

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.

RES 39-18 Adjourn into Executive Session to discuss the Appointment of an Employee

Chair Stewart requested an Executive Session to discuss the appointment of an employee. Mr. Angelou moved to adjourn into Executive Session at 9:26 a.m. Mr. Cavener seconded. All voted yea. Motion carried.

The Trustees returned from Executive Session at 9:55 a.m.

RES 40-18 Accept the Resignation of Fiscal Officer Nancy White effective January 28, 2018

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.

RES 41-18 Approve the Appointment of Mr. Joseph Spanovich as Fiscal Officer effective January 29, 2018

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

RES 42-18 Approve to Hiring of 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

Mr. Cavener moved 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.

RES 43-18 Approve the Hiring of Ms. Hollie Wonderly as a full-time Administrative Assistant at \$16 per hour, effective February 11, 2018.

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

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Held **January 29,** **2018**

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.

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