

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ 20 _____

The Union Township Trustees held their Reorganization Meeting on January 1, 2013 at the Union Township Civic Center. The meeting was opened at 9:00 AM with the Pledge of Allegiance. All Board Members were present.

I. Appointment of Chairperson & Vice-Chairperson

Mr. McGee made a motion to appoint Mr. Donnellon Chairperson of the Board during 2013. Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

Mr. Beamer made a motion to appoint Mr. McGee Vice-Chairperson of the Board during 2013, seconded by Mr. Donnellon.

Mr. Beamer – Yea; Mr. Donnellon – Yea; Mr. McGee – Yea.

II. Establish Meeting Date and Time

Mr. McGee moved that the regular meeting of the Board be held during calendar year 2013, on the second and fourth Thursday of each month at 7:00 p.m. Subject to the Board meeting in special session as required. Seconded by Mr. Donnellon.

Mr. McGee – Yea; Mr. Donnellon – Yea; Mr. Beamer – Yea.

III. Tax Advance Resolution (Resolution 2013 -01)

Mr. Donnellon moved that the Board adopt Resolution 2013-01, requesting an advance of taxes collected (see attached). Seconded by Mr. McGee.

Mr. Donnellon – Yea; Mr. McGee – Yea; Mr. Beamer – Yea.

IV. 2013 Temporary Appropriation (Resolution 2013-02)

Mr. Beamer moved that the Board adopt Resolution 2013-02 in order to provide for current expenses and other expenditures of said Board until a permanent appropriation measure is passed for the fiscal year 2013, or until April 1, 2013, whichever occurs first, appropriate the sums as submitted by the Fiscal Officer (attached) for the purposes designated by the Bureau of Inspection (See attached).

Seconded by Mr. McGee.

Mr. Beamer – Yea; Mr. McGee – Yea; Mr. Donnellon – Yea.

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V. Meeting Room Policy

Mr. McGee moved that all rules and regulations as to meeting rooms remain in force, as established in the *Union Township Facilities Reservation Policy (effective 11/13/2008 and any addendums thereto)*, adopted by the Board of Trustees at the November 13, 2008 Regular Meeting. Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

VI. Compensation of Rural Zoning Commission of Board of Zoning Appeals

Mr. McGee moved that compensation for the Zoning Commission and Board of Appeals members are compensated \$75.00 per meeting per resolution 2009-09, effective July 14, 2009. Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

VII. Law Director Compensation

Mr. Beamer moved that compensation for the Union Township Law Director be \$160.00 per hour. Compensation for partners \$150.00 and associates be \$130.00 per hour effective January 1, 2013. Seconded by Mr. McGee.

Mr. Beamer – Yea; Mr. McGee – Yea; Mr. Donnellon – Yea.

VIII. Payment of Bills

Mr. McGee moved that the Board to be consistent with accounting procedure require that bills submitted for payment, to be in the Fiscal Officer's mailbox at the Civic Center by 5:00 p.m. of the Thursday preceding the meeting.

Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

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IX. 2013 Zoning and Cemetery Fees

Mr. Donnellon moved that all zoning fees for fiscal year 2013 be identical to those which were in existence on the last day of December 2012, and that all cemetery fees be as established in the revised Mt. Moriah Fee Schedule that were in existence as of December 31, 2012.

Seconded by Mr. Beamer.

Mr. Donnellon – Yea; Mr. Beamer – Yea; Mr. McGee – Yea.

X. Transfers

Mr. Beamer moved to authorize the Fiscal Officer to make all necessary intra-fund transfers during the fiscal year 2013.

Seconded by Mr. McGee.

Mr. Beamer – Yea; Mr. McGee – Yea; Mr. Donnellon – Yea.

XI. Travel & Meal Expense Reimbursement

Mr. Donnellon moved to approve the attendance and reimbursement of all expenses related to seminars, conventions, conferences and training exercises for the Board of Trustees and the Fiscal Officer (Including but not limited to the Ohio Township Association Annual and Quarterly Meetings, Accreditation meetings, conferences, award ceremonies for the Police, Fire, Service, Zoning, Fiscal, UTTV or Administrative Divisions) and appointed Zoning Commission & Board of Appeals Members, which (seminars, conventions, conferences and training exercises) are related to the operation of the township, elected or appointed positions, consistent with the Union Township Policy Manual.

