

**Synopsis of Meeting Minutes
Lima Township Board of Trustees
Work Session/Special Meeting**

The meeting was called to order at 8:10 a.m. on October 25, 2010. Present Supervisor Unterbrink, Clerk Bareis, Treasurer Havens, Trustees McKenzie and Laier.

Motion by McKenzie supported by Laier that Havens and Bareis contact Dexter Builders or any other general contractor of their choice to obtain an assessment of the sagging of the Township Hall upper roof and re-roofing assessment of the rear lean to, and seek a proposal for tuck pointing the existing concrete block chimney. Motion carried.

Motion by McKenzie supported by Laier to adopt the Receptionist/Secretary Job Description, currently dated August, 2010, with revisions, add Secretary to the title, delete "screen" in number 1, and add, recording secretary to the Planning Commission and Zoning Board of Appeals as directed, and add, other duties as assigned. Motion carried.

Motion by McKenzie supported by Laier that the Supervisor develop a list of the normal maintenance contracts, i.e. employee, cemetery boards, etc. Motion carried.

Motion by Laier supported by Bareis to adjourn at 9:50 a.m. Motion carried.

**Respectfully submitted,
Arlene R. Bareis, Clerk**