

**BOARD OF TRUSTEES JOURNAL OF ACTIONS
FROM SPECIAL MEETING HELD MAY 10, 2021
ORANGE TOWNSHIP - DELAWARE COUNTY**

The electronic recordings of this meeting serve as the official meeting minutes.

A full and accurate account of this meeting's audio and video can be found at www.orangetwp.org

Mr. Grumbles called the meeting to order at 4:00 p.m.

PRESENT: Ben Grumbles, Chair
Deborah Taranto, Vice-Chair
Ryan Rivers, Trustee
Lisa Kraft, Fiscal Officer

ALSO PRESENT: Michele Boni, Development and Zoning Director
Silas Bowers, Director of Operations

EXECUTIVE SESSION

RES.21-155 ENTER INTO EXECUTIVE SESSION

Mr. Grumbles made a motion to enter Executive Session.

WHEREAS, the Board of Trustees for Orange Township need to move into Executive Session to consider the appointment, employment, or compensation of a public employee or official

Seconded by Ms. Taranto

VOTE: Grumbles – Yes Taranto – Yes Rivers – Abstain

Invited to attend: Ben Grumbles, Deborah Taranto, Ryan Rivers, Lisa Kraft

RES.21-156 RETURN TO REGULAR SESSION

Mr. Grumbles made a motion to return to regular session

Seconded by Ms. Taranto

VOTE: Grumbles – Yes Taranto – Yes Rivers – Yes

RES.21-157 NEGOTIATE AN OFFER OF EMPLOYMENT FOR TOWNSHIP ADMINISTRATOR

Ms. Taranto motioned to authorize Deborah Taranto to negotiate an offer of employment, contingent upon the board's formal appointment and the execution of an Employment agreement, with Joseph Fourqurean to serve as the next township administrator and to utilize the law firm of Isaac Wiles to accomplish the same.

Seconded by Mr. Grumbles

VOTE: Grumbles – Yes Taranto – Yes Rivers – Abstain

RES.21-158 APPROVE POSITION DESCRIPTION OF HUMAN RESOURCES DIRECTOR AND POST JOB ANNOUNCEMENT AS DISCUSSED AND CLARIFIED IN THE SPECIAL MEETING MAY 10, 2021

Mr. Grumbles moved the adoption of the following resolution:

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BE IT RESOLVED that the exempt, full-time, non-bargaining unit position of Human Resources Director is hereby created.

BE IT FURTHER RESOLVED that the Human Resources Director shall serve under the direction of the Township Administrator as well as the Board of Township Trustees.

BE IT FURTHER RESOLVED that the Human Resources Director shall have those qualifications, requirements, duties and responsibilities, and serve under those terms and provisions, stated in the position description presented to the Board.

BE IT FURTHER RESOLVED that the aforementioned position description is presented for informational purposes only and can be changed at any time by the Board, with or without notice.

BE IT FURTHER RESOLVED that neither the aforementioned position description nor this Resolution are an employment contract, expressed or implied and the employee in such position is an employee at will and either the employee or the Board can terminate the employment relationship at any time (for any reason or no reason).

BE IT FURTHER RESOLVED that, unless otherwise provided by the Board, appointment to this position shall be contingent upon the applicant's satisfactory completion of a medical physical examination, drug screening, background investigation, and PRADCO pre-hire assessment.

Seconded by Ms. Taranto

VOTE: Grumbles – Yes Taranto – Yes Rivers – Abstain

RES.21-159 APPROVING POSITION DESCRIPTION OF THE ADMINISTRATIVE ASSISTANT/RECEPTIONIST AND POST JOB ANNOUNCEMENT

Mr. Grumbles moved the adoption of the following resolution:

BE IT RESOLVED that the exempt, full-time, non-bargaining unit position of Administrative Assistant/Receptionist is hereby created.

BE IT FURTHER RESOLVED that the Administrative Assistant/Receptionist shall serve under the direction of the Office Manager as well as the Board of Township Trustees.

BE IT FURTHER RESOLVED that the Administrative Assistant/Receptionist shall have those qualifications, requirements, duties and responsibilities, and serve under those terms and provisions, stated in the position description presented to the Board.

BE IT FURTHER RESOLVED that the aforementioned position description is presented for informational purposes only and can be changed at any time by the Board, with or without notice.

BE IT FURTHER RESOLVED that neither the aforementioned position description nor this Resolution are an employment contract, expressed or implied and the employee in such position is an employee at will and either the employee or the Board can terminate the employment relationship at any time (for any reason or no reason).

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BE IT FURTHER RESOLVED that, unless otherwise provided by the Board, appointment to this position shall be contingent upon the applicant's satisfactory completion of a medical physical examination, drug screening, background investigation, and PRADCO pre-hire assessment.

Seconded by Ms. Taranto

VOTE: Grumbles – Yes Taranto – Yes Rivers – Abstain

RES.21-160 MEETING ADJOURNMENT

Motion by Mr. Grumbles to adjourn.

Seconded by Ms. Taranto

VOTE: Grumbles – Yes Taranto – Yes Rivers – Yes

Notice: Copies of documents referred to in this journal can be obtained by contacting the Orange Township Administrator.

Ben Grumbles, Chair

Deborah Taranto, Vice-Chair

Ryan Rivers, Trustee

Attest: _____
Lisa Kraft, Fiscal Officer