

Wexford Joint Planning Commission

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The Executive Committee of the Wexford Joint Planning Commission was called to order at 2:00 pm on Wednesday, May 10, 2017 by Chair Schroeder for the purpose of discussing and reviewing staffing for the office of record. Present for this Special Meeting were: Chair Schroeder, Vice-Chair Osborne, Treasurer Taylor. Secretary Monroe arrived at 2:20 pm. Also in attendance was Ben Townsend.

The committee reviewed the recommendation that there was sufficient income to increase hours and or personnel through the month of June.

The committee discussed the greater need to ensure that the office was staffed as efficiently as possible throughout the year as business demands seasonally dictate. Treasurer Taylor spoke of the desire to have the Planning and Zoning Administrator request compensation for the additional hours that have already been worked in excess of the eight(8) hours per week called for in the contract.

Secretary Monroe spoke of the concept that fees from permits would be used to eventually reduce the costs for the participating municipalities.

There was general discussion between all members focusing on the level of efficiency that the Wexford Joint Planning Commission was able to provide for the benefit of all of the participating municipalities. Also discussed was the amount of time required to handle a citizen initiated concern regarding blight and/or junk versus the primary function of ordinance administration. This discussion emphasized the fact that as the day to day operations come full circle, the participating municipalities again become the primary beneficiaries.

With no members of the public present to offer comment the committee engaged Mr. Ben Townsend in a discussion regarding experience, hours, pay, flexibility, and other matters that would be essential to be considered for a position representing the Wexford Joint Planning Commission. Mr. Townsend noted that he had recently completed the Citizen Planner program and the Zoning Administrator Certification program at his own expense. His desire is to be able to serve the community.

Vice-Chair Osborne spoke of being able to regulate the hours based upon the business needs and having a title for the position. By consensus, the committee agreed to the title of: Assistant Zoning Administrator.

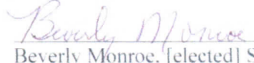
Vice-Chair Osborne motioned to recommend to the commission the Ben Townsend be hired as an Assistant Zoning Administrator at \$12.00 (twelve dollars) per hour not to exceed 20 (twenty) hours per week through October 2017. Treasurer Taylor supported the motion. After brief discussion the motion was amended to reflect that this would be a contracted position and that the Assistant Zoning Administrator would be reimbursed mileage at the annual rate established by the IRS. Chair Schroeder called the vote and all were in favor. Motion passed.

The Planning and Zoning Administrator was directed to have attorney Wilson draft the contract as soon

as possible.

Vice-Chair Osborne motioned to adjourn at 2:44 pm; Treasurer Taylor offered support – all in favor.
Motion passed.

Respectfully submitted:


Beverly Monroe, [elected] Secretary

[June 2, 2017 (8:31am); C:\Users\NMPlanning\Desktop\ECMinutesApproved.wpd]