

# RECORD OF PROCEEDINGS

Minutes of Austinburg Township Year End /Reorganizational

Meeting

Held December 29,

2011

The Year End meeting of Austinburg Township held December 29, 2011 at 6:00pm was called to order with the Pledge. Trustees Burke, Spade, Ted Seifert, Cindy Hejduk, Robert Lapuh, Dan Tilton, William Wilms, Les Lane, and Mike Petro were present. Trustee Kusar was unable to attend.

Res. 185-11 Janie moved to approve the minutes of the previous meeting as presented. Jerry seconded. The roll; Spade, aye. Burke, aye.

Res. 186-11 Jerry moved to pay the bills of the township. Janie seconded. The roll; Burke, aye. Spade, aye.

Receipts totaled \$9,189.04. Bills totaled \$14,615.94.

A letter was received from KLA Consulting, risk management consulting firm, recommending the township check driving records annually. This recommendation was the only one received as a result of the township's risk audit.

Res. 187-11 Jerry moved to approve the transfer of funds made by the fiscal officer. The transfer consisted of \$1,000.00 from General fund to Zoning fund. Janie seconded. Roll call vote; Burke, aye. Spade, aye.

Cindy Hejduk, town hall rental agent and custodian requested new coffee urns for the town hall kitchen and brackets to hang mops, brooms, etc.

Res. 188-11 Jerry moved Cindy get what is needed for installing brackets. Janie seconded. The roll; Spade, aye. Burke, aye.

Cindy stated the trustees need a new contract form for donations made to the township for use of the town hall.

The Fire Dept. Indemnity Board met with the following members present: Bill Wilms, Les Lane, Dan Tilton, Robert Lapuh. Secretary Ted Seifert moved the officers of the Indemnity Board remain the same. Motion was seconded and carried unanimously. Paperwork will be forwarded to the state. Ted moved to adjourn the meeting of the Indemnity Board. Jerry seconded. All were in favor.

Bill Wilms gave a report of the Fire Dept. Main issues were certified plans for a new fire hall so grant applications can be made, and the establishment of a paid fire inspector for the township. Bill recommended a flat salary of \$3,000.00. Fees can be charged to offset the salary. Bill stated there is old equipment that can be auctioned if the township has an auction. Bill reported fire calls in the township are up, but actual fire calls are down. Most calls are traffic and nuisance calls, like alarm drops.

John Beninato gave a zoning report. He stated he is having trouble with the phone in the zoning office. He will look into this. Janie requested John, in his spare time, get her permit applications that may be placed on the web site. John added he thinks a fire inspector is a good idea.

Mike Petro gave his year end road report. He presented a quote from Northeastern Communications for one new radio, charges and fees. This is a result of the new FCC required band width.

Res. 188-11 Jerry moved Pete purchase the necessary equipment from Northeastern Communications at the quote of \$843.00 as presented. Janie seconded. The roll; Spade, aye. Burke, aye.

Pete stated there is a lot of off road equipment that needs to be rolled over. He discussed the equipment the township could use as well as road work he feels needs to be done. Various culverts need to be replaced and there are some miscellaneous tools the roadmen need at the shop.

Res. 189-11 Jerry moved to approve temporary 2012 appropriations in the amount of \$1,364,514.00 as presented by the fiscal officer. Janie seconded. The roll; Burke, aye. Spade, aye.

Janie stated NAD will meet January 4, 2012 at 7:00pm.

Janie said she would like to discuss raises when John K. gets back.

Janie stated she thinks the year end meeting should be adjourned to open a reorganization meeting.

Res. 190-11 Jerry moved the year end meeting be closed and the reorganization meeting be convened. Janie seconded. The roll; Burke, aye. Spade, aye.

Res. 191-11 Jerry moved he is liaison to roads, cemeteries, and buildings. Janie is liaison

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to Fire Dept. and NAD. John is liaison to newsletter and zoning. Janie seconded. Burke, Spade, aye.

Res. 192-11 Janie moved expenses for educational conferences and seminars be reimbursed at actual lodging costs, meals up to \$50.00 per day receipts required, and mileage at current IRS rates. Jerry seconded. Burke, Spade, aye.

Res. 193-11 Janie moved to adopt the current work rules, the work week beginning 12:01 Monday to Midnight Sunday. Jerry seconded. Burke, Spade, aye.

Res. 194-11 Janie moved to maintain current zoning, cemetery, and town hall fees for 2012, to be reviewed as needed. Jerry seconded. Burke, Spade, aye.

Res. 195-11 Jerry moved to retain Bill Wilms, Fire Chief; John Beninato, Zoning Administrator; and Cindy Hejduk, town hall rental agent/custodian. Janie seconded. Burke, Spade, aye.

Res. 196-11 Jerry moved to recertify the zoning maps. Janie seconded. Burke, Spade, aye.

Res. 197-11 Janie moved the township elected officials be paid on a salary basis. Jerry seconded. Burke, Spade, aye.

Res. 198-11 Janie moved to continue with the Health reimbursement Account(HRA) as the offered health care coverage. Jerry seconded. Burke, Spade, aye.

Res. 199-11 Jerry moved trustee meetings are to be held on the first and third Mondays of each month at 7:30pm. Meetings falling on a legal holiday will be moved to the following Tuesday. Janie seconded. Burke, Spade, aye.

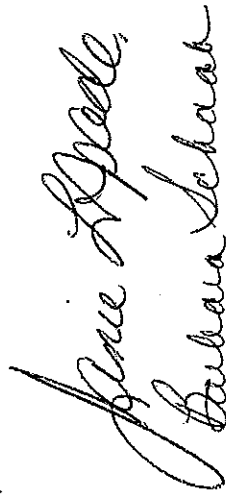
Records Commission, consisting of Trustee Chair and fiscal officer will meet when John K. returns. The fiscal officer indicated there are no records to be disposed of at this time.

Res. 200-11 Jerry moved to adjourn the meeting at 8:45. Janie seconded.

Meeting was reconvened to discuss the first meeting in January.

Res. 201-11 Jerry moved to cancel the meeting of January 3, 2012. Janie seconded. Burke, Spade, aye. Next meeting will be Tuesday, January 17, 2012 at 7:30pm.

Res. 202-11 Jerry moved to adjourn the meeting at 8:47. Janie seconded.



Janie Spade  
Barbara Schaab