

**Brimfield Township Board of Trustees
Regular Meeting
March 15, 2017**

The Brimfield Township Board of Trustees met for a regular meeting on the above date at the Brimfield Town Hall. Present were Trustees, C.J. Sprague, Jr., Sue Fields, Mike Kostensky, and Fiscal Officer John Dalziel.

Guests – Adam Bey – discussions about the upcoming Field School Levy

MOTION #2017-089

Mike Kostensky moved to accept the minutes from 2/15/17, 3/1/17 and 3/8/17 as presented. C. J. Sprague, Jr. second.

Mike Kostensky – yea	Sue Fields - yea
C.J. Sprague, Jr. – yea	Motion Passed

MOTION #2017-090

C. J. Sprague, Jr. moved to send a copy of pending litigation received by the Board regarding Sunshine Law violations to Chris Meduri. Mike Kostensky second.

Mike Kostensky – yea	Sue Fields - yea
C.J. Sprague, Jr. – yea	Motion Passed

MOTION #2017-091

Mike Kostensky moved to approve the Purchase Orders. C. J. Sprague, Jr. second.

Mike Kostensky – yea	Sue Fields - yea
C.J. Sprague, Jr. – yea	Motion Passed

MOTION #2017-092

C. J. Sprague, Jr. moved to approve the warrants. Mike Kostensky second.

Mike Kostensky – yea	Sue Fields - yea
C.J. Sprague, Jr. – yea	Motion Passed

Police: - No Action

Fire: - No Action

Zoning: -

MOTION #2017-093

Mike Kostensky moved to acknowledge that the TIRC meeting was held on Tuesday March 14th, 2017 at 5 PM at Brimfield Town Hall. C. J. Sprague, Jr. second.

Mike Kostensky – yea	Sue Fields - yea
C.J. Sprague, Jr. – yea	Motion Passed

Township Executive -

MOTION #2017-094

Sue Fields moved to approve the annual CODE RED renewal at a cost of \$6,351.00. This was the same price as 2016's contract. Mike Kostensky second.

Mike Kostensky – yea	Sue Fields - yea
C.J. Sprague, Jr. – yea	Motion Passed

MOTION #2017-095

C. J. Sprague, Jr. moved to purchase 148 road signs & 150 sign posts from Municipal Signs at a cost to not exceed \$8,500.00. Mike Kostensky second.

Mike Kostensky – yea
C.J. Sprague, Jr. – yea

Sue Fields - yea
Motion Passed

MOTION #2017-096

Mike Kostensky moved to approve the updated job descriptions for the following positions:
Township Executive, Assistant Zoning Inspector and Park Coordinator, Secretary Receptionist & Road Superintendent effective 4/1/17.

Brimfield Township Road Superintendent

Position Summary:

The Road Superintendent is appointed by the Board of Trustees and serves under the supervision of the Township Executive. This individual is a department head and is responsible for managing all operations and employees assigned to the road department. Duties include the maintenance of township roads, catch basins, culverts and ditches as well as the maintenance of township cemeteries, and township parks. This individual will also handle resident complaints about township roads and storm water management, oversee work performed by contractors in the road right-of-way, and coordinate work in the cemeteries with the Township Secretary.

This is a full-time position exempt from FLSA as defined in the Brimfield Township Policy and Procedure Manual, Section 3.1. The work schedule will typically be 7:00am to 3:00pm Monday through Friday but could require evening and weekend hours depending on weather conditions or the scheduling of funeral services. The salary range for the position will be based on the level of experience and qualifications of the person who holds this position.

