

January 4, 2022

The Board of Trustees of Marion Township, Marion County, Ohio met in a regular meeting. Ms. McCleary called the meeting to order 5:34 pm with the following members and visitors present:

Ms. Karen McCleary Present	Mr. Larry Ballinger Present
Mr. Ben Creasap (excused)	Ms. Sheila Perin Present

EMPLOYEES: Chief Meddles

GUESTS: There were no guests in attendance.

Mr. Ballinger made a motion to approve the December 7 regular meeting and year end December 30, 2021 meeting minutes. Ms. McCleary seconded. Motion carried.

Correspondence: Ms. Perin reported she received an email from Wendy French and the \$500 OTARMA grant check should be coming.

PUBLIC COMMENT: None

OLD BUSINESS

Road department major purchase plan – tabled until next meeting.

List of roads – tabled

Final pay increases for 2022 – The following pay raises were brought before the board for approval based on 3.25% wage increase:

Road Dept Foreman: \$16.46/hr
Road Dept Employee Terry Lane: \$15.94
New Road Dept. employees (Amrine and Spurgeon) will receive probationary wage increases when they complete 90 days of employment.
Zoning Inspector \$15.91/hour plus \$100 monthly stipend for township bldg. manager
Fire Dept. secretary \$1707.55 salary per pay
Chief Meddles \$85,001.60 plus longevity pay of \$6,333 annually

Ms. McCleary moved to approve the pay raises as presented. Mr. Ballinger seconded.

Ms. Perin reported she has not sent check for lodging tax overpayment due to not receiving the agreement from Bill Owens.

NEW BUSINESS

Ms. Perin emailed the annual temporary appropriation resolution to the Board of Trustees. Ms. McCleary moved to adopt the annual temporary resolution; Mr. Ballinger seconded and the resolution was approved.

Ms. McCleary made a motion to adopt zoning secretary job description; Mr. Ballinger seconded. Motion carried.

Position description: Zoning Secretary, Zoning Department

Reports to: Zoning Inspector,

Marion Township Trustees, Zoning Committee Chairman

Employment Status: Salaried monthly

Ø Provides: secretarial and administrative support to Zoning Inspector, Zoning Commission and Board of Zoning Appeals, including correspondence, reports, memos, phone calls, violation notices etc. Drafts letters, memoranda, prepares monthly and annual reports, maintains a database of all zoning records in accordance with established practices, assists with documentation of Zoning Code book updates as necessary. Works closely with Zoning Inspector.

Ø Qualifications: High School diploma, typing skills, proficient in basic office skills, computer experience, e-mailing notices to members, preparing & e-mailing meeting minutes and posting on the Township website in a timely manner.

Ø Skills: accurate typing, word processing, computer operation, calculator operation, use of modern office equipment, use of telephone/mobile phone. Proper use of the English language for newsletters or website updates.

Ø Attends: Zoning Commission and Board of Zoning Appeals meetings and acts as their secretary; records meeting minutes and disseminates to zoning members, assists with special projects and/or research; assists the Zoning Inspector, the Zoning Commission and Board of Zoning Appeals and the Trustee chair of the Zoning committee.

Ø Essential functions of the position: Provides administrative support such as: correspondence, reports, memos, phone calls, maintaining office files, distributes revised zoning regulations, prepares documents for amendments and transmits to the Marion County Regional Planning office, prepare documents for court cases, transcribes board minutes, prepares agendas, prepares notices of public hearings (regular and special); prepares board of zoning appeals packages and USPS mail notices, communicates with residents/applicants regarding proper documents.

Ø Processes incoming correspondence as instructed: obtains, gathers and organizes pertinent data as needed and puts it into usable form; collects and disseminates information of public interest such as services provided by the Township or available through other levels of government.

Ms. McCleary made a motion to employ Jennifer Sidle as zoning secretary; Mr. Ballinger seconded the motion. Motion carried.

Ms. McCleary made motion to allow zoning members to claim site visit excursion pay; Mr. Ballinger seconded the motion. Motion carried.

Committee Reports

Zoning

1	December 2021
Fence	RE Connors Const.
\$50.00	437 Garden Pl.
\$50.00	

Road Department

- Fixed signs
- Put up snow fence

- Cleaned catch basins
- One day of snow & ice
- Repaired tile on Holliday Drive
- Swept intersections (stone)
- Repaired signs on Van Atta and Drexel Avenues
- Patched potholes (where needed)

Fire Department

No report.

With no further business to discuss, Mr. Thomas made a motion to adjourn; Ms. McCleary seconded. The motion carried and the meeting adjourned at 7:14 pm.

_____	Ms. Karen McCleary, Chairman
_____	Mr. Larry Ballinger, Vice-Chairman
_____	Mr. Ben Creasap, Trustee
_____	Ms. Sheila Perin, Fiscal Officer

All formal actions of the Board of Trustees of Marion Township concerning and relating to the adoption of resolutions and /or motions passed at this meeting were adopted in the meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.