

ADMINISTRATION BUILDING

MAY 10, 2017

Chairman Madden called the meeting to order at 9:00 am. Trustee Gabram and Mueller were present. Fiscal Officer Charles Walder and Trustee Assistant Melissa Palmer were also present. Zoning Inspector Shane Wrench was present.

**ZONING DEPARTMENT:** The Trustees complimented Mr. Wrench for having a seamless transition from the past Zoning Inspector to him over the last year.

The Zoning department and the Administration department have been sharing a vehicle and everything has gone well. The Zoning and Administration departments also share letterhead and common office supplies since Zoning is part of the General Fund.

Mr. Wrench advised the Trustees that the Land Use Guide Plan is still not in Microsoft format so no one can edit the document. Mr. Kotowski said he would transfer the document into Microsoft format and the Zoning Commission is still waiting on him to do that. Mr. Madden advised Mr. Wrench that he wants the document in the correct format and corrected by the May 24th joint meeting. Mr. Walder suggested that Ms. Milite could re type the document into a Microsoft format if Mr. Kotowski can't transfer the document.

The Trustees discussed the Zoning Commission and decided that they need to fill two more seats within that board. The Trustees also discussed with Mr. Wrench that all Zoning Commission and Board of Zoning Appeals members need to attend a class on Sunshine law.

**GENERAL FUND:** Mr. Walder advised the Trustees that even though the General Fund has more employees than in the past the amount being spent has gone down.

The Trustees discussed the Township owned buildings in the General Fund; which include the Old Fire Station, Briar Hill, Town Hall, and the Administration building. Mr. Walder asked for direction. In the next five years the Town Hall, Briar Hill, and Old Fire Station all need new roofs starting with the Old Fire Station next year. The Board discussed various maintenance cost for all of the buildings.

Mr. Walder advised the Trustees that they need to discuss the cost of living increase. Mr. Walder also advised the Trustees that in the Police Contract they are to get a 1.75% increase, and if we are keeping the Township consistent then the cost of living increase should be 1.75% for everyone.

**MOTION:** *Mr. Gabram made the motion to grant a 1.75% wage adjustment to non-bargaining unit employees to match the current wage agreement of the bargaining unit employees, with the intent of maintaining parity among departments and including the current C.O.L.A., effective July 1, 2017. Mr. Mueller seconded the motion and it passed unanimously.*

**COMMENTS FROM THE PUBLIC WERE RECEIVED.**

*Mr. Gabram made the motion to adjourn. Mr. Mueller seconded and it passed unanimously.*

The meeting was adjourned at 11:13 pm.

Justin Madden, Chairman

Charles Walder, Fiscal Officer  
Recorded by: J. Dorka