

## MINUTES OF THE HOWLAND TOWNSHIP BOARD OF TRUSTEES

The Howland Township Board of Trustees held a special meeting on January 18, 2024, at 7:00 PM at the Howland Township Government Building, 205 Niles Cortland Rd. NE, Warren, OH 44484

### PLEDGE OF ALLEGIANCE

**Roll Call:** Frank Dillon - yea  
Dr. James LaPolla - yea  
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to excuse Fiscal Officer Thomas Krispinsky for personal reasons.

**Roll Call:** Frank Dillon - yea  
Dr. James LaPolla - yea  
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to convene into Executive Session at 7:04 PM for the purpose of considering the appointment, employment of a public employee or official.

**Roll Call:** Frank Dillon - yea  
Dr. James LaPolla - yea  
Matthew Vansuch - yea

The Board of Trustees returned from Executive Session at 7:59 PM

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to resume the special meeting regular session:

**Roll Call:** Frank Dillon - yea  
Dr. James LaPolla - yea  
Matthew Vansuch - yea

A copy of the old job description for the Township Administrator was presented with red-line changes to update the language since initially drafted 30 years ago and to reflect the current needs of the position of the current times. (copy attached)

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to accept the revised job description of the Township Administrator. (copy attached)

### COMMENTS:

**Dr. James LaPolla:** The revised job description is sufficient to describe the responsibilities of the current and future Administrator.

**Frank Dillon:** Agrees

**Matthew Vansuch:** The pay range is noted in the job description and determined upon hire based on qualifications and experience.

**Roll Call:** Frank Dillon - yea  
Dr. James LaPolla - yea  
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to approve the Township Administrator Job Posting: ( copy attached)

**COMMENTS:**

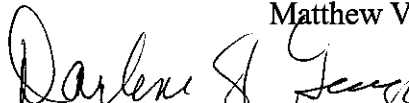
**Matthew Vansuch:** All cover letters and CVs will be returned by January 31, 2024. If a candidate is selected to fill the position, the new Administrator will work with Administrator Darlene St. George through the budgeting process and fulfill her role in April.


**Dr. James LaPolla:** Administrator Darlene St. George agrees to extend her time with the Township should the need arise.

**Roll Call:** Frank Dillon - yea  
Dr. James LaPolla - yea  
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to adjourn the special meeting at 8:04 PM.

**Roll Call:** Frank Dillon - yea  
Dr. James LaPolla - yea  
Matthew Vansuch - yea

Approved by:  Date: 2/2/2024  
Darlene St. George, Township Administrator

Approved by:  Date: 2/7/24  
Matthew Vansuch, Chairperson-Trustee