

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

JANUARY 3,

2013

The Fiscal Officer, Nancy White, called the Organizational Meeting to order at 10:00 A.M. and conducted the organizational proceedings for 2013 as follows:

Res. 01-13: Approve Mr. Spanovich as Chairman

The Organizational Meeting began with Mr. Angelou nominating Mr. Spanovich as Chairman of the Board of Trustees for 2013. Mrs. Stewart seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich abstained. Motion carried.

Res. 02:13: Approve Mrs. Stewart as Vice-Chairman

Mr. Spanovich nominated Mrs. Stewart as Vice-Chairman of the Board of Trustees for 2013. Mr. Angelou seconded. Mr. Spanovich and Mr. Angelou voted yea. Mrs. Stewart abstained. Motion carried.

Res. 03-13: Pay Trustees' and Fiscal Officer's Salaries

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

Res. 04-13: Reimburse Trustees and Fiscal Officer for Expenses

Mr. Angelou moved 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 2013 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. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 05-13: 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. 06-13: 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 10:00 A.M. or as Designated

Mr. Angelou made a motion to hold the Regular Township Meetings on the third Tuesday of each month at 3:30 P.M. and Staff Meetings on the First Monday of each month at 10:00 A.M. or as designed. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 07-13: Adopt Personnel Procedures Evidenced in Employee Handbook

Mr. Angelou moved to adopt the personnel procedures as evidenced by the Employee Handbook effective January 1, 2009 and revisions thereof. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 08-13: Approve Offering Insurance Package and Opt-Out Insurance Provision to Full-time Employees and Elected Officials

Mr. Spanovich moved to go into executive session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees came out of executive session and there being no further business, Mr. Angelou moved to adjourn the meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

Joseph F. Spanovich, Chairman

Lynn M. Stewart, Vice Chairman

Richard J. Angelou, Trustee

Nancy M. White, Fiscal Officer