Meeting was called to order by Trustee Mears at 4:00 p.m.

**Roll called** Trustee Mears, Trustee Wynne, Trustee Hartshorn

For the Record FO Behnken present

Resolution 20:100 Approve Resignation of Karen Kayler, Part Time Zoning Administrator/Office Assistant/Rubbish Coordinator effective August 28, 2020

**MOTION was made by Trustee Wynne Second: Trustee Hartshorn**

Roll was called: Ayes-Mears, Hartshorn, Wynne

Trustee Mears stated she needs a motion to hire a temporary part time replacement zoning administrator/office assistant/rubbish coordinator effective September 2, 2020 at a pay rate of $15.50.

Trustee Wynne questioned if the pay rate needs to be $15.50. FO Behnken stated the amount is up to the trustees. Trustee Wynne thought the rate was $15.00.

Trustee Hartshorn stated he feels $14.00 per hour is appropriate.

Trustee Mears questioned if Trustee Hartshorn was stating anyone to hire.

Trustee Hartshorn stated there has been some discussions bringing Ms. Christian back and we need somebody and stated this is a temporary hiring and won’t be open-ended and will have an ending date. The board will go through the process of re-posting, interviewing and finding someone to fill the position full time/part time.

Trustee Wynne stated we are in a pinch and if Ms. Christian would be willing to help us out because trash bills are due, zoning left undone and needs to be done in a timely fashion, and now we don’t have time to train somebody to get everything caught up to be where we need to be so the township does not lose any more money.

Trustee Wynne stated late fees were not charged for the trash bills and needs caught up quickly.

Trustee Mears stated her understanding the late fees cannot be applied until the fourth quarter.

Trustee Hartshorn questioned if there was anything that needs done by the end of the fiscal year compared to the actual year.

Discussion regarding Trash billing, BZA meeting, trash assessments the second Monday of September and iworqs with the late fees needs to be reviewed to see what was charged. Panning agriculture yearly report and 4th quarter trash billing.

Trustee Hartshorn stated Ms. Kayler wrote up good information and if Ms. Christian came in Trustee Hartshorn would like to see Ms. Christian document areas that are missing and the trustees become better aquatinted with iworqs.

Discussion regarding hiring by the end of October, resumes from last hiring and posting an ad.
FO stated if you are thinking of Ms. Christian for the temporary position she was paid $15.50 and felt $15.50 should be paid since she is cleaning up and tax assessments are critical.

Trustee Hartshron discussed helping Ms. Kayler set up the excel spreadsheet for the tax assessments.
Trustee Wynne stated Ms. Kayler was not able to tell how she came up with the numbers.
FO Behnken stated before the tax assessment spread sheet the late fees were not applied.
Discussion regarding late fees and who paid or did not.

Trustee Mears agreed with $14.00 an hours and hoping Ms. Christian wants to help. FO Behnken disagrees with the $14.00.

Trustee Hartshorn stated $14.00 an hour was budgeted and would agree to an extension of hours as long as it stays under part time hours.
Trustee Wynne would agree to $15.00 per hours.
Trustees discussed additional hours if needed at $14.00 per hour or $15.00 per hour no additional hours.

Resolution 20:101 Approve to hire Ms. Christian at a temporary part time replacement zoning administrator/office assistant/rubbish coordinator effective September 2, 2020 at a pay rate of $15.00 per hours.

MOTION was made by Trustee Hartshorn Second: Trustee Wynne
Roll was called: Ayes-Hartshorn, Wynne
Abstain: Mears

With no other business, at 4:17 p.m.
MOTION by Trustee Mears “To Adjourn” Second by Trustee Hartshorn
Roll was called: Ayes- Mears, Wynne, Hartshorn
Nayes-None

Motion so moved

Rhonda Behnken

President, Trustee