

Minutes of May 1, 2017

Record of Proceedings

This special meeting of the Washington Township Board of Trustees was held at the Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on May 1, 2017, at 1:23 p.m. Meeting was called to order by Mr. Gene Bostic, Chair and the meeting opened with the Pledge of Allegiance.

Roll call – Mr. Gene Bostic, Chair – Present
 Ms. Denise Franz King, Vice Chair – Present
 Mr. Charles Kranstuber, Trustee, - Present

Township Administrator's Position:

The Trustees held a discussion as to the reasons to go into Executive Session regarding the discussion and the hiring of a new Township Administrator. Mr. Kranstuber contacted the Township's Attorney Mr. Brian Zets and Mr. Zets stated it is permissible to go into Executive Session for this purpose. Mr. Bostic stated he did not understand why the Board should go into Executive Session if it was to discuss the administrator's position and job description; he felt this should be in open session. Mr. Kranstuber stated he would feel more comfortable reviewing the report prepared by Novak Consulting Group on the position in Executive Session and then come back for further discussion in open session.

Executive Session for Personnel Matters:

Motion by Mr. Kranstuber, seconded by Ms. King, to adjourn into Executive Session for Personnel Matters related to the hiring of personnel per the request of the Township Trustees and per the Ohio Revised Code Section #121.22 (G)(1) at 1:23 p.m. The roll was called up on with all members of the Washington Township Board of Trustees voting as follows - Ms. King – Aye, Mr. Kranstuber – Aye, Mr. Bostic - No. Motion passed. #2017.05.01.001

Reconvened Meeting:

Meeting reconvened at 2:20 p.m.

Summary of Executive Session:

Ms. Julia Novak, President of Novak Consulting Group summarized the Executive Session as follows: The Washington Township Board of Trustees intends to fill the vacant Township Administrator's Position with a Full Time person. The Township staff will continue to report to the Administrator. The Trustees will adopt the revised job description at the next Township meeting, which added one job duty. After Novak modifies the job description they will send it to the Township Human Resources Manager for formal adoption. Washington Township Board of Trustees will hire Novak Consulting Group to conduct a search for candidates for this position, search to start immediately and will take approximately 14 weeks to fill. The salary of this position will be advertised at \$120,000 and negotiable depending on qualifications and experience.

Ms. King made a motion, Mr. Kranstuber seconded, to approve the hiring of a new Full Time Township Administrator and to fill the current vacancy, maintaining the same operational structure with a revised job description and based upon the Township's current role, salary rate of \$120,000 (one hundred twenty thousand dollars) negotiable depending upon the qualifications and experience of the candidate. Washington Township (WT) will contract with the Novak Consulting Group, (agreement not to exceed \$15,000 (fifteen thousand dollars), for the purpose of conducting the search and hiring of the appropriate candidate. Motion passed. #2017.05.01.002

Append #001

Questions from the Audience:

Firefighter Don Schleich asked the question why the salary scale of the new Township Administrator is what it is, and stated he thought WT's would stick to the policy of staying at the market salary values for the areas around the Township, stating the market salary of the Administrator for the area ranges from \$65,000 to \$109,000.

Ms. Novak stated that when Ms. Ott was hired and again today, she advised the Board of Trustees that due to the staff of WT reporting to the Administrator this position should be the highest paid position of the Township. According to the salary survey that the Novak Group did the WT Fire Chief's salary is

also slightly higher than the market which drives the Administrator's salary to be higher and according to Ms. Novak the Administrator's salary should be the top paid staff due to the position and the responsibilities. The Board is open to the possibility that they maybe able to attract a very good candidate that salary may not be an issue, but it will absolutely be an issue for some people. With this being said the Board was willing to hedge a little on the salary and reduce the salary from what Ms. Ott made \$137,600 and yes, acknowledging that there is a policy about being competitive with the market but there are some marketing conditions within the organization that justifies an adjustment to this policy. Ms. Novak discussed the different rates of other entities in their research.

Ms. King stated WT is not comparing themselves to some of the other jurisdictions that do have administrators around us. They are not WT and you would not want us to become like them.

FF Schleich state no; but the Fire Department did a comparison of like cities and other jurisdiction that the WT Fire Department Personnel is compared to and this was the market value for the Administrator. He stated there were 6 members of the WT Fired Department that did not get a pay increase this past year because of this same comparison and yet the Township is going out of the market value for this position and this is his concern.

Ms. King stated her sense is that we are paying market rate for Dublin.

Mr. Kranstuber stated the City Manager of the City of Dublin salary rate is approximately \$200,000 and all of this enters in. The recommendation was for the Township Administrator to make some increment more than the Fire Chief, which would have put the salary in the \$130,000 range, however the Trustees did dial this amount back a bit and will take it's chances on still being able to recruit someone of this level and the right candidate.

Mr. Schleich asked the question do you see this to be a long or short term position. Do you see the need for the position as a 3 year, 5 year, or permanent position, down the road?

Ms. Novak stated she sees it as a need for the immediate future and for the need to hire now. She would have no way of justification or forecasting an end to the position. She stated she has no inclination of this position being anything different than it is right now.

Ms. Novak stated Novak Group will be the point of contact for the hiring of this position and inquiries, phone calls, all resumes, etc. should be directed to Novak.

Adjourn Meeting:

Meeting of May 1, 2017, adjourned at approximately 2:40 p.m.

Mr. Gene Bostic, Chair

Ms. Joyce E. Robinson, Fiscal Officer