

Pierce Township Trustees
Meeting Minutes

August 7, 2013 4:00 PM

There was a Special Meeting held by Board of Trustees of Pierce Township; Clermont County, Ohio. The Pierce Township Trustees met in Special Session at 4:00 PM, on Wednesday, August 7, 2013 at the Pierce Township Administration Building, 950 Locust Corner Road.

CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chairman Richard Riebel called the meeting to order. Trustees answering roll call: Mr. Richard Riebel, Mrs. Bonnie Batchler, and Mr. Chris Knoop. Also, in attendance was Claudia Carroll, Assistant to the Township Administrator, Tim Hershner, Assistant Township Administrator for Planning, Zoning and Community Development and Laura Bassett from the Fiscal Office. The purpose of the meeting was for the Board of Trustees to consider the creation of a full time administrative assistant and to consider hiring Laura Bassett for this position, in addition, the Board planned to conduct any other business which came before the Board. By agreement, Claudia Carroll acted as Acting Clerk, since Mrs. Register was absent due to vacation.

EXECUTIVE SESSION

At 4:25 PM, Mr. Riebel made a motion, seconded by Mr. Knoop that the Board go into Executive Session to discuss Personnel Matters to include employment, and compensation. Roll call on motion: All aye.

At 4:58 PM, Mrs. Batchler made a motion, seconded by Mr. Knoop to leave Executive Session with no action being taken by the Board while in Executive Session. Roll call on motion: All aye.

Job Description - Adopted

Mrs. Batchler made a motion, seconded by Mr. Knoop that the Board approve the full-time, non-exempt, job description of Administrative Assistant as amended recommended by the Township Administrator David Elmer (see attached).

Laura Bassett Hired Full Time

Mr. Knoop made a motion, seconded by Mrs. Batchler to employ Laura Bassett, effective August 8, 2013 as the Township's full-time, non-exempt Administrative Assistant at an hourly rate of \$15.00 conditioned upon successful obtainment of a State of Ohio CPIM certification within one year of employment. Ms. Bassett's vacation and sick leave accrual are to commence effective December 21, 2012 as in accordance with the Ohio Revised Code 9.44 on computing vacation leave. Roll call on motion: All aye.

Let the minutes reflect that Ms. Bassett is currently employed by the Township as a PT Accounting Clerk and has served in that capacity in good standing since her original date of employment, December 21, 2012. The new full-time Administrative Assistant position replaces both the part-time Accounting Clerk and the currently vacant part-time Code Violations Officer positions and combines the essential job functions of both positions.

Contract for GIS Services

Mr. Knoop made a motion seconded by Mrs. Batchler to authorize Assistant Township Administrator, Tim Hershner, to execute the attached contract for GIS (geographic information system) services from McBride Dale Clarion for the updating of the Pierce Township future Land Use Plan map as part of the Land Use Plan Update at an estimated cost not to exceed \$800.00. Roll call on motion: All aye.

ADJOURNMENT

At 5:08 PM, Mr. Knoop made a motion, seconded by Mrs. Batchler that the meeting be adjourned. Roll call: All Aye

ATTESTED:

The Pierce Township approved the foregoing minutes of the Board of Trustees on:

Karen Register, Township Fiscal Officer

Richard Riebel, Chairman
Pierce Township Board of Trustees