

**Harlem Township Board of Trustees  
Delaware County, Ohio  
Special Trustee Meeting January 9, 2023**

This meeting was called to order by Dave Jackson at 8:00 am

**Present:** Carl Richison, Chair  
David Jackson, Vice Chair  
Jerry Paul, Trustee

**Staff Present:** Kendra Borrer Administrative Assistant to the Trustees  
Thomas J. O'Brien Fire Chief  
Michael W. McKeen Assistant Fire Chief

**Also Present:**

Pledge of Allegiance

**TRUSTEE COMMENTS**

**RES. 23-0109T-001 APPROVAL FOR THE CONDITIONS OF EMPLOYMENT AGREEMENT FOR THOMAS J. O'BRIEN  
FIRE CHIEF**

Trustee Paul moved to approve Thomas J. O'Brien Fire Chief. Salary will be \$90,000 per year with 4 weeks' (160 hours) vacation, paid conferences, 2 accreditation site visits, , standard holiday , longevity pay, and 24 hours personal time. ORC 124.38 sick time shall earn 4.6 hours per 80 hours worked, Harlem Township will accept up to 144 hours sick leave transfer in from Liberty Township not to be paid out upon separation from Harlem Township and all other conditions per Employment Agreement Trustee Richison seconded. Roll Call Vote: Paul, Aye; Jackson, Aye; Richison, Aye. Motion passed.

**RES. 23-0109T-002 APPROVAL FOR CONDITIONS OF EMPLOYMENT FOR MICHAEL W. MCKEEN AS ASSISTANT  
FIRE CHIEF**

Trustee Paul moved to approve conditions of employment for Michael W. McKeen as Assistant Fire Chief for an undetermined transitional period of time. Salary will be \$3,000.00 per pay based on 40-hour work week. Salary is to remain the same regardless number of hours worked. There will be no benefits for this position at this time. Trustee Richison seconded. Roll Call Vote: Jackson, Aye; Paul, Aye; Richison, Aye. Motion passed.

**RES. 23-0109T-003 APPROVAL TO CREATE THE POSITION OF ASSISTANT FIRE CHIEF FOR HARLEM TOWNSHIP  
DIVISION OF FIRE**

Trustee Richison moved to create the position of Assistant Fire Chief for Harlem Township Division of Fire. Trustee Paul seconded. Roll Call Vote: Jackson, Aye; Paul, Aye; Richison, Aye. Motion passed

Administrative Assistant to the Trustees and Fire Chief O'Brien to create job description for Assistant Fire Chief.

Swearing in of Fire Chief Thomas O'Brien set for Regular Trustee Meeting January 18<sup>th</sup>, 2023.  
Swearing in of Assistant Fire Chief Michael W. McKeen immediately following.

Being there was no further business to come from the Board

Trustee Richison moved to adjourn this meeting at 8:57 am. Seconded by Trustee Paul VOTE: All yes

Motion Passed.

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Dave Jackson, Chair

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Jerry Paul, Vice Chair

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Carl Richison, Alternate

Attest:

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Lisa Hursey, Fiscal Officer

Minutes Approved January 18, 2023