

MINUTES
DEERFIELD TOWNSHIP BOARD
SPECIAL MEETING OF JULY 31, 2010

Meeting called to order at 9:00 am. by Supervisor Tim Murphy.

Present	Tim Murphy	Supervisor
Present	Walter Nelson	Clerk
Absent	Lynne Wyatt	Treasurer
Present	Randy Martin	Trustee
Present	Alan Johns	Trustee

Discussion on Office Manager/Zoning Administrator Job description, the Board reached a consensus that the position will have the following duties.

1. Maintain office hours for access and service to the township residents.
2. Answer telephone and provide assistance as needed.
3. Zoning Administrator and record keeper for the Planning and Zoning Commission as well as recording secretary for the Township ZBA.
4. Administer, record, deposit, and run reports for the Joint Construction Code Authority operating out of the township office, (This was discontinued but could be reinstated).
5. Work with the JCCA in creating an office routine to make operations more efficient, (This was discontinued but could be reinstated).
6. Assist the township supervisor in computerizing the township records.
7. Assist the township assessor with record keeping as needed.
8. Assist the township clerk in computerizing records.
9. Assist the township clerk in secretarial matters as needed.
10. Organize and incorporate the township records into the office system.
11. Assist township treasurer and clerk in collecting and payment of township bills.
12. Oversee and organize the computer system and web page for the township.
13. Other assigned duties.

Discussed contract with ICRC to grind and repave three quarter mile of River Road east of Winn Road. Motioned by Walter Nelson seconded by Randy Martin to approve the contract at a cost of \$129,604.65 provided they can meet a deadline of October 15, 2010, roll call vote 4aye 0 nay, motion carried.

Motioned by Walter Nelson seconded by Randy Martin to adjourn, motion carried. Meeting adjourned 9:30 am.

Walter Nelson

Deerfield Township Clerk