

Supervisor Foether called the meeting to order at 5:07pm.
The pledge was led by Supervisor Foether.

Roll Call:

Present: Tom Borcharding, Michael Clinesmith, Bruce Foether, Bill Gray, John Stack (arrived 6:15pm)

Absent: John Stack (until 6:15pm)

New Business:

Mail:

Motion by Foether, seconded by Borcharding to allow the Treasurer to pick up the mail for tax purposed from December 1, 2017 to March 1, 2018.

Vote 4-0 with Stack absent, MOTION CARRIED.

There was mention that this should be added to the policy manual, on research it was already suggested to be added.

Policies and Procedures:

The list of changes proposed to the policy manual:

- Remove the two bullets on November 7, 2017 regarding page 14 changes regarding assessor position
- Move #6.E Zoning Administrator section after Deputy Supervisor section, move #6.I, #6.J, #6.K to after the Board of Review section, adjust the order of employees listed to have the Secretary immediately before the Zoning Administrator position and Assessor immediately after, and reletter the sections to be in order
- The Secretary policy was amended to include Core Competencies and Interpersonal Skills
- From the Secretary policy remove duties, "Make Board of Trustee meeting packets", "Organize township training, schedule webinar training, off site classes etc.", "Identify maintenance needs at Township hall", "Carry out Policies & Ordinances", "Check township voice e-mails and take notes and put in the correct in box", "Holds a key to the office for the Supervisor, Treasurer & Assessor (In Box), and "Make and update a slide show of information to show a slide show on the T.V."
- For the Secretary policy add duty "Assist Township officials and Boards"
- For the Secretary policy add "Digital Sign" to duty beginning "Communicate by telephone"
- For #6.N Zoning Board of Appeals, replace the information under Officers with the information from the chair, vice-chair and secretary positions from the #6.M Planning Commission
- For #6.N ZBA, add note about posting notices and retain meeting packets under Authority
- For #6.O Board of Review, under Financial, at the end of the first bullet, add "if needed"
- For #6.O BoR, Authority should be larger with a bullet

John Stack arrived. (6:15pm)

Motion by Foether, seconded by Gray to approve the changes made September 5, September 26, November 7 and November 28 to the Policy Manual up to Section 7, Selection of Employees
Vote 5-0, MOTION CARRIED.

It was understood that the changes were going to be made in the policy manual and the manual with changes was going to be brought to the Board for final approval.

Motion by Foether, seconded by Borcharding to upgrade and write a check on November 29, 2017 to Cyberlink for \$131.97 for Rosewill Express Cards and put it on the December payables. Vote 5-0, MOTION CARRIED.

Public Comment:

No comments offered.

Motion by Gray seconded by Borcharding to adjourn. MOTION CARRIED, 5-0.

Meeting adjourned at 6:33pm.

Minutes prepared by Clerk Clinesmith.

Vassar Township Clerk

Vassar Township Supervisor