

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 2,

2019

The Township Administrator, Nancy White, called the **Organizational Meeting** to order at 9:00 a.m. and conducted the organizational proceedings for 2019 as follows:

**Res.01-19: Approve Mrs. Stewart as Chairman**

The Organizational Meeting began with Mr. Angelou nominating Mrs. Stewart as Chairman of the Board of Trustees for 2019. Mr. Cavener seconded. All voted yea. Motion carried.

**Res. 02-19: Approve Mr. Angelou as Vice-Chairman**

Mr. Cavener nominated Mr. Angelou as Vice-Chairman of the Board of Trustees for 2019. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 03-19: 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. 04-19: 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 2019 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. 05-19: Adopt Current Regulations on Business Expenses**

Mrs. Stewart 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. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 06-19: 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. Cavener 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. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 07-19: 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.

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**Res. 08-19: Approve Offering Insurance Package including Health, Dental, Vision and Life and the Opt-Out Insurance Provision to Full-time Employees and Elected Officials**

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

**Res. 09-19: Approve Continuing to Pick-up the 10% Employees Retirement Contribution for OPERS and OPFPF and 12.6% for Law Enforcement for 2019**

Mr. Cavener moved to continue picking up the 10% employee's retirement contribution for OPERS and OPFPF and 12.6% for law enforcement for 2019. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 10-19: 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. Cavener seconded. All voted yea. Motion carried.

**Res. 11-19: Approve Authorizing Chairman to Sign Contracts or Vice Chairman in the Absence of the Chairman**

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

Being no further business, the Organizational Meeting adjourned.

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Lynn M. Stewart, Chair

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Richard J. Angelou, Vice Chairman

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Kevin J. Cavener, Trustee

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Joseph F. Spanovich, Fiscal Officer