

Township of Greenbush  
Township Board  
Special Meeting Minutes  
August 15, 2019 – 5:30 pm

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1. **Call to Order**

- a. Supervisor Major called to the order the special meeting of the Greenbush Township Board of Trustees (Board) at 5:30 pm on August 15, 2019 at the Greenbush Township Hall. Supervisor Major led the Pledge of Allegiance.

2. **Roll Call**

- a. Clerk Dailey conducted a roll call. The following were present: Supervisor C. Lee Major, Clerk David Dailey, Treasurer Pat Dailey, Trustee Mark Parent, and Trustee Sheila Scott. Quorum present.
- b. Candidates for Zoning Administrator present included Tod Ehl, David Pelland, and Charlene Calcagno.

3. **Agenda**

- a. The purpose for the special meeting was for the Board to interview and evaluate the candidates for the position of Greenbush Township Zoning Administrator and any other business that may come before the Board.
- b. There was no written agenda available, the typical format of regular meetings was followed.

4. **Approval of minutes from last meeting - NA**

5. **Public Comment Period #1 (5-minute limit)**

- a. The first public comment period was opened at 5:31 pm, and there were no public comments. The first public comment period was closed at 5:32 pm.

6. **Unfinished Business - NA**

7. **New Business**

- a. Interview and evaluation of candidates for position of Greenbush Township Zoning Administrator.

Clerk Dailey provided a list of 9 prepared questions to ask of the candidates. The candidates were asked if they were willing to conduct individual interviews tonight, with one candidate being interviewed by the Board while the other candidates waited outside. The idea being that each candidate would be subject to an individual interview without the other candidates benefiting from responses by the previous candidates. All three candidates agreed with the proposed format.

Supervisor Major offered the following to the three candidates at the same time:

- The Zoning Administrator reports to the Board, and is not autonomous
- Complaints consume most of the Zoning Administrator's time
- The Township needs to be more aggressive in enforcing the Township Ordinances, particularly the zoning and nuisance ordinances
- Salary is budgeted at \$4,800 annually for the Zoning Administrator
- There is a backlog of complaints which need to be addressed
- A big part of the Zoning Administrator's duties will be providing solutions to unique problems/concerns

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The candidates were individually interviewed in this order: Charlene Calcagno, Tod Ehl, and David Pelland. Individually, each candidate's resume was reviewed and the same 9 questions were asked of all candidates; with additional and follow-up questions based on their responses.

Following the individual interviews, all three candidates were brought back into the Hall in front of the Board to continue with the public meeting.

There was additional discussion with the candidates regarding the position and what the successful candidate should expect. The candidates were thanked for their interest in the position.

Supervisor Major then advised that the interview portion of the meeting was complete and the remainder of the public meeting would continue, all of the candidates were invited to stay for the rest of the public meeting. All three candidates left.

**8. Public Comment Period #2 (5-minute limit)**

- a. The second public comment period was opened at 7:26 pm

David Dailey offered his public comment: The Zoning Administrator position is very needed and important to fill. If the Board was in agreement it would make sense to continue to discuss the candidates and make a decision on the new Zoning Administrator if possible tonight.

The second public comment period was closed at approximately 7:30 pm.

Discussion resumed regarding the candidates for Zoning Administrator. The Board objectively discussed each of the three candidates in detail and specifically the perceived pros and cons of each individual. Following the detailed discussion, it was clear to the Board that David Pelland was favored for the position of Zoning Administrator.

Motion by Clerk Dailey, seconded by Supervisor Major to offer David Pelland the position of Zoning Administrator. Roll call vote. yeas – Supervisor Major, Clerk Dailey, Treasurer Dailey, Trustee Parent, and Trustee Scott. nays – none. Motion passed.

Treasurer Dailey offered the comment that she liked that the Board talked a lot about the candidates before making a decision.

**9. Adjournment**

- a. There being no further business to conduct, Supervisor Major declared the meeting adjourned at 8:42 pm.

Minutes submitted on September 9, 2019 by Supervisor Major. Approved as provided on September 10, 2020.