

The Clinton Township Board of Trustees

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The Meeting of the Clinton Township Board of Trustees was held on March 14th at 7pm at 4093 Cleveland Ave. Present were Trustees Jane Cera, Carl Reardon, and Aliena Sword, Fiscal Officer Deb Steele, Fire Chief Fraley, Police Chief Jones, Superintendent of Roads Villa, Township Manager Skip Apple, and a few residents.

Trustee Reardon had followed up with [MORPC](#) and the sort of platform they use to post job openings. Staff that work with the TWP will help get the word out that the TWP is looking for a Full Time TWP Manager. Trustee Sword looked into posting on [LinkedIn](#) however, the TWP would need to buy a Work Place page and there is an annual cost of \$98.00 and an additional fee per click. It would also require personnel to launch and maintain. The site [Indeed](#) might be free and is a platform MORPC uses. [GlassDoor](#) and [ZipRecruiter](#) are also options. Trustee Cera followed up with the [John Glenn College of Public Affairs](#) at OSU and they are willing to send an email to recent graduates and current students, as is OSU [Fisher College of Business](#). The [Ohio Township Association](#) can put a job posting on their website and in their monthly publication for \$20, so will the [Ohio Municipal League](#) for the same price.

All the postings will need a webpage within the TWP's site to read a full job posting. The Trustees will follow up with the various outlets they have looked into. There was a review of the existing posting and a few small edits. Trustee Sword also suggested posting a job opening link on some of the Social Media sites the TWP currently uses, the Department heads agreed that is a good idea. Trustee Cera stated that after a month or so if this does not reap a strong pool of candidates the TWP can consider paying for more ads in print if needed. The Board agreed on a goal of March 21st to post the opening. A specific email has been made to have applicants send their information to. By the end of April hopefully the Board can be screening applicants and setting up a first round of interviews, all Trustees wanted to help with the needed steps ahead rather than dividing items up.

Fiscal Officer Steele asked about what sort of Background or credit checks the TWP would do once the Board had narrowed the search down to a few candidates. Police Chief Jones reviewed the various types of Background checks, and additional research his Department does when hiring an Officer. There are basic checks that take a few days to get information back, and some can take a few weeks. Trustee Reardon asked about the idea of Bonding a TWP Manager, the Fiscal Officer does not know if that is a requirement but thinks it is a good idea to do. There was general agreement that the new candidate would undergo a background check.

TWP wide there is a need for support staff in what used to be called "Communications." The existing Code Enforcement Officer does a lot with various Police reports the public often needs. There is a need for an Information Officer. Trustee Cera drew what the front offices will look like in the new building. Resident Bobbie Olt reviewed the need to always have two people working in the front, and had questions about where the staff would be located. Trustee Cera said she hoped that the TWP should be open more hours so people could get copies of reports after 5pm. Fire Chief Fraley stated he does not yet have the need for an Assistant in his Department yet, wanting to see what the new Twp manager's position will look like.

The meeting ended by brainstorming what could be discussed at the April planning meeting. How the TWP handles Zoning and Code Enforcement Issues seems very important to review again. The lawyers had mentioned ways to bring some Zoning more in-house but it would still require citizens to vote, such as going Home Rule does. There will be an update on how the search is going for a Full Time Township Manager.

Meeting ended at 8:03pm

ATTEST:

Jane Cera, Chair

Deborah Steele, Fiscal Officer