Seconded by Mr. McGee.

Mr. Donnellon – Yea; Mr. McGee – Yea; Mr. Beamer – Yea.

Mr. McGee moved that the maximum meal allowance for employees shall be an average of \$60.00 per day of qualifying event unless otherwise authorized by the Township Administrator. Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

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XII. Mileage Reimbursement

Mr. Beamer moved that the vehicle reimbursement be the maximum IRS allowance rate for the calendar year 2013, not to include township owned vehicles driven by township employees, seconded by Mr. McGee.

Mr. Beamer – Yea; Mr. McGee – Yea; Mr. Donnellon – Yea.

XIII. Township Inventory

Mr. McGee moved to establish an inventory procedure to include only township owned property with a fair market value greater than \$1,000.00 and not to include titled or registered property, seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

XIV. Competitive Bidding

Mr. Beamer moved that all bids be awarded to the lowest responsive and responsible bidder in accordance with ORC § 9.312. Seconded by Mr. McGee.

Mr. Beamer – Yea; Mr. McGee – Yea; Mr. Donnellon – Yea.

XV. Contract Approval

Mr. McGee moved to authorize the Township Administrator to execute contracts and represent the Board of Trustees as directed by the Board.

Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

XVI. Purchase Order & Contract Approval for amounts of \$ 5,000.00 or less

Mr. Donnellon moved to authorize the Township Administrator to expend funds and to authorize the Township Administrator to execute contracts and represent the Board of Trustees for services including but not limited to meals & incidentals, not to exceed \$5,000.00 per incident unless otherwise authorized by a Purchase Order.

Seconded by Mr. McGee.

Mr. Donnellon – Yea; Mr. McGee – Yea; Mr. Beamer – Yea.

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XVII. Facilities Maintenance & Cleaning Contracts

Mr. McGee moved to authorize the Township Administrator to secure pricing, negotiate a contract for professional services, and to further execute all necessary documents between Union Township and Anaco Cleaning Services relative to the daily cleaning services of the Union Township Civic Center, and/or any other Township owned facilities. Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

XVIII. Appointment to Zoning Commission and Board of Zoning Appeals

Mr. Beamer moved to appoint Carol Pelfrey to the Union Township Zoning Commission. Seconded by Mr. McGee.

Mr. Beamer – Yea; Mr. McGee – Yea; Mr. Donnellon – Yea.

Mr. McGee moved to appoint Ben Joehnk to the Union Township Board of Zoning Appeals. Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

Mr. McGee moved to appoint Barbara Apel as an alternate to the Union Township Zoning Commission. Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

XIX. Trustee Compensation

Mr. McGee moved to establish that the annual compensation of the township trustees shall be fixed at \$20,568.00 as provided in Section 505.24, inclusive, of the Ohio Revised Code, and said compensation shall be paid in equal payments.

Seconded by Mr. Beamer.

Mr. McGee – Yea; Mr. Beamer – Yea; Mr. Donnellon – Yea.

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XX. Fiscal Officer Compensation

Mr. Beamer moved to establish that the annual compensation of the township fiscal officer shall be fixed at \$28,176.00 as provided in Section 507.09 inclusive, of the Ohio Revised Code, and said compensation shall be paid in equal payments.

Seconded by Mr. McGee.

Mr. Beamer – Yea; Mr. McGee – Yea; Mr. Donnellon – Yea.

XXI. Meeting Adjournment


Mr. Donnellon moved to adjourn the 2013 Reorganizational Meeting.

Seconded by Mr. McGee.

Mr. Donnellon – Yea; Mr. McGee – Yea; Mr. Beamer _____ – Yea

Meeting adjourned at 9:12 AM

Respectfully submitted,


Ronald B. Campbell
Union Township Fiscal Officer

Approved

