

December 2, 2016 – SPECIAL WORKSHOP SESSION

RECORD OF PROCEEDINGS

Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP –

The Board of Trustees of Batavia Township met in special session at 8:03 AM on Friday, December 2, 2016, at the Batavia Township Community Center.

**CALL TO ORDER**

Following the Pledge of Allegiance, Jennifer Haley gave the roll call for the Board of Trustees. Present were: Mr. Dowdney, Mr. Sauls, and Mr. Perry. Also present were Jennifer Haley, Fiscal Officer, Rex Parsons, Township Administrator, Denise Kelley, Zoning Administrator.

**ZONING INSPECTOR POSITION DISCUSSION**

Having knowledge of Dave Shepperd’s upcoming knee surgery and subsequent retirement from the Township as Zoning Inspector, the Board discussed staffing needs, job descriptions and possible qualifications for his replacement. The Board also was presented the prior 4 years income and expenditures relating to Zoning activities.

**GROWTH MANAGEMENT PLAN**

There was discussion on costs relative to updating the Township’s Growth Management Plan. The Trustees directed Mrs. Kelley and Mr. Parsons to accomplish as much of this update in-house as possible. A goal was set to have measured progress on this project by the end of the first quarter of 2017.

**ZONING CODE**

There was a short discussion on this project. The Trustees directed Mrs. Kelley and Mr. Parsons to work towards updating this by the end of the second quarter of 2017.

**EXECUTIVE SESSION**

Mr. Perry made a motion to go into executive session to discuss personnel reviews and salary matters for 2017. Mr. Sauls seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Dowdney	yes	
Mr. Perry	yes	Motion carried at 9:10 AM

Mr. Sauls made a motion to go back into regular session. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Dowdney	yes	
Mr. Perry	yes	
Mr. Sauls	yes	Motion carried at 9:38 AM

**SALARY ADJUSTMENTS**

Mr. Dowdney made a motion to not grant a raise to Jeremiah Zurmehly; raise Don Stiles by \$ 1.00 to \$ 18.00 per hour, effective immediately; then grant raises of 3 % to the remaining full time employees, including Don Stiles to be effective on the first paycheck of 2017. Motion was seconded by Mr. Perry. On the roll being called:

Mr. Sauls	yes	
Mr. Dowdney	yes	
Mr. Perry	yes	Motion carried

**LETTERHEAD**

Mr. Parsons presented the Board with samples of new and different Township letterhead for their review.

**NEXT MEETING**

Our next regular Board meeting is set for this Tuesday, December 6<sup>th</sup> at 6:00 PM for the annual Christmas Tree lighting beforehand. Retiring Sheriff Rodenberg and Retiring County Commissioner Bob Proud along with representatives from the Cincinnati Reds Community Fund will be in attendance.

**ADJOURNMENT**

With no further business to come before the Board, Mr. Perry motioned to adjourn the meeting. Mr. Sauls seconded the motion. Meeting adjourned at 10:01 AM.

Bill Dowdney,  
Chairman

Jennifer Haley,  
Fiscal Officer