

RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** *Meeting*

Held

January 29,

2018

Chair Stewart called a Special Meeting to order at approximately 9:15 a.m. with Mr. Angelou, Mr. Cavener and Nancy White present. Also present were Police Chief Price and Service Director DJ Tharp.

Chair Stewart said that the meeting is to accept the resignation of Nancy White as Fiscal Officer. Ms. White has accepted the position as Township Administrator effective January 28, 2018.

Chair Stewart requested an Executive Session to discuss a personnel matter. Mr. Angelou moved to go into Executive Session at 9:26 a.m. Mr. Cavener seconded. All voted yea. Motion carried.

The Trustees came out of Executive Session at 9:55 a.m.

Mr. Angelou moved to accept the resignation of Fiscal Officer Nancy White effective January 28, 2018 to fulfill her duties as Township Administrator. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Cavener made a motion to appoint Mr. Joseph Spanovich as the new Fiscal Officer effective January 29, 2018. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Cavener made a motion to hire Mr. Rick Duff as the part-time Fiscal Officer Assistant at \$18 per hour, working up to 10 hours per week, effective February 1, 2018. Chair Stewart seconded. All voted yea. Motion carried.

Administrator White requested that Mr. Duff plan his working hours with Fiscal Officer Spanovich.

Administrator White requested the approval to hire Hollie Wonderly, who has been working for the township over the last year as an intern. Administrator White said Hollie graduated in December. Administrator White said she would like to have her on staff to learn the fiscal-side of the Township and to assist the police department, fire department, service department, human resources, or wherever assistance is needed.

Chair Stewart moved to hire Hollie Wonderly to a full-time administrative assistant position at \$16 per hour, effective February 11, 2018. Angelou seconded. All voted yea. Motion carried.

Service Director DJ Tharp requested that a date and time be arranged to visit the property on Georgia Avenue. Mr. Tharp said that there will be a committee established to determine what will be done with the property. Mr. Tharp said that Mr. Cavener had requested to be on the committee.

Administrator White stated that she is planning to file the police levy in a timely manner before the deadline of February 7, 2018.

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There being no further business, Mr. Angelou moved to adjourn. Seconded by Mr. Cavener. All voted yea. Motion carried. Meeting adjourned.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Joseph F. Spanovich, Fiscal Officer