Job Description:

Essential Job Functions:

- Department Head responsible to manage the functions of the Township Road Department.
- Oversee and supervise employees assigned to the Road Department.
- Maintain a biweekly payroll record and submit it to the Township Executive on the Monday morning of payroll week.
- Review payroll records for Road Department employees and submit them to the Township Executive on the Monday morning of payroll week.
- Inform the Township Executive when out of the office due to illness or for planned periods of absence including personal days and vacations.
- Perform administrative duties required for the road department including submitting requisitions for purchase orders, receipt of purchase orders from the fiscal office, ordering of supplies and equipment, sign approved invoices and submitting them to the fiscal office for payment.
- In collaboration with the Township Executive and Fiscal Officer, develop an annual operating budget for the road department
- Review for compliance, plans submitted for ditch enclosures, driveway cuts, septic tank drains, and other plans that will encroach upon the road right-of-way or require a road opening permit.
- Maintain an inventory of all road department property and equipment, and cemetery property and equipment.
- Assign work details to road department employees and follow up to ensure satisfactory completion.
- Develop a *Work Order* process to be utilized when responding to complaints of potholes, immediately needed road work, or requests from residents for ditch or culvert maintenance.
- Anticipate and plan for seasonally needed road repairs and snow removal.
- Maintain road department and cemetery vehicles and equipment in working order. Schedule vehicles and equipment for repairs that cannot be handled in-house.
- Maintain the grounds and facilities at township cemeteries and parks.
- Coordinate with the Township Secretary for funeral arrangements and scheduling.
- Coordinate with the Township Secretary for Spring and Fall monument foundations in the cemetery.
- Coordinate with the Township Secretary for expendable supplies needed at the road garage, cemetery and parks.
- Maintain adequate road closure barricades, signage, caution tape and portable stop signs necessary for emergency road closures and/or storm or frost damage.
- Establish written road department policies and procedures to ensure the safe, effective, efficient and professional delivery of services to the public.
- Make recommendations to the Township Executive and Trustee Liaison on issues related to road department matters, including staffing levels, appropriations, training, discipline and equipment needs.
- Act as Brimfield Township's representative to the Portage County Soil and Water Conservation District.

- Assist the Township Executive with the submission of OPWC Grants for road improvement projects and priority records.
- Perform in accordance with the Brimfield Township Personnel Policy and Procedure Manual, Brimfield Township Fiscal Office policies and procedures and resolutions of the Board of Township Trustees.
- Develop and maintain effective working relationships with elected officials, supervisors, employees, residents and contractors.
- Perform such additional related duties as determined and required by the Township Executive and/or Board of Township Trustees, including but not limited to, participating in other township, county and community boards.
- Other duties as assigned.

Requirements and Qualifications:

- High School Diploma. Construction trade school education preferred.
- 3-5 years of experience working for a road department, county engineer's office, Department of Transportation, or in the construction trades.
- Basic computer skills. Functional ability with MS Word and Excel preferred.
- Must possess a State of Ohio Class A CDL with fewer than 6 points.
- Good writing and verbal communication skills.
- Satisfactory completion of a background investigation, and pre-employment drug screen.

Knowledge, Skills & Abilities:

- Shall have the ability to communicate effectively, both verbally and in writing.
- Shall have the ability to fluently speak the English language.
- Shall have the ability to handle sensitive inquiries from, and contacts with the township executive, elected officials and the general public.
- Shall have the ability to work with residents who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within the reasonable range of constructive behaviors.
- Shall have the ability to drive and operate dump truck and snow plow equipment of various sizes.
- Shall have the ability to operate heavy machinery including a backhoe and mini-excavator.
- Shall have the ability to load and unload heavy equipment from a trailer, and have the ability to pull and back a loaded equipment trailer with various sizes of road department trucks.
- Shall have an understanding of how to operate a variety of shop tools to repair vehicles and equipment.
- Shall have an understanding of how roads are constructed including catch basins and storm water systems.
- Shall have the ability to work independently, or in a group, and to set and achieve goals.
- Shall have the ability to organize work, and maintain information, records, and paperwork.
- Shall have the ability to effectively plan independently, and in collaboration with other township offices and/or outside agencies.
- Shall have the ability to identify problems, establish facts, and draw valid conclusions, as well as patience, in resolving complaints and addressing concerns from residents so as to properly and candidly respond to public inquiries.

Personal Work Relationships:

Individual will have contact with supervisors, employees, and the general public. Individual will communicate with the elected officials, supervisors, department heads, and the public. Individual is responsible to maintain a positive working relationship with elected officials, supervisors, co-workers, government agencies, contractors and other individuals.

