

# RECORD OF PROCEEDINGS

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

---

Held

**October 13,**

**2020**

---

Chair Stewart called the special meeting of the Mifflin Township Board of Trustees to order at 1:35 p.m. on Tuesday, October 13, 2020 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff, and Public Information Officer Melissa Rapp attending in-person.

## **WEBSITE OVERVIEW**

Ms. Rapp provided an overview of the new website. She said everything has been tested. She demonstrated the online employment application and menu drop-down options. She said the new website is fully ADA-compliant. Ms. Rapp showed the events page and calendar and how to change the view. She said the information on the new website can be easily shared on social media. She said analytics can be generated monthly to determine how the website is being used and the frequency of use. Ms. Rapp said she will be creating a monthly newsletter and it will be published on the website. She said meeting agendas, minutes and financial reports are available for viewing also.

## **BRANDING/LOGO DEVELOPMENT**

There were discussions about logo development. Several logo renditions were reviewed. It was agreed that a final decision on the logo will be made at the November 2<sup>nd</sup> trustees meeting.

Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting adjourned at 3:03 p.m.

---

Lynn M. Stewart, Chair

---

Richard J. Angelou, Vice Chairman

---

Kevin J. Cavener, Trustee

---

Rick Duff, Fiscal Officer