

RECORD OF PROCEEDINGS

Minutes of Meeting

Plain Township Board of Trustee Meeting

Held

Virtual/Teleconference

8:01 a.m.

The Plain Township Board of Trustees met in a special session in a virtual/teleconference meeting.

Mr. Olmstead called the meeting to order with the Pledge of Allegiance to the flag.

Roll Call: Members Present: Dave Olmstead and Tom Rybski. Bud Zappitelli, Fiscal Officer, was present. Trustee Dave Ferguson joined the meeting later. Other people present were Ben Collins and Courtney Rogers.

FISCAL OFFICE STAFFING

Mr. Olmstead introduced resolution 210115B1 and asked Mr. Zappitelli to review the resolution. Mr. Zappitelli reviewed the fiscal office's staffing needs since the resignation of Cindy Powell. Mr. Zappitelli noted the excellent work of Finance Officer Courtney Rogers and requested the hiring of an additional full time accounting assistant.

Mr. Rybski asked how the total fiscal office staff hours with this hire would compare to previous staffing levels. Mr. Zappitelli described how the proposed staffing would compare to prior staffing.

Mr. Ferguson asked how the administrator was involved in the fiscal office direction at this time. Mr. Olmstead asked to obtain guidance from the auditor's office to ensure there are no limitations on the overlap of roles. Mr. Zappitelli updated the board on the coordination of the fiscal office and noted that Mr. Collins has worked with Ms. Rogers and provided assistance during this transition. Mr. Zappitelli assured the Board that he would ensure compliance and the administrator is already working closely with the finance officer. All agreed that the administrator would take a leadership role in the fiscal office moving forward with details to be finalized. Mr. Ferguson reiterated that he would like to see cross training between fiscal and admin staff moving forward.

Mr. Collins asked if there was any need to revise the resolution language based on the expectations for the position. There was a discussion about the new hire hours. Mr. Olmstead amended the resolution to state that it is a full-time position with benefits.

Mr. Olmstead made a motion to pass Resolution 210115B1. Be it resolved: To employ Nancy Frye as a Plain Township Accounting Assistant at the rate of \$22.50 per hour starting on January 27, 2021. This is a full-time position with full benefits.

Mr. Ferguson seconded the motion. Vote: All Aye (Resolution 21011501)

ADJOURNMENT

Mr. Ferguson made a motion to adjourn the meeting at 8:16 a.m. Mr. Olmstead seconded the motion. Vote: All Aye

BOARD OF TRUSTEES:

DocuSigned by:
David Ferguson
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David Ferguson, Trustee

DocuSigned by:
Dave Olmstead
AE95D9991FA044E
Dave Olmstead, Trustee

DocuSigned by:
Tom Rybski
7800524A8E45355
Thomas Rybski, Trustee

DocuSigned by:
Bud Zappitelli
0BE861AE59A146F
Bud Zappitelli, Fiscal Officer