Physical Effort:

The physical activity required for this position consists of manual dexterity, talking, hearing, reaching, stooping, sitting, climbing, walking on unstable ground, and lifting heavy objects. The individual must be physically fit and be able to drive heavy trucks and operate heavy equipment. At times the work can be physically demanding. The individual performs work where the seeing job is close to the eyes and at or within arm's reach, and also at varying distances. At times the individual will be viewing a computer terminal and smart phone screen.

Work Locations:

Work for this position will take place in a variety of locations. An office is provided by the Board of Trustees of Brimfield Township at the Road Garage. Frequently, work will take place out of doors and in all types of weather conditions including snow, rain and wind storms. Some work will take place in the road garages, in the cemeteries and in the parks. Occasionally, it will require that the individual attend meetings at the town hall or at other government buildings. A computer and printer will be provided for office use.

Notification and Disclaimer:

This position description is presented for informational purposes only and can be changed at any time by the Board of Trustees of Brimfield Township, with or without notice. The Road Superintendent is an employee at-will and either the employee or Brimfield Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Brimfield Township has the authority to enter into an agreement with an employee that is contrary to the foregoing.

Effective April 1, 2017

Brimfield Township, Township Executive

Position Summary:

The Township Executive is appointed by the Board of Trustees and is the chief administrator of the township. This individual is the direct supervisor of the following Township Department Heads: 1) Road Department Superintendent, 2) Fire Chief, 3) Chief of Police, and 4) Director of Planning and Zoning. In addition, this individual is the administrator and will coordinate activities in the Township Cemeteries and Parks.

The Board of Trustees will appoint annually, a liaison between the Board and the Township Executive. Through the appointed Trustee Liaison, the Township Executive serves under the direction and supervision of the Board and holds this position at their pleasure.

This is a part-time position exempt from FLSA. An Employment Agreement will serve to establish the term of employment, and financial and benefit package provided by the Board. The work schedule is flexible but must document an average of 64 hours per payroll period. There will be some evening meetings, and occasional weekend hours. The position could involve travel out of town for training and seminars, and requires the use of a personal vehicle. The salary range for the position will be based on the level of experience and education of the person hired for the position.

Job Description:

Essential Job Functions:

- Direct supervisor of the Road Superintendent, Fire Chief, Police Chief and Director of Planning and Zoning.
- Chief Administrator of Brimfield Township and coordinator of township cemeteries, parks and Community Center.
- Will assist the Board in the administration, enforcement and execution of the policies and resolutions of the Board of Trustees.
- Maintain a biweekly payroll record.
- Review payroll records submitted by administrative office employees and road department employees.
- Be familiar with the Job Descriptions and responsibilities of all township department heads.
- Attend all meetings of the Board of Trustees at which his/her attendance is required by the body.
- Establish measurable goals in collaboration with the Board of Trustees to direct township focus and growth.
- Make recommendations to the Board of Trustees on issues related to staffing levels, hiring personnel, appropriations, training, discipline, and equipment needs.
- Responsible to maintain a Township Personnel Policy and Procedure Manual, and recommend updates as needed for the efficient operation of township departments.
- Review with the Department Head and Township Fiscal Officer, the operating budget of each township department.
- Assist each department head and provide support as necessary in preparation for and during labor agreement negotiations.
- Prepare and submit to the Board such reports as are required by that body, or as he/she considers advisable.
- Assist the road superintendent with administrative duties as needed.
- Coordinate day to day activities at the town hall and administrative offices.
- Coordinate work in the cemeteries and parks including burials, park rentals, and sports leagues.
- Collaborate with the Director of Planning and Zoning to promote the township to commercial and industrial developers.
- Manage time-off requests from department heads and administrative office employees.
- Perform in accordance with the Brimfield Township Personnel Policy and Procedure Manual, Brimfield Township Fiscal Office policies and procedures and resolutions of the Board of Township Trustees.

- Develop and maintain effective working relationships with elected officials, employees and the general public.
- Perform such additional related duties as determined and required by the Board of Township Trustees, including but not limited to, participating in other township, county and community boards (i.e. Portage Development Board).
- Perform such additional duties as the Board may determine by motion or resolution.

