

**MINUTES SILVER CREEK TOWNSHIP  
SPECIAL MEETING HELD ON FEBRUARY 7, 2015**

The special meeting was called to order by Supervisor Bill Saunders at 12:00 p.m. noon on Saturday, February 7, 2015.

MEMBERS PRESENT: Supervisor Bill Saunders, Treasurer Maureen Kuriata, Clerk Barbara Runyon, Trustee Joel Moore and Trustee Mike Glynn.

OTHERS PRESENT: Todd Herter.

APPROVAL OF AGENDA: Treasurer Kuriata moved, seconded by Trustee Glynn, to approve the Special Meeting Agenda of February 7, 2014. Motion carried by voice vote.

PUBLIC COMMENT: There was no public comment.

Supervisor Saunders announced that the meeting had been called to discuss permanently retaining Todd Herter as zoning administrator and combining the positions of building inspector, zoning administrator and FEMA administrator. Supervisor Saunders asked Building Inspector Todd Herter to address the board.

Mr. Herter reported that Supervisor Saunders had discussed combining the positions with him and discussed an annual salary of \$30,000 if he were to take the position. Mr. Herter told the board that he would like to counter for an annual salary of \$31,000.

Discussion and questions followed. Clerk Runyon asked if the \$31,000 annual salary was including or in addition to the \$450 car allowance. Mr. Herter said that the \$31,000 included the \$450 car allowance. Trustee Glynn noted the vast zoning and building code experience and knowledge Mr. Herter has. Mr. Herter indicated he has been the building inspector in the township for 14 years. Clerk Runyon noted that there was a substantial savings of approximately \$9,500 or more annually combining these offices.

Extensive discussion occurred regarding hours and extra administrative help. Supervisor Saunders reported that Silver Creek Township is the only municipality that is open on Saturdays. Mr. Herter said that he would be willing to work Friday nights from 6:00 p.m. to 8:00 or 9:00 p.m. and on Tuesdays and 6:00 p.m. to 8:00 p.m. rather than Saturday mornings and would be available anytime with an appointment. Discussion was also held regarding summer and winter hours.

Clerk Runyon stated that she would like to see a part-time receptionist/secretary hired 10-16 hours a week who could assist Mr. Herter, the supervisor, the assessor, planning commission and zoning board of appeals. She stated that the township could then be open 9-5 three to four days a week, eliminating Saturdays. Treasurer Kuriata noted that part of the receptionist/secretary pay could come out of the building department fund. Extensive discussion followed.

**MOTION TO HIRE TODD HERTER**

Trustee Glynn moved, seconded by Supervisor Saunders, to retain Todd Herter for the

positions of Zoning Administrator, Building Inspector and FEMA Administrator effective April 1, 2015 at annual salary of \$31,000.

Clerk Runyon questioned whether he would be paid at one position or three separate positions. It was concluded that he would be paid as one combined position. Clerk Runyon agreed to write a job description for the combined roles.

The Supervisor instructed the Clerk to take roll:

Yes (5): Supervisor Saunders, Clerk Runyon, Treasurer Kuriata, Trustee Glynn and Trustee Moore.

No (0): None.

Absent (0): None.

Motion carried by roll call vote.

### **MOTION TO CHANGE BUILDING DEPARTMENT HOURS**

Clerk Runyon moved, seconded by Treasurer Kuriata, to amend the building department hours effective April 1, 2015 as follows: Summer hours – Tuesdays from 6:00 to 9:00 p.m. and Fridays from 6:00 p.m. to 8:00 p.m. and winter hours – Tuesday from 6:00 p.m. to 8:00 p.m. and Fridays from 6:00 p.m. to 8:00 p.m.

Motion carried by roll call vote.

Discussion followed regarding Mr. Herter's vacation time. Mr. Herter agreed to a two week vacation annually beginning April 1, 2015.

### **MOTION REGARDING VACATION TIME**

Clerk Runyon moved, seconded by Treasurer Kuriata, that Todd Herter be given a two week paid vacation annually effective April 1, 2015. Motion carried by voice vote.

Treasurer Kuriata reported that her township printer is broken and needs to be replaced. She replaced her SLAUA printer last week and found out it will not be compatible with her new software program. She would like to sell the recently purchased SLAUA printer to the township to replace her broken printer. It was decided that no board action was required.

The meeting was adjourned at 1:24 p.m. by the call of the Supervisor.



Barbara Runyon

Silver Creek Township Clerk – February 9, 2015

To be approved at the February 11, 2015 Regular Meeting

**MINUTES SILVER CREEK TOWNSHIP  
SPECIAL MEETING HELD ON FEBRUARY 5, 2015**

The special meeting was called to order by Supervisor Bill Saunders at 1:00 p.m. on Thursday, February 5, 2015.

MEMBERS PRESENT: Supervisor Bill Saunders, Treasurer Maureen Kuriata and Clerk Barbara Runyon.

MEMBERS ABSENT: Trustee Moore and Trustee Glynn.

Supervisor Saunders stated he had called the special meeting to re-appoint Patty Bartley to the Silver Creek Board of Review. She had been re-appointed at the December board meeting but had not come in with 10 days to be sworn in which is required by the State.

**MOTION TO RE-APPOINT PATTY BARTLEY TO  
BOARD OF REVIEW**

Clerk Runyon moved, seconded by Treasurer Kuriata, to re-appoint Patty Bartley to the Silver Creek Township Board of Review with a term ending December 31, 2016. Motion carried by voice vote.

The meeting was adjourned at 1:03 p.m. by the call of the Supervisor.



Barbara Runyon  
Silver Creek Township Clerk

Dated: February 9, 2015

To be approved at the February 11, 2015 Regular Meeting