

WEST FINLEY TOWNSHIP
Board of Supervisors
Special Meeting

January 24, 2024

The Board of Supervisors of West Finley Township held a special meeting on Wednesday, January 24, 2024, at 6:00 pm in the Township Office Building. All Supervisors were in attendance.

Township residents present at the meeting were, Tracey and Bobbi Shaulis, Brandon Gray, Deb Swart, Ian and Heather Martin, Melinda Duncan, Joe, Shannon, and Cecelia Burig, and Edie Minch.

CALL TO ORDER

The call to order was made by Chairman Martin at 6:00 pm.

READING OF PRIOR MEETING MINUTES

The Secretary read the minutes from the January monthly meeting. An edit needs to be made to correct the number of tons for #8s for the county bid list. *The motion to approve the minutes, with the correction, was made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

Cecelia Burig addressed the Board requesting a letter of recommendation be written on her behalf. She is applying for a local government scholarship. She currently attends McGuffey High School and maintains a 3.94 GPA. The Secretary will draft a letter for her for a Supervisor to sign.

PUBLIC COMMENT

Deb Swart asked if the Board would be addressing job descriptions when discussing employee procedure and policies. The Board is looking to implement all these items.

Melinda Duncan reiterated the need for job descriptions.

OLD BUSINESS

The Township has advertised for the position of Road Crew Foreman. The advertisement may need to be edited for more specific details to meet legal obligations. After discussion, the Board concluded to add that the Road Crew Foreman position is a “working position” and “relative road work and supervisory experience is preferred.” The Secretary will rewrite the advertisement with the changes for the Supervisors to review before posting it to the website and Facebook group pages.

NEW BUSINESS

Examples of several different township employee handbooks were presented to the Board. Currently, West Finley Township has an outdated policy. A new handbook would include all personnel policies and procedures. Much of the information that would be contained in this handbook has previously been

discussed and established at the Organization meeting. The Secretary will begin editing West Finley information into a generic employee handbook template in attempts to reduce the bulk and highlight the areas where new policies need to be implemented. Since this will most likely be an involved process requiring the Board to meet, the Solicitor will be contacted to determine if public meetings or workshops are the most appropriate and legal avenue.

There has been discussion regarding the security camera and access to its data. After thoroughly debating this topic, the app will remain on the computer and employee cell phones. Additionally, all Supervisors and other Road Crew members will be permitted access. This topic will be reviewed again when the internet situation has been improved at the building and additional cameras are installed. Motion made by Vice Chairman Pritt and seconded by Chairman Martin. All in favor, Ayes: 2 (Martin/Pritt), Nays: 1 (Collins).

ADMINISTRATIVE ITEMS

All financial and administrative items were deferred until the next monthly board meeting on February 12, 2024.

SECRETARY'S REPORT

The Secretary has reminders for the Supervisors. The first is to complete time sheets for hours worked as Employees. Also, signatures are still needed on paperwork at Community Bank.

ADJOURNMENT OF MEETING

Chairman Martin adjourned the meeting at 6:55 pm.