Requirements and Qualifications:

- Bachelor's degree in public administration, human resource management, business administration, or similar is preferred.
- A minimum of 5 years of experience working in public administration, or in a management position in private business.
- Previous supervisory experience.
- Previous experience negotiating labor agreements preferred.
- Must possess a State of Ohio Driver's License with fewer than 6 points.
- Excellent writing and verbal communication skills.
- Satisfactory completion of a background investigation, and pre-employment drug screen.

Knowledge, Skills & Abilities:

- Shall possess computer literacy, including functional ability with MS Word, Excel, and PowerPoint applications.
- Shall have the ability to communicate effectively, both verbally and in writing.
- Shall have the ability to fluently speak the English language. Experience speaking Spanish as a second language preferred.
- Shall have the ability to communicate information to the public via newsletters, township website, Facebook, and other social media.
- Shall have the ability to prepare and deliver public presentations to specialized audiences and the general public.
- Shall have the ability to use proper research methods in gathering data and writing grants.
- Shall possess and demonstrate strong leadership and judgment abilities, conflict management skills, and effective decision making skills.
- Shall have the ability to handle sensitive inquiries from, and contacts with elected officials and the general public.
- Shall have the ability to work effectively with residents who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within the reasonable range of constructive behaviors.
- Shall have the ability to organize and maintain large volumes of information and paperwork.
- Shall have the ability to work independently, under pressure, and to set and achieve goals.
- Shall have the ability to effectively plan both independently, and in collaboration with other staff units and outside agencies.
- Shall have the ability to understand computer networks, security systems, telephone networks, radio networks, and their interrelationship with the various operations of township services and work.
- Shall have the academic and experiential background in government structure and process, experience in the conduct of public relations, academic preparation and experience in public administration.
- Shall have learned skills in analyzing and interpret multiple sources of data, wisdom and prudence in exercising sound judgment, commitment in planning and implementing goals and following through with projects.
- Shall have the ability to define problems, establish facts, and draw valid conclusions, as well as to use patience, in resolving complaints and addressing concerns of citizens so as to properly and candidly respond to public inquires.

Personal Work Relationships:

Individual will have contact with co-workers, employees, elected officials, and the general public. Individual is responsible to maintain a positive working relationship with elected and appointed officials, department heads, co-workers, government agencies, developers and other individuals.

Physical Effort:

The physical activity required for this position consists of manual dexterity, talking, hearing, reaching, stooping, sitting, climbing, walking and lifting up to 40lbs. The individual must be able to drive a vehicle and be able to get into and out of the bed of a standard size pickup truck. The individual performs work where the seeing job is close to the eyes and at or within arm's reach, and also at varying distances, and requires viewing a computer terminal and smart phone screen, and reading materials and information.

Work Locations:

An office will be provided by the Board of Trustees of Brimfield Township although work for this position will take place at a variety of locations. It will require travel to other township facilities including the fiscal office, police station, fire station, road department, cemeteries and parks. Work will occasionally take place out of doors. Some field work will be necessary to inspect the condition of roadways and roadwork, flooding, concerns for public safety, township parks and township cemeteries. Meetings could also take place at

various locations in other government buildings, or in the professional offices of developers and businesses. A standard array of office equipment will be provided. It is understood that the individual could be called to respond to incidents that occur in the township at any time of the day or night, but is not required to be on call on a 24-hour basis.

Notification and Disclaimer:

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Effective April 1, 2017

Brimfield Township Secretary and Receptionist

Position Summary:

The Township Secretary and Receptionist is appointed by the Board of Trustees and serves under the supervision of the Township Executive. This individual is responsible for a wide variety of duties including greeting walk-in guests at the town hall, answering phone calls and answering general questions from the public, creation of a township newsletter, updating the township digital sign, updating various township social media sites, and organizing or help organize seasonal events. In addition, this individual is responsible to administer all aspects of the township cemetery in accordance with Chapter 517 of the Ohio Revised Code.

