

Melrose Township Board of Trustees Minutes

Special Board Meeting

May 21, 2013

Call to order: V. Goodwin called to order at 7:07pm

Present: S. Burr, L. Meadows, P. Cotanche, V. Goodwin, R. Hissong Berry

New Business:

- Review the Township Employee duties and responsibility description.  
The draft of the employee job description was discussed:  
Ideas to work on:
  - Fire Department input about tasks they are responsible for
  - Scheduling and time management
  - Use of personal vehicle
  - Monthly reports as part of the committee report at the Board meetings

Public Comments – Were called for with none offered

Adjournment 9:20pm