

RECORD OF PROCEEDINGS

Minutes of

Meeting

SHARON TOWNSHIP TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

REGULAR SESSION HELD AT

Held _____ 95 E. Wilson Bridge Road _____ 20 _____

April 2, 2020

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The meeting began at 6:30 p.m.

Roll Call:	Laura Kunze, Chair	Present
	John Oberle, Vice Chair	Present
	Lindsay Duffey, Trustee	Present
	Tony Palmer, Fiscal Officer	Present

Pledge of Allegiance

Guest Speakers: None

Attendance: Chief Donald Schwind, Exterior Property Maintenance Code Enforcement Director Mark Higdon

Residents: Justin Adkins

TRUSTEES

Retirement of Administrative Assistant

Lindsay Duffey received notice in an email from Administrative Assistant Sharon Lee that she was retiring effective May 1, 2020.

Chair Kunze expressed her gratitude for Sharon's longevity and willingness to give at least a month's notice. She suggested that the Trustees address the onboarding process and functions in the transition between personnel.

Chair Kunze moved to accept Sharon's resignation effective May 1. Lindsay Duffey seconded the motion. The motion carried.

Hiring of Administrative Assistant

Chair Kunze said that she wants to post a position announcement by Monday, April 6.

John Oberle indicated that best practices will be difficult under the circumstances of the closures and stay-at-home orders as a result of the current pandemic. He recommended that the Township leverage electronic means to identify candidates.

Mark Higdon offered to fill in as needed while also performing his responsibilities as Code Enforcement Director. Chair Kunze thanked him, and recognized Chief Schwind for his offer to help during the transition.

Chair Kunze expressed her belief that the Township has a good opportunity to hire someone well-suited for the position.

Lindsay Duffey informed the Board that she had reached out to Perry Township Administrator Beth Beatty for additional resources and support for the hiring process. Chief Schwind advised that he had reached out to Perry Township Police Chief Petrozzi, who offered to run the background check for the Township.

The Trustees expressed their intent to announce the position as soon as Friday, April 3. Chair Kunze encouraged the Board and the Department

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heads to think about how to recognize Sharon for her contribution to the Township.

Lindsay will ask Sharon to document her activities to help in the transition and will check in with her weekly.

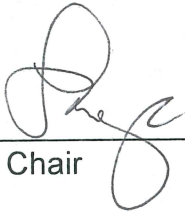
Chair Kunze mentioned that the Township will need to prepare for the financial obligation for Sharon's payout of leave.

As for the calls received by the Township, Chief Schwind explained that calls for Police Department will go to the Sergeant's desk. He had also reached out to the Township's phone vendor and can arrange for the Trustees to have their own voicemail boxes, rather than a shared box. The Trustees thanked Chief Schwind for his efforts.

Chair Kunze also raised that the Township should have a contingency plan if a person has not been hired by May 1. She thanked all Department heads for offering to pitch in and help in the transition.

With no further business to bring before the Board, Lindsay Duffey moved to adjourn the regular meeting, Chair Kunze seconded. The motion carried. The meeting adjourned at 7:19 p.m.

4/15/2020
Date


Chair


Fiscal Officer