This is a full-time position as defined in the Brimfield Township Policy and Procedure Manual, Section 3.1. The work schedule will typically be 8:00am to 4:00pm Monday through Friday but could infrequently require evening or weekend hours. The salary range for the position will be based on the level of experience and qualifications of the person who holds this position.

Job Description:

Essential Job Functions:

- Greet walk-in guests at the town hall, answer phone calls and answer general questions from the public including non-emergency fire department calls. Direct the public and questions to the appropriate office when necessary.
- Produce a township calendar and newsletter, and update the township digital sign on a periodic basis to keep the community informed of events and information. Maintain lobby bulletin boards with information, updates and brochures.
- Maintain and order office supplies for the administrative offices, and road department.
- Update the township Facebook page and various social media sites.
- Assist as needed with updating the township website.
- Create meeting agendas for the Board of Trustees business meetings.
- Work closely with the Township Executive on matters related to the operations of the township.
- Responsible to inform the Township Executive of all complaints received, including those that are forwarded to another township department for resolution.
- Maintain a biweekly payroll record and submit it to the Township Executive on the Monday morning of payroll week.
- Inform the Township Executive when planning to be out of the office on sick leave, personal leave or vacation leave.
- Perform administrative responsibilities for the Brimfield Township Cemetery.
- Create and maintain accurate cemetery records including photographic documentation when necessary.
- Meet with family members for the purpose of grave site sales for both residents and non-residents.
- Responsible to schedule funeral arrangements with funeral homes and to coordinate these arrangements with the township road department superintendent.
- Coordinate with monument companies for the installation of grave monuments and the township road department superintendent for the installation of monument foundations.
- Create a Cemetery Report when necessary for the Board of Trustees and ensure that deeds are signed by the Board and Township Fiscal Officer.
- Make recommendations to the Township Executive on issues related to cemetery rules and needed updates.
- Be familiar with the layout and arrangement of the township cemetery.
- Maintain a schedule of all park rentals including sports fields, pavilions, gazebo, community room, and Community Center.
- Organize Junior Golf League and assist as needed with other park programs.

- Create end-of-year reports.
- Responsible to coordinate and put together inventory list for Community Room, Township Executive Office, Receptionist Office and Lobby.
- Proofread materials and information before sending out to the public.
- Set up community room for township meetings or rental events.
- Notify all township departments with important information such as road closures.
- Assist the Zoning Office as needed.
- Perform in accordance with the Brimfield Township Personnel Policy and Procedure Manual, Brimfield Township Fiscal Office policies and procedures and resolutions of the Board of Township Trustees.
- Develop and maintain effective working relationships with supervisors, employees, elected officials, and the general public.
- Organize or assist with the organization of township events such as a Memorial Day program, Senior Luncheons, Santa Deliveries and annual Christmas Tree Lighting.
- Perform such additional related duties as determined and required by the Township Executive including but not limited to, participating in other township, and community boards and events.
- Other duties as assigned.

Requirements and Qualifications:

- High School Diploma.
- Previous experience working in local government preferred.
- Computer technology and graphic presentation skills preferred.
- Must possess a State of Ohio Driver's License with fewer than 6 points.
- Excellent writing and verbal communication skills.
- Satisfactory completion of a background investigation, and pre-employment drug screen.

Knowledge, Skills & Abilities:

- Shall possess computer literacy, including functional ability with MS Word, Excel, and PowerPoint applications.
- Shall have the ability to communicate effectively, both verbally and in writing.
- Shall possess excellent writing and grammar skills.
- Shall have the ability to fluently speak the English language.
- Shall have the ability to handle sensitive inquiries from, and contacts with the township executive, elected officials and the general public.
- Shall have the ability to work effectively with residents who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within the reasonable range of constructive behaviors.
- Shall have the ability to learn or utilize social media platforms (i.e. Facebook and Twitter).
- Shall possess the ability to learn to update the Township's website (specific pages as needed).
- Shall have the ability to work independently, and to set and achieve goals.
- Shall have the ability to organize and maintain information, records, and paperwork.
- Shall have the ability to effectively plan independently, and in collaboration with other township offices and outside agencies.

