

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 2,

2020

Trustee Stewart called the Mifflin Township Board of Trustees **Organizational Meeting** to order at 10:00 a.m. on Thursday, January 2, 2020 with Trustee Angelou, Trustee Cavener, Fiscal Officer Spanovich and Township Administrator White present.

Also present were:

- Fred Kauser, Fire Chief
- William Price, Police Chief
- DJ Tharp, Service Director
- Becky Kadel, Human Resources Director
- Melissa Rapp, Public Information Officer
- Rick Duff, Assistant to the Fiscal Officer

The Pledge of Allegiance was recited.

Mrs. Stewart swore-in Mr. Richard J. Angelou beginning the newly-elected term of office as Trustee.

Res. 01-20: Approve Mrs. Lynn Stewart as Chairman

The Organizational Meeting began with Mr. Angelou nominating Mrs. Lynn Stewart as Chairman of the Board of Trustees for 2020. Mr. Cavener seconded. Mr. Angelou and Mr. Cavener voted yea. Mrs. Stewart abstained. Motion carried.

Res. 02-20: Approve Mr. Angelou as Vice-Chairman

Mr. Cavener nominated Mr. Richard Angelou as Vice-Chairman of the Board of Trustees for 2020. Mrs. Stewart seconded. Mr. Cavener and Mrs. Stewart voted yea. Mr. Angelou abstained. Motion carried.

Res. 03-20: Pay Trustees' and Fiscal Officer's Salaries

Mr. Cavener 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 second pay of each month for that month's services. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 04-20: Reimburse Trustees and Fiscal Officer for Expenses

Mrs. Stewart 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 2020 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. 05-20: Adopt Current Regulations on Business Expenses

Mr. Angelou 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

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 2,

2020

modifications will be made to conform with ORC and IRS guidelines as they occur. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 06-20: 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 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 9:00 A.M. or as designated. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 07-20: Adopt Personnel Procedures Evidenced in Employee Handbook

Ms. Stewart moved to adopt the current personnel procedures as evidenced by the Employee Handbook that was effective September 6, 2016 and any revisions thereof. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 08-20: Approve Offering Insurance Package and 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. 09-20: Approve Continuing to Pick-up the Employees Retirement Contribution for OPERS and OPFPF for 2020, per current guidelines.

Mr. Angelou moved to continue picking up the employees' retirement contribution for OPERS and OPFPF for 2020, per current guidelines. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 10-20: 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. 11-20: 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. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White requested the approval of the 2020 temporary appropriations.

Res. 12-20: Approve the 2020 temporary appropriations as presented by the Township Administrator

Mrs. Stewart moved to approve the 2020 temporary appropriations as presented by the Township Administrator. Mr. Cavener seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 2,

2020

Res. 13-20: Approve the January 2020 Warrants

Mr. Cavener moved to approve the 2020 Warrants. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White provided a copy of *Grassroot Clippings* pointing out information about upcoming trainings sessions and OTA conference.

Administrator White provided a newspaper article about the JEDD between Jefferson Township and Whitehall.

Administrator White said Mr. Mike Anderson, Jefferson Township Development Director, and Mr. Dion Grener, Jefferson Township Administrator, will be providing a Memorandum of Understanding to use our meeting space or the Library Operations Center as part of their disaster recovery plan in the event of a crisis or disaster rendering their facilities (firehouse, administration office, and service department) unusable. She said this will be reciprocated.

Administrator White said the closings took place on the three properties purchased by Mr. Brian Carle.

Administrator White said she expects to hear about the bonds for the purchase of the Library Operations Center and the Station 132 building project in mid-January.

Administrator White said the closing for the Library Operations Center purchase is targeted to occur on or near March 1, 2020. Most employees have toured the facility and the remaining few will tour next week.

Mrs. Stewart said the next trustees staff meeting is on January 6th at 9:00 a.m.

There being no further business, Mr. Angelou moved to adjourn. Mr. Cavener seconded. All voted yea. Motion carried. The meeting adjourned.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Joseph F. Spanovich, Fiscal Officer