

RECORD OF PROCEEDINGS

MINUTES OF PERRY TOWNSHIP

MEETING
HELD JULY 28, 2026

PERRY TOWNSHIP TRUSTEES MET IN A SPECIAL MEETING, CALLED TO ORDER AT 9:05 AM BY CHAIRPERSON SCOTT STOMBAUGH. FRANK CLEMENTZ PRESENT, KEVIN COX PRESENT. ROLL CALL BY FISCAL OFFICER. THE PLEDGE OF ALLEGIANCE WAS FOLLOWED.

THIS MEETING IS TO REVIEW RESUMES SUBMITTED FOR THE TOWNSHIP ADMINISTRATIVE ASSISTANT POSITION.

CLERK: CHRISTINA STOMBAUGH

GUEST: NATALIE SCOTT

COX MADE A MOTION TO GO INTO EXECUTIVE SESSION TO REVIEW RESUMES AT 9:07 AM, 2ND CLEMENTZ.

STOMBAUGH – YES, COX – YES, CLEMENTZ – YES

STOMBAUGH MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 9:23 AM, 2ND COX.

STOMBAUGH – YES, COX – YES, CLEMENTZ – YES

ACTION TAKEN: THE BOARD SELECTED THREE CANDIDATES TO SCHEDULE INTERVIEWS FOR ON AUGUST 3RD, 2026 AT 6:30 PM.

THE BOARD THEN REVIEWED THE JOB DESCRIPTION AND DISCUSSED POTENTIAL PAY FOR THE POSITION. WE SPOKE ABOUT THEIR RESPONSIBILITIES SUCH AS CREDIT CARD RECONCILIATION, ASSISTING THE ZONING INSPECTOR WITH PUBLIC HEARING LETTERS AND VIOLATION LETTERS AND MEETING MINUTES FOR THE ZONING BOARDS, LOGGING RESOLUTIONS FOR THE TOWNSHIP AND ZONING BOOKS AND PUBLIC RECORDS REQUESTS IN A SPREADSHEET, ANSWERING PUBLIC RECORDS REQUESTS, GENERAL CLEANING OF OFFICES, ASSISTING THE FISCAL OFFICER WITH PAYROLL, WITHHOLDINGS AND REPORTS, ASSIST TRUSTEES, FRIDAY WORK SESSIONS MINUTES AND MEETING AGENDAS, TOWNSHIP MARQUEE, WEBSITE UPDATES, BACK-UP FOR FISCAL OFFICER FOR TRUSTEE MEETINGS, AND ASSIST WITH EMPLOYEE FILES. THE TOWNSHIP WILL ALSO PROVIDE TRAINING WITH THE FISCAL OFFICER, ZONING AND OTHER NEEDED TRAININGS, AND WE WILL ADD THE NEW HIRE AS AN AFFILIATE MEMBER FOR THE OHIO TOWNSHIP ASSOCIATION. THEY WILL ALSO NEED TO PASS A BACKGROUND CHECK AND GET BONDED.

COX MADE A MOTION TO ADJOURN AT 11:00 AM, 2ND CLEMENTZ.

STOMBAUGH – YES, COX – YES, CLEMENTZ – YES