THE PERRY TOWNSHIP BOARD OF TRUSTEES WORK SESSION MEETING

held on October 1, 2020

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

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

Trustee Mears apologized for the technical difficulties with Zoom.

Special Meeting for October 2, 2020 for Legal Issue has been postponed and the public will be notified when rescheduled.

Define Job Responsibilities for the Township Office Assistant/Zoning Administrator/Rubbish Coordinator.

Handle all incoming calls and forward messages to appropriate department/trustee/FO
Trash calls/complaints/billing/payments/tax assessments. FO will continue to be the treasurer for the WRCG
All BZA and ZC meetings or issues
Order office supplies, cleaning supplies and general cleaning
Secretary for the trustees and other departments
Cemetery Deeds, Burial Permits, and culvert installation letters to residents. Receive payments for any cemetery or culverts
Farm Land Preservation paperwork
Help Walk-ins with questions
Pyrmont Light District Tax Assessment
Reply to emails
Open and close the office
Retrieve mail, distribute to appropriate department, and retrieve Trash Box Payments
Inventory List
Attend Monthly Trustee Meetings. It is up to the trustees if you want the office assistance to attend the monthly working session, emergency meetings or special meetings.
Pro-Temp Secretary
$60.00 Trash Drawer, Petty Cash $50.00 and Records Request $5.00
Discussed Records Request Duties

Discussed purchasing cleaning supplies at the Dollar Store. Ms. Kaylor stated the Petty Cash needs replenished. Trustee Mears stated for Ms. Kaylor to calculate the amount to replenish.

Trustee Wynne questioned if the Pyrmont Light District Tax Assessment is a FO duty. FO stated the light district is on the ZA computer and past ZA Tara Rinehart handled the assessments.

With no other business, at 5:00 p.m.

**MOTION** by Trustee Mears “To Adjourn”

Roll was called: Ayes- Mears, Wynne, Hartshorn

**Motion so moved**

**Second** by Trustee Hartshorn

Nayes-None

Rhonda Behnken

President,