

## RECORD OF PROCEEDINGS

The Special meeting of the Board of Trustees of Newbury Township was called to order at 6:42 p.m., December 7, 2023 at the Newbury Township town hall. Chairman Bill Skomrock, and Trustee Greg Tropf were in attendance. Trustee Glen Quigley was absent.

Also in attendance:

|                |  |
|----------------|--|
| Lewis Tomsic   | Chairman Board of Zoning Appeals       |
| John Boksansky | Zoning Inspector                       |
| Beverly Sustar | Fiscal Officer/interim Cemetery Sexton |
| Jerry Hudak    | Chairman Zoning Commission             |

### **Meeting for the purpose of interviewing applicants for the positions of Zoning Secretary and Cemetery Sexton.**

#### **Applicant Zoning Secretary:**

Ruth Cavanaugh

Job responsibilities were discussed. Rate per hour to start discussed \$18.00 per hour to start. Works under the direction of Zoning Inspector, Zoning Commission and Board of Zoning Appeals. BZA usually meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Zoning Commission meets once per month on the 4<sup>th</sup> Wednesday.

Ms. Cavanaugh has an basic understanding of how zoning regulations work and that the job requires working with the public.

Ms. Cavanaugh left.

#### **Applicant for Cemetery Sexton:**

Katherine Musick

Mr. Skomrock spoke about the job duties. Assigning graves for burials, explaining charges for services and collecting fees. Maintaining accurate files, entering data into Cemetery software system and preparing deeds. Included are township administrative duties such as opening and distributing mail, as well as answering phone calls. Hours discussed were four per day, four days per week, Monday through Thursday. Hours would overlap with zoning secretary to cover office and phone calls. Trustees are somewhat flexible as long as residents can be properly taken care of. Pay rate would be \$16.00 per hour to start.

Ms. Musick said that she has dealt with all people under stress in her current work. She is not afraid to ask questions or ask for help. She thinks that her organization skills would be a benefit to the position. Trustees agreed.

Ms. Musick left

Trustees discussed merits of both applicants. They agreed that both seemed like good fits for the respective positions. No other applications or resumes were received.

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Mr. Tropf moved to go forward with the hiring process for both applicants. He will reach out to the Sheriff's Office to see how to request background checks. Mr. Skomrock will look for the information to have driver's records search.

Motion by Mr. Tropf to adjourn, seconded by Mr. Skomrock. Meeting was adjourned at 7.45 by unanimous vote.

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William Skomrock, Jr. - Chairman

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Glen Quigley - Vice Chairman

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Greg Tropf - Trustee

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Beverly Sustar – Fiscal Officer