

RECORD OF PROCEEDINGS

Minutes of

Chardon Township Board of Trustees SPECIAL Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ October 23, 2021 20 _____

The Chardon Township Board of Trustees met in Special session on Saturday, October 23, 2021 at 9:00 am at the Town Hall with the following present:

Trustees: TIM MCKENNA, CHUCK STRAZINSKY and MICHAEL BROWN

See attached sign in sheet.

Reciting the Pledge of Allegiance was waived.

- ◆ The administrative assistant presented the reports that were given after Kobella Plumbing did the HVAC inspection. The trustees asked the administrative assistant to get more information on the color coding of the reports that were issued.
- ◆ The road superintendent presented a job description that he wrote for the foreman position at the Chardon Township Road garage.

**RESOLUTION #42, 2021
CHARDON TOWNSHIP BOARD OF TRUSTEES APPROVED
FOREMAN JOB DESCRIPTION**

Be it resolved by the Trustees of Chardon Township, in a SPECIAL session on the day 23rd day of October 2021 with the following members present, Chuck Strazinsky, Timothy McKenna and Michael Brown, that Trustee Strazinsky moved the adoption of the following resolution:

WHEREAS Chardon Township needs to have a job description for a road laborer foreman

WHEREAS The Chardon Township Board of Trustees approved the following job description submitted by the road superintendent:

Chardon Township Foreman Position Description

Under the general direction of the Superintendent and the Trustees, the foreman is responsible for maintaining and repairing township roads and equipment. The foreman performs generally skilled tasks as a member of a team as well as alone.

Minimum Qualifications: Class B CDL with ability to obtain Class A CDL. Minimum 5 years' experience in field or equivalent.

Equipment Operated: Including but not limited to- Hand tools, power tools, chainsaw, dump truck, excavator, asphalt grinder, snowplow, tractor, welding equipment, chipper, roller, loader, power broom, air compressor, backhoe, Gradall, chop saw, torches, snowplow, rental equipment as assigned, truck, trailer

- The foreman is responsible for the safe and careful operation of equipment, vehicles, and day to day operations.
- The foreman is expected to carry himself/herself in a professional and well-mannered demeanor at all times.
- The foreman demonstrates regular and predicable attendance.
- The foreman establishes effective working relationships with all other township employees.
- The foreman is expected to dress professionally in their required uniform.
- The foreman serves as a first line supervisory staff member and is expected to support the superintendent as well as the trustees.
- The foreman is expected to make winter callouts as assigned.
- The foreman is expected to lead a crew, team, and himself/herself on a day-to-day basis.
- The foreman is expected to attend trustee meetings as assigned
- The foreman is expected to maintain his/her CDL license

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- The foreman is expected to have the ability to operate all equipment within dept.
- The foreman is expected to have the ability and knowledge to train new/current employees as assigned.
- The foreman is expected to have the ability to plan, estimate and carryout projects as assigned.

NOW THEREFORE BE IT RESOLVED by the Chardon Township Board of Trustees have approved this job description and it will be added to the employee manual.

Trustee McKenna seconded the motion. And the roll being called resulted as follows:

AYES: STRAZINSKY, MCKENNA and BROWN

- ◆ The trustees discussed the round of the interviews that were just completed for the position of road laborer.

**RESOLUTION #43, 2021
CHARDON TOWNSHIP BOARD OF TRUSTEES APPROVED
HIRING A NEW ROAD LABORER**

Be it resolved by the Trustees of Chardon Township, in a SPECIAL session on the day 23rd day of October 2021 with the following members present, Chuck Strazinsky, Timothy McKenna and Michael Brown, that Trustee Strazinsky moved the adoption of the following resolution:

WHEREAS Chardon Township needs to hire a new road laborer

WHEREAS The Chardon Township Board of Trustees interviewed several applicants and have decided upon the applicant that is a good fit for Chardon Township;

NOW THEREFORE BE IT RESOLVED by the Chardon Township Board of Trustees have offered the road Laborer position to Erik Holbert at a starting rate of \$19 per hour.

Trustee McKenna seconded the motion. And the roll being called resulted as follows:

AYES: STRAZINSKY, MCKENNA and BROWN

- ◆ Retirement party for Dave Beal: Zack will check with Dave on what day will be best for him.
- ◆ Road Foreman position: The trustees discussed and decided that they would offer the position to Jason Bosma

**Chardon Township Board of Trustees
Resolution #44, 2021**

**CHARDON TOWNSHIP BOARD OF TRUSTEES APPROVED
A RESOLUTION FOR HOURLY WAGE FOR A ROAD FOREMAN**

A motion was made by Trustee Strazinsky and seconded by Trustee Brown to proceed with the following resolution:

WHEREAS The Chardon Township Board of Trustees met in special session on the 23rd day of October 2021;

WHEREAS Chardon township have decided to Jason Bosma to road foreman

WHEREAS The Chardon Township trustees have decided that the hourly rate for Jason Bosma as the road foreman to be \$24.00 hour

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NOW THEREFORE, BE IT RESOLVED the Chardon Township board of trustees have agreed to these two items.

And the roll being called resulted as follows: **STRAZINSKY, BROWN and MCKENNA**

- ◆ The administrative assistant reported that she received quotes from Burrier and Kobella for the replacement of the furnace in the brine building. The trustees agreed to accept the estimate from Kobella. NOPEC grant money can be used for this purchase.

Chardon Township Board of Trustees

Resolution #45, 2021

CHARDON TOWNSHIP BOARD OF TRUSTEES

APPROVED A RESOLUTION TO HIRE KOBELLA TO REPLACE THE FURNACE IN THE ROAD GARAGE BRINE BUILDING

A motion was made by Trustee McKenna and seconded by Trustee Brown to proceed with the following resolution:

The Chardon Township Board of Trustees met in SPECIAL session on the 23rd day of October 2021.

WHEREAS The road garage brine building is in need of a new furnace;

WHEREAS the trustees received estimates from two companies;

NOW THEREFORE BE IT RESOLVED, the Chardon Township Board of Trustees have selected Kobella to replace the furnace in the brine building in an amount not to exceed \$3,800.00

And the role being called resulted as follows: **AYES: MCKENNA, BROWN and STRAZINSKY**

- ◆ ARPA: The trustees agreed that a new salt dome needs to be purchased. They asked the road superintendent, Zack Sipan, to get more estimates.
- ◆ Wisner Road: Trustee McKenna reported that he found out that there will be a public hearing for Wisner Road on October 26, 2021 at 10:00 AM.

Trustee Strazinsky made a motion to adjourn the meeting at 9:56 AM. Trustee Brown seconded.

AYES: STRAZINSKY, BROWN and MCKENNA



Charles Strazinsky, Chairman