

Milton Township
Special Meeting
Synopsis
June 22, 2021

Members present: L. Bargy. L. Atkinson. B. Pharo. S. Ball and T. Cole

Also present: C. Weinzapfel

Bargy opened the meeting at 9:00 a.m.

T. Cole thought it may be reasonable to hire an assistant to help the Zoning Administrator with filing, notices, and other clerical duties.

Discussion of the job description and what would be the best fit for Milton Twp.

All board members were in favor of hiring a full-time Planner/Zoning Administrator. This will be a full-time salaried position with benefits. Full-time will consist of a five day work week. Hours per week, to be determined.

Benefits will consist of two weeks' paid vacation and five paid personal days. Township health insurance and current pension plan.

Changes to job description discussed and noted. Any further changes are to be provided to S. Ball by 9:00 a.m. on Wednesday, June 23, 2021.

A final draft of the job description will be provided to all board members for final review.

Advertisement for this position, to be determined.

Meeting adjourned at 9:55 a.m.

These minutes are subject to approval at the July 12, 2021 meeting. A copy of these minutes is available at miltontownship.org

Respectfully submitted,
Sandra Ball, Clerk