Personal Work Relationships:

Individual will have contact with co-workers, employees, and the general public. Individual will communicate with the public both verbally and in writing. Individual is responsible to maintain a positive working relationship with elected and appointed officials, supervisors, co-workers, government agencies and other individuals.

Physical Effort:

The physical activity required for this position consists of manual dexterity, talking, hearing, reaching, stooping, sitting, walking and lifting to 25lbs. The individual will occasionally be out of doors at the cemetery or at a park or league program and be required to walk on uneven ground. The individual performs work where the seeing job is close to the eyes and at or within arm's reach, and also at varying distances, and requires viewing a computer terminal and smart phone screen, and proofreading materials and information.

Work Locations:

Work for this position will primarily take place in an office provided by the Board of Trustees of Brimfield Township. Occasionally, it will require work out of doors. A standard array of office equipment will be provided.

Notification and Disclaimer:

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at any time (for any reason or no reason). No representative of Brimfield Township has the authority to enter an agreement that is contrary to the foregoing.

Effective April 1, 2017

Brimfield Township Assistant Zoning Inspector and Parks Coordinator

Position Summary:

The Township Zoning Assistant and Parks Coordinator is appointed by the Board of Trustees and serves under the supervision of the Township Executive and Director of Township Planning and Zoning. This individual is responsible for a wide variety of duties including assignments in the Planning and Zoning Office as well as the overall management of Brimfield Township Parks and park programs. When practical the duties for the Office of Planning and Zoning will be handled during the morning hours and the Township Park duties will be handled in the afternoon hours. It is understood that at different times of the year that one office or the other will take priority.

This is a full-time position as defined in the Brimfield Township Policy and Procedure Manual, Section 3.1, with duties split between and Office of Planning and Zoning, and Township Parks. The work schedule will typically be 8:00am to 4:00pm Monday through Friday with some evening meetings and occasional weekend hours. The salary range for the position will be based on the level of experience and qualifications of the person who holds this position.

Job Description:

Essential Job Functions:

- Greet walk-in guests at the town hall, answer phone calls and answer general questions from the public including non-emergency fire department calls. Direct the public and questions to the appropriate office when necessary.
- Update the township website to keep the community informed of events and information.
- Work under the supervision of the Director of Planning and Zoning on matters related to township planning and zoning.
- Work closely with the Township Executive on matters related to the operations of the township.
- Responsible to inform the Township Executive of all complaints received, including those that are forwarded to another township department for resolution.
- Maintain a biweekly payroll record and submit it to the Township Executive on the Monday morning of payroll week.
- Inform the Township Executive when planning to be out of the office on sick leave, personal leave or vacation leave.
- Perform work as directed in the office of planning and zoning.
- Organize and maintain zoning records and documents.
- Create zoning permits and collect permit fees.
- Act as the Secretary for the Zoning Commission and Board of Zoning Appeals.
- Create road department permits, collect fees and issue permits.
- Coordinate road department permits with the township road superintendent.
- Notification of road work to other township departments.
- Follow up on zoning complaints/violations and documentation.
- Conduct zoning inspections and verification of foundation locations.
- Conduct site plan reviews for zoning compliance.
- Assist with subdivision development as needed.
- Conduct research as needed for zoning issues.
- Update zoning resolutions and amendments, and ensure that they are recorded at the county level.
- Create PowerPoint presentations as needed for zoning boards and meetings.
- Develop and manage park programs and sports leagues.
- Assist with scheduling park rentals including sports fields, pavilions, gazebo and community room.
- Organize and run Adult Co-ed Volleyball League.
- Write and/or coordinate park grants. Administer and document approved grants.
- Keep an up-to-date inventory list for zoning office.
- Assist the township secretary/receptionist as needed.
- Assist the fire department with special programs such as the Senior Luncheon and Santa Delivery programs.
- Perform in accordance with the Brimfield Township Personnel Policy and Procedure Manual, Brimfield Township Fiscal Office policies and procedures, and resolutions of the Board of Trustees.

