01/05/2023 emergency Meeting 9:30 AM

Chairman Leezer opened the meeting at 9:30 AM

Roll Call: Leezer: Yes, Horn: Yes, Fleshman: Yes

Steve Mazer: Discussed the need to temporarily give authority to our assistant fiscal officer, Robyn Watkins to handle the financial matters of the township’s operations, to take actions necessary and desirable regarding the signing of documents and checks, and to generalize all the financial matters of the township. So the township can maintain its operations.

Trustee Fleshman asked if the board also needed to grant any additional funding so that Jeff Wilcheck may assist in picking up some of the slack since we have

The board confirms with Robyn that she is okay with a resolution being passed giving her extended powers beyond her current job duties.

Assistant Fiscal Officer Robyn Watkins reiterates that as a temporary measure, she is.

Trustee Fleshman ask Jeff Wilcheck if he has capacity of time at this time of year to pick up anything more that we would need to keep the day to day operations within smoothly.

Jeff Wilcheck says that he still has many hours left from the board previous approval, and he is able to continue doing what he has been doing, as well as helping out. He estimates that he would be able to get through to the 3rd week of January, possibly end of January. He will keep the board apprised of the balance of his remaining hours so that they can approve additional hours when needed in order for him to be able to assist the Fiscal Department while the vacancy of the Fiscal Officer position exist.

Robyn Watkins confirms that she will have the authority to sign for Purchase Orders, paying bills, Signing checks, day to day etc.

Trustee Fleshman summarizes her temporary authority as an “Acting Role of Fiscal Officer”

Jeff Wilcheck suggests to the trustees that they align their expectations for filling the vacant Fiscal officer position.

**Motion** to authorize the assistant fiscal officer to take actions necessary and desirable regarding the signing of documents and checks – Leezer made motion, Horn seconded

Roll Call: Leezer – Yes, Horn – Yes, Fleshman – Yes

**Resolution 2023-001** to remove fiscal officer Nicolas Dunn from all township accounts, including the Removal as a signer of the PNC Bank Account, effective January 1, 2023, be it resolved that the Board of Trustees of Franklin township approves removing fiscal officer Nicholas Dunn from all township accounts including the Removal as a signer of the PNC Bank Account, effective January 1, 2023. Leezer made motion, Horn seconded

Roll Call: Leezer – Yes, Horn – Yes, Fleshman – Yes

**Motion** to accept the writing for the position of Fiscal Officer previously sent via email by Administrator Steve Mazer, to the trustees for review. Fleshman made motion, Leezer seconded.

Roll Call: Leezer – Yes, Horn – Yes, Fleshman – Yes

The Board and the Administrator discuss posting the position on social media, and other outlets as needed. They intend to hold a future meeting after 2 or 3 applications have been submitted, to discuss the candidates accordingly.

With nothing further, Meeting was adjourned at 9:59am.