

MINUTES  
DEERFIELD TOWNSHIP BOARD  
SPECIAL MEETING OF AUGUST 23, 2010

Meeting called to order at 6:00 pm. by Clerk Walter Nelson.

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

Trustee Randy Martin agreed to chair the meeting.

Further discussion on Office Manager/Zoning Administrator Job description, the job description was amended by the following conditions

1. Job duties will include acquiring a thorough knowledge of the township zoning ordinance.
2. Employee will be paid hourly wage for attending training and also mileage if traveling outside the county.
3. Employee will be allowed to take up to twelve days per year of unpaid time off, no more than five business days at a time without board approval. Two week's notice will be required for time off, however the supervisor may approve time off with less notice for sickness or something unexpected.
4. Training must be approved by the township supervisor or may be required by the planning commission and must be related to planning and zoning or new office technology.
5. Employee will be required to attend all planning commission and ZBA meetings and also may be required to attend township board meetings upon request from the township supervisor.
6. The starting pay will be \$12.50 per hour, after passing satisfactory reviews; three months \$13.00/hour, six months \$13.50/hour, one year \$14.50/hour, with annual reviews pay raises to be determined.
7. Beginning hours will be Monday through Friday 8:00 am until 12:00 noon, a planned reduction in hours and/or days is yet to be determined.

The board reviewed eight applications and selected five for interviews.

A special meeting is planned for Monday August 30, 2010 at 5:30 P.M. The supervisor is to set up fifteen minute interviews for five selected applicants.

Motioned by Lynne Wyatt seconded by Alan Johns to adjourn, motion carried. Meeting adjourned 6:50 pm.

Walter Nelson

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Deerfield Township Clerk