk Harris asked to Amend the agenda to discuss payroll outsourcing. Seconded by Harmon. Aye-2 Nay-5, Failed
Clerk Harris asked to Amend the agenda to revisit the Deputy Clerk job posting. Aye-6 Nay-1, Passed
Trustee Sulka made motion to approve Agenda with amended deputy posting. Seconded by Harmon. Passed Unanimously
- **Public Comment**

Carin Louis – Shared her experience as past Clerk.
Michael Moore – Has concerns with the duties of the Clerk.

5:48pm public comment closed. – Please submit in writing, your public comment, before the meeting, to be included with the board meeting packet and be included in the minutes as an attachment.

- **NEW BUSINESS:**

- Statutory duties and extra duties of the Township Clerk.

The Clerk has requested the extra duties of the Zoning Board Appeal be reassigned, also to transition to a payroll provider and use a company for updates to the Township Website. To allow for the time to uphold Elections, Warrants for Checks, Record Keeping and Minutes.

The Township Board has discussed all the statutory duties and extra jobs of the Clerk and has decided to reassign the extra work including Payroll/Benefits, ZBA and FOIA.

Motion made by Trustee Bekes, **Seconded** by Trustee Sulka

Aye-6 Nay-1, **Passed**

- The Office Manager, ~~will be appointed as~~ is the FOIA Coordinator. Also the request for additional compensation, for any large FOIA.

Motion made by Trustee Harmon, **Seconded** by Trustee Bekes

Aye-5, Nay-2, **Passed**

- ~~Going under~~ The Supervisor to delegate administrative positions for the extra jobs. Payroll/Benefits, ZBA

Motion made by Trustee Bekes, **Seconded** by Trustee Sulka

Aye-6, Nay-1, **Passed**

- Supervisor Hutchings ~~has presented~~ introduced Phoebe Moreo to handle extra administrative duties as volunteer.

Motion made by Trustee Sulka, **Seconded** by Trustee Langshaw

Passed unanimously

- The Deputy Clerk posting to remove “9 days before election” instead go back to have “Election Season”. Also to reduce the number of hours for election season from max 40hrs, due to concerns with having to provide benefits. Down to 30hrs for election season. ~~So~~ The posting will say 16 hours a week up to 30 hours per week during Election seasons.

Motion made by Trustee Bekes, **Seconded** by Trustee Harmon

Aye-5, Nay-2, **Passed**

- Next Ross Township Board Meeting

- January 17th, 2023

- **Adjournment**

Trustee Sulka moved to Adjourn. Trustee Harmon seconded. Motion passed unanimously. Adjourned 7:13pm

Respectfully Submitted,

Alexander Harris
Township Clerk