

Jackson Township Board of Trustees
Special Meeting
January 28, 2019

The Special Meeting was called to order by Trustee President, Michael Moyer at 4:03 p.m. with roll call. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Hodson were all present.

Visitors: No Visitors

The purpose of this meeting was to discuss the hiring of the person to fill the Zoning Administrator's position and other Personnel issues.

Mr. Moyer stated he and Mr. Hodson conducted interviews for the position of Zoning Administrator on January 21st. Mr. Moyer and Mr. Hodson both agreed that Kristen Hamaker would do a very good job as Zoning Administrator. They discussed Ms. Hamaker's qualifications with Mr. DeVilbiss and the date she could start. After further discussion, Mr. Moyer made a motion to hire Kristen Hamaker, pending her back ground investigation, for the part time position of Zoning Administrator at \$15.50 @ hr. with a 6-month evaluation. After the 6-month evaluation, she will receive a \$1.00 increase. After 1 year, she will receive another \$1.00 increase. Ms. Hamaker will be working 24 hours a week. Mr. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Ms. Hamaker asked if she could have spring break off. Discussion followed regarding time off for new employees. The Trustees agreed she could take this time off. The Trustees agreed that part time employees do not get benefits, so they would work normal hours – no holiday pay. The Trustees tabled this discussion for another time. The Trustees agreed Ms. Hamaker can begin her new position on Monday, March 4th. Mrs. Winkler wanted to verify that Ms. Hamaker's hire date is today, January 28th, but her start date is March 4th. The Trustees agreed to those dates. The Trustees discussed Mrs. Michael training Ms. Hamaker before she retires, so the start date of March 4th will give Mrs. Michael that opportunity – refuse payments go out the first part of March, so Ms. Hamaker will learn how this process is done. Mr. DeVilbiss informed the Trustees that Chief Schade will be donating a police car to be used in zoning inspections, or any other inspections and meetings for which an employee would need the use of a vehicle. This way the employee will not have to use their own vehicle. Mr. Moyer stated Christine Chalmers wanted the Trustees to discuss an issue she is having with one of the groups renting the Community Center. This group is not cleaning up after their meetings. The Trustees will discuss how to resolve this issue at another time. The Trustees discussed the retirement date of Mrs. Michael and the compensation of her unused vacation hours. The Personnel Policy and Procedures state the employee will be compensated any unused vacation on their anniversary date. This would mean Mrs. Michael's last payroll should include any unused vacation hours. The Trustees decided to discuss this issue at a further date.

With no further business, Mr. Moyer made a motion to adjourn the meeting, seconded by Mr. Hodson. Meeting adjourned at 4:50 p.m.

Submitted by: _____
Diana Winkler, Fiscal Officer

Attested by: _____
Michael Moyer, President