HANOVER TOWNSHIP

SPECIAL BOARD MEETING

November 4, 2019

Held at Hanover Township Hall

Meeting called to order at 5:00 PM by Supervisor, Jeffery Heath

Board members present: Jason Dorian, Tim Evans, Jeffery Heath, Rachel Heath

Absent: Angela Bodell

Visitors: Jenny Crews, Clint Chamberlin, Linda Heydenburk

Pledge of Allegiance: Led by Supervisor Heath

Purpose of Meeting: To discuss resignation/office staffing, and any other business that comes before the Board.

New Business:

Supervisor Heath read the resignation of Jennifer Crews. Her last day as Deputy Clerk/Custodian will be November 15, 2019.

Motion by Dorian, support by R. Heath to set the Deputy Treasurer pay at $12.80/hr. for Zenetta Whiting.

Roll Call: Evans, yes; J. Heath, yes; R. Heath, yes; Dorian, yes. Ayes all. Motion passed.

The role of the Secretary was discussed and the job will be advertised. Some potential duties will be phones, taxes, copies, permits, and any duties as needed.

Motion by Evans, support by Dorian to set the pay rate for a Secretary at $12-$14/hr. for two to four days a week, and to authorize the Clerk to hire.

Roll Call: Dorian, yes; Evans, yes; J. Heath, yes; R. Heath, yes. Ayes all. Motion passed.

Discussion was held regarding the future of the Building Department, as this is an assigned duty, rather than statutory.

Motion by Evans, support by Dorian to hire Clerk Heath, with a pay rate of $5 per permit issued for the Building Department, until a secretary is hired.

Roll Call: Dorian, yes; Evans, yes; J. Heath, yes; R. Heath, yes. Ayes all. Motion passed.

Public Comment: Mrs. Kennedy asked if there is a list of statutory duties for the Clerk, and was told that there is.

There was concern that the Secretary should not be doing permits because it is a big responsibility. Supervisor Heath mentioned having a review process that permits go through.

Evans moved the meeting to be adjourned at 5:32 PM, seconded by Dorian.

Submitted by:

Rachel L. Heath, Clerk