- Develop and maintain effective working relationships with supervisors, employees, elected officials, and the public.
- Organize or assist with the organization of township events such as the annual Christmas Tree Lighting.
- Perform such additional related duties as determined and required by the Township Executive including but not limited to, participating in other township, and community boards (i.e. Portage Safety Council, and Portage County Land Bank).
- Other duties as assigned.

Requirements and Qualifications:

- Associate degree in Business Technology, Engineering Technology or related field preferred.
- Previous experience working in local government, preferably in zoning.
- Computer technology and graphic presentation skills.
- Must possess a State of Ohio Driver's License with fewer than 6 points.
- Excellent writing and verbal communication skills.
- Satisfactory completion of a background investigation, and pre-employment drug screen.
- Depositing a bond, in accordance with Section 519.161 of the Ohio Revised Code, with the Township Fiscal Officer before entering upon the duties of this position.

Knowledge, Skills & Abilities:

- Shall possess computer literacy, including functional ability with MS Word, Excel, and PowerPoint applications.
- Shall have the ability to communicate effectively, both verbally and in writing.
- Shall possess excellent writing and grammar skills.
- Shall have the ability to fluently speak the English language.
- Shall have the ability to handle sensitive inquiries from, and contacts with the township executive, supervisor, elected officials and the general public.
- Shall have the ability to understand and gain knowledge of zoning laws.
- Shall possess analytical ability.
- Shall have the ability to use proper research methods in gathering data and information.
- Shall have the ability to work effectively with residents who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within the reasonable range of constructive behaviors.
- Shall have the ability to learn and utilize social media platforms (i.e. Facebook and Twitter).
- Shall have the ability to learn and update the Township's website.
- Shall have the ability to organize and maintain large volumes of information, documents and paperwork.
- Shall have the ability to work independently, and to set and achieve goals.
- Shall have the ability to plan independently, and in collaboration with other township offices and outside agencies.

Personal Work Relationships:

Individual will have contact with co-workers, employees, and the general public. Individual will communicate with the public both verbally and in writing. Individual is responsible to maintain a positive working relationship with elected and appointed officials, supervisors, co-workers, government agencies and other individuals.

Physical Effort:

The physical activity required for this position consists of manual dexterity, talking, hearing, reaching, stooping, sitting, climbing, walking on unstable ground at construction sites, and lifting up to 25lbs. The individual will occasionally be out of doors at township parks and be required to walk on uneven ground. The individual must be able to drive a vehicle and get into and out of the bed of a standard size pickup truck. The individual performs work where the seeing job is close to the eyes and at or within arm's reach, and also at varying distances, and requires viewing a computer terminal and smart phone screen, and proofreading materials and information.

Work Locations:

Work for this position will take place in an office provided by the Board of Trustees of Brimfield Township. Occasionally, it will require work out of doors. Meetings could take place at various locations in other government buildings, or in the professional offices of developers and businesses. At standard array of office equipment will be provided.

Notification and Disclaimer:

This position description is presented for informational purposes only and can be changed at any time by the Board of Trustees of Brimfield Township with or without notice. The Zoning Assistant and Parks Coordinator is an employee at-will and either the employee or Brimfield Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Brimfield Township has the authority to enter into an agreement this is contrary to the foregoing.

Effective April 1, 2017

Mike Kostensky – yea Sue Fields - yea
C.J. Sprague, Jr. – yea Motion Passed

Parks: - No Action

Administration -

MOTION #2017-097

Mike Kostensky moved to acknowledge receipt of the 2017 Final Appropriations and approve them based on the Fiscal Officers recommendation. C. J. Sprague, Jr. second.

Mike Kostensky – yea Sue Fields - yea
C.J. Sprague, Jr. – yea Motion Passed

There being no further business to come before this meeting of the Brimfield Township Board of Trustees Sue Fields moved at 3:57 PM to adjourn. Motion seconded by C. J. Sprague, Jr. and upon a roll call vote motion passed.

We, the Trustees of Brimfield Township, do hereby set our hands as approval of the foregoing minutes as a true and accurate record of the proceedings.

Chairman

Fiscal Officer