

Jackson Township Board of Trustees  
Special Meeting/Workshop Minutes  
November 26, 2018

The Special Meeting/Workshop was called to order by Trustee President, Michael Moyer at 6:05 p.m. with roll call. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Hodson were all present.

**Visitors:** No Visitors

The purpose of this workshop was to review the job description of the Zoning/Refuse Administrator in order to advertise this open position for next year in the next month or two. The Trustees reviewed the job description submitted by Melanny Michael, which included detailed descriptions of the jobs and services she performs as Zoning and Refuse Administrator, as well as other services she performs for other Township departments. The Trustees also reviewed the job description titled "Confidential Secretary" created and submitted by Chief Jon Schade. Discussion followed on these job descriptions and how the Trustees actually want to word this open position. The Trustees agreed they could not place the entire job description in the paper and on the website due to the fact there is so much information. The Trustees came up with the following job description for advertisement purposes, which will be discussed and voted on at the next Township Regular Meeting in December:

Jackson Township Part-time Job Position Opening

Jackson Township has the following part time job position opening:

Zoning Administrator

Refuse Billing Department

Secretarial Duties which will include responsibilities in each department within the Township

Applicants must have the ability to operate a PC based computer system (MS Office Suite) and must be able to pass a background/personal history check and drug test.

A detailed job description is available at the Jackson Township Administrative Office

49 E Walnut St., Farmersville OH 45325

Office Hours: Mon., Tues., Thurs & Fri. – 8:00 a.m. – 3:00 p.m. Wed. – 8:00 a.m. – 12:00 p.m.  
or on our website at [jtwpmc.com](http://jtwpmc.com)

The Trustees will discuss salary, hours, and which department/s the salary will be coming from at the December meeting.

With no further discussion, Mr. Hodson made a motion to adjourn, seconded by Mr. DeVilbiss. Meeting was adjourned at 7:15 p.m.

Submitted by: \_\_\_\_\_  
Diana Winkler, Fiscal Officer

Attested by: \_\_\_\_\_  
Michael Moyer, President