



Board of Trustees Meeting
Monday, July 27, 2020 at 10:00 a.m.
Please silence cell phones and electronics

I. CALL TO ORDER

II. ROLL CALL

III. CERTIFICATION OF MEETING

IV. RESOLUTION 2020-27

V. RESOLUTION 2020-28

VI. Motion to advertise for full-time Administrative Assistant/Administration during the period of July 28th, 2020 to August 14th, 2020. Applications are due by 4:00 p.m. on August 14th, 2020.

VII. MOTION TO ADJOURN

VIII. ADJOURNMENT

BATH TOWNSHIP BOARD OF TRUSTEES

BE IT HEREBY KNOWN BY ALL THOSE PRESENT THAT ON THE 27th DAY OF JULY, 2020 THE BATH TOWNSHIP BOARD OF TRUSTEES MET IN A SPECIAL SESSION VIA TELECONFERENCE COMMENCING AT 10:00 AM, IN BATH TOWNSHIP, SUMMIT COUNTY, STATE OF OHIO.

_____ presented the following Resolution and moved its adoption.

**RESOLUTION NO. 2020-27
TO AMEND THE 2020 PERMANENT APPROPRIATIONS AND
CERTIFICATE OF ESTIMATED RESOURCES
Amendment #5**

WHEREAS, after careful review of the 2020 budget submitted to the Summit County Budget Commission in July 2019, the Department Heads and Township Administrator under 505.032 (F) developed appropriations to operate the Township; and,

WHEREAS, the Fiscal Officer reviewed the budget and certified that the expenditures were inside the 2020 Official Certificate of Resources; and,

WHEREAS, the township has received funding from the Local Coronavirus Relief Fund pursuant to HB481 and established under Bath Township Resolution 2020-24; and,

WHEREAS, the township has been advised they are being reimbursed for grant monies awarded and escrowed in 2018, 2019, and 2020 from the NOPEC Energizing Community Grant;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Bath Township, County of Summit, State of Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, the following adjustments need to be completed to bring the Official Certificate of Resources in line with the Permanent Appropriations with an **increase** to:

2020 Certificate of Estimated Resources
Fund 680 NOPEC Community Grant
\$23,720.00
Fund 681 Local Coronavirus Relief Fund
\$260,219.72

2020 Permanent Appropriations
Fund 680 NOPEC Community Grant
\$23,720.00
Fund 681 Local Coronavirus Relief Fund
\$260,219.72

FURTHER, that said money is appropriated as allowed by law and the Fiscal Officer request an amendment before the Summit County Budget Commission.

Seconded by _____, discussion and roll called:

Mr. Nelson, **Aye**
Mrs. Corbett, **Aye**
Mrs. Goodrich, **Aye**

Resolution Adopted

James N. Nelson, President
Bath Township Board of Trustees

Becky Corbett, Vice President
Bath Township Board of Trustees

Sharon A. Troike
Fiscal Officer

Elaina E. Goodrich
Bath Township Board of Trustees

Date: July 27, 2020

This Resolution is a true and correct excerpt from the Minutes of the Board of Township Trustees and is recorded in the Bath Township Board of Trustees' *Record of Proceedings* dated July 27, 2020.

BATH TOWNSHIP BOARD OF TRUSTEES

BE IT HEREBY KNOWN BY ALL THOSE PRESENT THAT ON THE 27th DAY OF JULY, 2020, THE BATH TOWNSHIP BOARD OF TRUSTEES MET IN REGULAR SESSION, COMMENCING AT 10:00 A.M. VIA TELECONFERENCE IN BATH TOWNSHIP, SUMMIT COUNTY, STATE OF OHIO.

M_____ introduced the following resolution and moved its adoption:

**BATH TOWNSHIP RESOLUTION 2020-28 AMENDMENT 02
TO AMEND THE 2020 ORGANIZATIONAL RESOLUTION/PERSONNEL POLICY
HANDBOOK**

WHEREAS, the Township operates with regard to several master documents; and,

WHEREAS, the Bath Township Board of Trustees adopted the 2020 Organization Resolution, Personnel Policy Manual, and Job Description Manual to take effect January 1, 2020; and,

WHEREAS, after review the Fiscal Officer has decided to revise and update the 2020 Organization Resolution and Personnel Policy Manual to amend the following information as follows:

1. To create a full-time Administrative Assistant position in the Administration.
2. Full job description provided in the Resolution attachment.

NOW THEREFORE BE IT RESOLVED, that the Bath Township Board of Trustees amends the 2020 Organizational Resolution and Personnel Policy Manual to include the updated information in the Resolution attachment.

M_____ seconded the amendment; and the Fiscal Officer called the Roll:

Mrs. Goodrich,
Mrs. Corbett,
Mr. Nelson,

Resolution Adopted

Sharon Troike, Fiscal Officer

James N. Nelson, President
Bath Township Board of Trustees

Becky Corbett, Vice-President
Bath Township Board of Trustees

July 27, 2020
Date

Elaina E. Goodrich
Bath Township Board of Trustees

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Position Title Administrative Assistant/Administration	Status Full time – Non-Exempt
Reports To Executive Assistant	Salary Range \$18-20/hour
Supervises N/A	Minimum Education Associate’s Degree

PURPOSE: The Administrative Assistant/Administration is responsible for serving the township as the first line of communication on non-public safety related items.

SCOPE: The employee serves as the first point of contact and first impression of Bath Township’s Administration. This position requires excellent organization and customer service skills to perform various tasks simultaneously.

ESSENTIAL ROLES & RESPONSIBILITIES May include, but not limited to, the following duties:

- Answers and routes telephone calls to the appropriate departments in a courteous and respectful manner
- Greets incoming visitors and assists visitors with information or referral to the appropriate department
- Maintains general office filing system
- Updates the township website and social media platforms as requested
- Schedules and manages park pavilion rentals
- Assists with permit intake and payments for the planning and zoning department
- Assists with outbound mailings
- Schedules meetings and manages administration office calendar
- Provides clerical support to all staff members
- Serves as the Friends of Yellow Creek liaison
- Manages fleet schedule
- Acts as the Community Garden primary point of contact
- Maintains a great level of trust of superiors and peers
- Serves as back-up to payroll clerk, if needed.

CRITICAL SKILLS The employee must demonstrate the ability to:

- Understand and follow oral and written instructions
- Report for duty dependably and punctually
- Organize and maintain accurate records and files
- Analyze data and prepare record requests
- Communicate effectively both orally and in writing
- Handle confidential information
- Deal effectively with the public
- Work with and serve the community in a professional and ethical manner

QUALIFICATIONS The employee must meet the minimum qualifications:

- 18 years or older
- Associate’s Degree with a minimum of 2 years of office experience. A combination of education and experience may be considered.
- Proficiency in Microsoft Office
- Valid driver’s license
- Prior experience in local government and/or payroll preferred, but not required.



Position Title Administrative Assistant/Administration	Status Full time – Non-Exempt
Reports To Executive Assistant	Salary Range \$18-20/hour
Supervises N/A	Minimum Education Associate’s Degree

PHYSICAL/MENTAL

To perform essential job functions, the employee is required to talk, hear, use hands, sit for significant periods of time, occasionally lift or move objects up to 25 pounds, read and distinguish colors on maps and/or other documents.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. The work environment involves work performance in primarily an indoor office setting.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that this is an accurate and fair description of my position. The job description is meant as a summary of the primarily responsibilities of the position. The Board of Trustees, Township Administrator and Executive Assistant reserve the right to assign or reassign duties and responsibilities at any time as needed.

Employee Signature

Printed Name

Date

Witness Signature

Printed Name

Date