

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 2,

2018

The Fiscal Officer, Nancy White, called the **Organizational Meeting** to order at 10:00 a.m. and conducted the organizational proceedings for 2018 as follows:

Swearing-in of Trustees: Trustees Mrs. Lynn Stewart and Mr. Kevin Cavener were sworn in by the Fiscal Officer beginning the newly elected term of office.

Res. 01-18: Approve Mrs. Stewart as Chairman

The Organizational Meeting began with Mr. Angelou nominating Mrs. Stewart as Chairman of the Board of Trustees for 2018. Mr. Cavener seconded. Mr. Angelou and Mr. Cavener voted yea. Mrs. Stewart abstained. Motion carried.

Res. 02-18: Approve Mr. Angelou as Vice-Chairman

Mrs. Stewart nominated Mr. Angelou as Vice-Chairman of the Board of Trustees for 2018. Mr. Cavener seconded. Mrs. Stewart and Mr. Cavener voted yea. Mr. Angelou abstained. Motion carried.

Res. 03-18: Pay Trustees and Fiscal Officer's Salaries

Mrs. Stewart moved to pay the Trustee's and Fiscal Officer's salaries in equal monthly installments as permitted by the ORC and Resolution #19-81. Payment will be made at the end of each month for that month's services. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 04-18: Reimburse Trustees and Fiscal Officer Expenses

Mr. Cavener made a motion to allow payment of parking and other expenses incurred by the Trustees and Fiscal Officer while on Township business. The dues and subscription for the 2018 Township Association will be paid from the General Fund. Also, mileage, at the rate prescribed by the IRS, will be paid to the Trustees and Fiscal Officer while doing business outside the Township except for travel to the Township Office. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 05-18: Adopt Current Regulations on Business Expenses

Mr. Angelou moved to adopt the current regulations on business expenses modified to conform to the current guidelines established by the ORC and IRS and also the regulations on business travel per diem rates as amended by Res. #147-02. Future modifications will be made to conform with ORC and IRS guidelines as they occur. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 06-18: Approve Holding Regular Meetings on Third Tuesday of Each Month at 3:30 P.M. and Staff Meetings on the First Monday of Each Month at 9:00 A.M. or as Designated

Mr. Angelou made a motion to hold the regular meeting on the third Tuesday of each month at 3:30 p.m. and Staff Meeting on the first Monday of each month at 9:00 a.m. or as designated. Mr. Cavener seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 2,

2018

Res. 07-18: Adopt Personnel Procedures as Evidenced in Employee Handbook

Mrs. Stewart moved to adopt the personnel procedures as evidenced by the Employee Handbook adopted effective September 6, 2016 and revisions thereof. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 08-18: Approve Offering Insurance Package and Opt-Out Insurance Provision for Full-time Employees and Elected Officials

Mr. Angelou moved to approve offering Insurance Package including Health, Dental, Vision and Life and the Opt-Out Insurance Provision to Fulltime Employees and Elected Officials. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 09-18: Approve Continuing to Pick-up the 10% Employees Retirement Contribution for OPERS and OPFPF and 12.6% for Law Enforcement for 2018

Mrs. Stewart moved to continue picking up the 10% employee's retirement contribution for OPERS and OPFPF and 12.6% for law enforcement for 2018. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 10-18: Approve ORC 505.86 as it Applies to the Rehab of Fire Damaged Properties

Mrs. Stewart moved to approve ORC 505.86 as it applies to the rehab of Fire Damaged Properties. Mr. Angelou seconded. All voted yea. Motion carried.

Res 11-18: Approve Authorizing Chairman to Sign Contracts or Vice Chairman in the Absence of the Chairman

Mrs. Stewart moved to approve authorizing the Chairman to sign contracts or the Vice Chairman in the Absence of the Chairman. Mr. Angelou seconded. All voted yea. Motion carried.

Being no further business, the Organizational Meeting adjourned.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy M. White, Fiscal Officer