

Trustee Special Meeting – March 30, 2021

Trustee Burns called the Special Meeting of the Hinckley Township Board of Trustees to order at 8:30 a.m. on March 30, 2021. Present were Trustees Burns, Kalina, and Augustine were present. Trustee Augustine joined the meeting remotely.

Two residents and no reporters were in attendance.

Chairman Burns stated the reason for the Special Meeting was to discuss and hire a candidate for the open Administrative/Zoning Office Assistant position.

Burns turned the floor over to Trustee Kalina to inform the Board of the candidate selection process and present a motion of the same.

Kalina provided a background to the public explaining that the township's current assistant was originally hired to answer the phones and assist the township's office manager; however, that position has evolved to include greater responsibilities over the years. Kalina added that the current employee has clearly worked beyond the original expectations of the job.

Kalina noted that the administrative team created a job description for the Administrative & Zoning Office Assistant that included basic responsibilities. The skills highlighted were database management, stewardship of the Kimble Disposal and Recycling Program, and assisting with zoning related matters such as permits and database entry. Kalina complimented the candidates that were interviewed noting that each candidate participated in multiple interviews, were highly educated, skilled and earned considerably more money than the position was presented at. Kalina shared his research into other comparable positions posted for entry level workers at higher starting salaries. Augustine stated that when the job description was created, she noted salary could be commensurate with experience.

Kalina shared that the interview team's top candidate was Christine Medwid, a long-time Hinckley Resident. Ms. Medwid has experience in the desired areas along with a skillset that will be beneficial to the entire department. Kalina explained that the current assistant resigned as of 4/16/21 and he would like to offer this candidate the position starting at \$15.00 per hour and provide some time for them to work together. Discussion ensued. Kalina further provided an analysis of the hours worked in the department and the potential cost savings by keeping overtime at a minimum based on the current increase in department activity.

The board decided that there was no need to go into executive session to discuss the matter and moved to hire.

Kalina motioned to hire Christine Medwid as the Part-Time Administrative & Zoning Office Assistant at a rate of \$15.00 per hour in 2021, with a maximum of 100 hours per month and a start date of April 5, including a probationary period of 180 days. Augustine second. K-yes, A-yes, B-yes.

Burns made a motion to adjourn at 8:50am. Motion was seconded by Augustine.

VOTE: All Trustees were in favor to adjourn.
