

RECORD OF PROCEEDINGS

Minutes of Union Township Trustees Reorganizational Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 19148

Held January 2, 2011

The Union Township Trustees held their Reorganization Meeting on January 2, 2011, at the Union Township Civic Center. The meeting was opened at 8:00PM 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 2011. Seconded by Mr. BEAMER.

Mr. McGEE - Yea; Mr. BEAMER Yea; Mr. DONNELLON - Yea.

Mr. McGEE Made a motion to appoint Mr. BEAMER Vice-Chairperson of the Board during 2011, seconded by Mr. DONNELLON.

Mr. McGEE - Yea; Mr. DONNELLON Yea; Mr. BEAMER - Yea.

II. Establish Meeting Date and Time

Mr. DONNELLON moved that the regular meeting of the Board be held during calendar year 2011, 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. BEAMER.

Mr. DONNELLON - Yea; Mr. BEAMER Yea; Mr. McGEE - Yea.

Mr. DONNELLON moved that the Board adopt Resolution 2011-02 in order to provide for current expenses and other expenditures of said Board until a permanent appropriation measure is passed for the fiscal year 2011, or until April 1, 2011, 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. BEAMER .

Mr. DONNELLON - Yea; Mr. BEAMER Yea; Mr. McGEE
_____ - Yea.

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. BEAMER 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. McGEE .

Mr. BEAMER - Yea; Mr. McGEE Yea; Mr. DONNELLON
_____ - Yea.

VII. Law Director Compensation

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Mr. DONNELLON 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, 2011. Seconded by Mr. BEAMER.

Mr. DONNELLON - Yea; Mr. BEAMER Yea; Mr. McGEE - 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.

IX. 2011 Zoning and Cemetery Fees

Mr. McGEE moved that all zoning fees for fiscal year 2011 be identical to those which were in existence on the last day of December 2010, and that all cemetery fees be as established in the revised Mt. Moriah Fee Schedule that were in existence as of December 31, 2010.

Seconded by Mr. BEAMER.

Mr. McGEE - Yea; Mr. BEAMER Yea; Mr. DONNELLON - Yea.

X. Transfers

Mr. BEAMER moved to authorize the Fiscal Officer to make 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. DONNELLON. Mr. McGEE – Yea; Mr. DONNELLON Yea; Mr. BEAMER – Yea.

Mr. BEAMER 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. DONNELLON. Mr. BEAMER – Yea; Mr. DONNELLON Yea; Mr. McGEE – Yea.

XII. Mileage Reimbursement

Mr. McGEE moved that the vehicle reimbursement be the maximum IRS allowance rate for the calendar year 2011, not to include township owned vehicles driven by township employees, seconded by Mr. BEAMER. Mr. McGEE – Yea; Mr. BEAMER Yea; Mr. DONNELLON – Yea.

XIII. Township Inventory

Mr. BEAMER moved to establish an inventory procedure to include only township owned property with a fair market value greater than \$ 1000.00 and not to include titled or registered property, seconded by Mr. McGEE.

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Mr. BEAMER - Yea; Mr. McGEE Yea; Mr. DONNELLON
_____ - Yea.

XIV. Competitive Bidding

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

Mr. DONNELLON - Yea; Mr. BEAMER Yea; Mr. McGEE
_____ - Yea.

XV. Contract Approval above \$1500

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 \$1500 or less

Mr. McGEE 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 \$1500.00 per incident unless otherwise authorized by a Purchase Order,
Seconded by Mr. DONNELLON.

Mr. McGEE - Yea; Mr. DONNELLON Yea; Mr.
BEAMER - Yea.

Mr. McGEE moved to appoint Carl Wright to the Union Township Board of Zoning Appeals. Seconded by Mr. BEAMER.
Mr. McGEE – Yea; Mr. BEAMER Yea; Mr. DONNELLON
_____ – Yea.

XVIII. Trustee Compensation

Mr. DONNELLON 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. DONNELLON – Yea; Mr. BEAMER Yea; Mr. McGEE
_____ – Yea.

XIX. Fiscal Officer Compensation

Mr. McGEE 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. BEAMER.

Mr. McGEE – Yea; Mr. BEAMER Yea; Mr. DONNELLON
_____ – Yea.

XX. Reapproval of Agreement between Clermont County CIC, Inc. and Union Township

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Mr. DONNELLON moved to reapprove the funding participation agreement between the Union Township Board of Trustees and the Clermont County CIC, Inc., to be executed by the Board of Trustees. Seconded by Mr. McGEE.

Mr. DONNELLON - Yea; Mr. McGEE Yea; Mr. BEAMER - Yea

XI. Meeting Adjournment


Mr. DONNELLON moved adjourn the 2011 Reorganizational Meeting.

Seconded by Mr. BEAMER.

Mr. DONNELLON - Yea; Mr. BEAMER Yea; Mr. McGEE - Yea

Meeting adjourned at 8:14 PM

Respectfully submitted,



Ronald B. Campbell
Union Township Fiscal Officer

Approved

