

**GREENWOOD TOWNSHIP  
REGULAR MEETING  
May 19, 2020**

**CALL TO ORDER**

The meeting was called to order at 6:00 pm by Supervisor Fred Lindsey.

**ROLL CALL**

Present: Carol Havrilla, Fred Lindsey, Brandi Curio, John Miller, and Suzy Scott.

**MINUTES**

Motion was made by Miller and seconded by Havrilla to accept the minutes of the regular meeting of March 3, 2020, Personnel Committee meetings of March 12, 2020 and May 13, 2020, Budget meeting of March 16, 2020, and Special meetings of March 25, 2020 and March 30, 2020.

Yes: All.

No: None.

Motion carried.

**CORRESPONDENCE**

None.

**PUBLIC COMMENT**

None.

**CLERK'S FINANCIAL REPORTS**

Motion was made by Miller and seconded by Curio to accept the General Fund's March Manifest of Bills in the amount of \$20,983.3314 and the General Fund's April Manifest of Bills in the amount of \$15,274.08, Fire Fund's March Manifest of Bills in the amount of \$5,635.10 and the Fire Fund's April Manifest of Bills in the amount of \$2,483.49.

Yes: All.

No: None.

Motion carried.

**TREASURER'S REPORT**

Carol Havrilla gave the Treasurer's report.

**REPORTS**

**Sheriff:** Sheriff Grace not present but sent the message that everyone stay safe and be careful.

**Fire Department:** Interim Chief John Miller gave fire report for both March and April.

**Zoning Administrator:** Lindsey gave Zoning Administrator Jim Havrilla's reports for both March and April regarding recent permits, zoning and nuisance violations for the two months.

**Planning Commission:** No meeting held.

**Z.B.A.:** No meeting held.

**Assessor:** Lindsey on behalf of Assessor Rick Monk presented his report on current activities for both the months of March and April.

**Historical Committee:** No meeting held.

**AGENDA APPROVAL**

Motion was made by Curio and seconded by Miller to approve the agenda of May 19, 2020 with the addition of reinstatement of Andy Moll as Assistant Fire Chief.

Yes: All.

No: None.

Motion carried.

## OLD BUSINESS

None.

## NEW BUSINESS

- A. Resignations:** Havrilla moves to accept the resignation letters from Jim Havrilla as Zoning Administrator, Paul Eddy and Douglas Sewell from the Planning Commission, and Charles Elstone, and Alisha Connelly from the Zoning Board of Appeals. Seconded by Curio.  
Yes: All.  
No:None.  
Motion carried.
- B. Employee Handbook:** Havrilla moves to approve the Employee Handbook as presented. Seconded by Scott.  
Yes: All.  
No:None.  
Motion carried.
- C. Approval of township and fire department job descriptions:** Motion was made by Curio, seconded by Miller to approve the job descriptions of zoning administrator, transfer site personnel, building & grounds personnel, and fire department personnel as set forth.  
Yes: All.  
No:None.  
Motion carried.
- D. Approval of Fire Department Policies:** Motion was made by Lindsey, seconded by Scott, to approve the Personnel Policies & Procedures (Series100) and Operations Procedures (Series 200) based on the Fire Chief's recommendations.  
Yes: Scott, Miller, Havrilla, Lindsey.  
No:Curio.  
Motion carried.
- E. Zoning Administrator:** Motion was made by Miller to appoint Paul Eddy as Zoning Administrator, at the pay rate of \$600.00 per month, seconded by Curio.  
Yes: All.  
No:None.  
Motion carried.
- F. Planning Commission Board:** Lindsey makes motion to appoint Charles Elstone and Alisha Connelly to the Planning Commission. Havrilla seconds.  
Yes: All.  
No:None.  
Motion carried.
- G. Approve bills:** Curio makes motion to approve paying all bills until further notice during COVID-19. Miller seconds.  
Yes: All.  
No:None.  
Motion carried.
- H. Appoint new Fire Chief:** Motion was made by Curio, seconded by Havrilla, that Interim Chief John Miller be appointed as the new Greenwood Township Fire Chief. Compensation to remain at \$850.00 per month which would include up to two meetings per month. Any additional meetings will be compensation accordingly. Miller abstains.  
Yes: All.  
No:None.  
Motion carried.
- I. Board recording secretary:** Motion was made by Curio, seconded by Miller, to hire a board meeting recording secretary at the rate of \$40.00 per meeting.  
Yes: All.  
No:None.  
Motion carried.

**PUBLIC COMMENT**

Andy Moll commented on how nice it was to be back on the fire department and thanked John Miller for taking over the fire department. Jesse Higgins requested that the Land Use Regulations be posted on the Township's web site.

**REMARKS FROM THE BOARD**

Lindsey extended his thanks to Jim Havrilla for his years as Zoning Administrator. Havrilla thanked John Miller for taking over the position of Fire Chief.

**NEXT MEETING**

Tuesday, June 9, 2020 at 6:00 p.m. If state COVID-19 regulations allow.

**MEETING ADJOURNED**

Motion was made by Curio, seconded by Scott, to adjourn at 6:50 p.m.

Yes: All.

No: None.

Motion carried.

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Suzanne C. Scott, Clerk

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Fred V. Lindsey, Supervisor