

Allen Township Trustees

December 4, 2012

The Allen Township Trustees met in regular session at 7:00 p.m. in the Allen Township Center with all members present. The minutes of November 6, 2012 were read and approved as corrected.

The Fiscal Officer presented a list of bills (warrants 4433 - 4476) totaling \$62,647.15. Flanagan moved to pay these bills. The motion was seconded by Stacy. Roll call - all yes.

Ed Van Horn (Van Horn, Hoover and Associates) was in attendance to discuss the dedication of Meadow Ridge Drive. Apparently this road was never officially dedicated over to Allen Township. Flanagan moved to approved the plat. The motion was seconded by Stacy. Roll call - all yes. The Trustees signed the plat to complete the process.

Assistant Fire Chief Mike Poole was in attendance to advise the Trustees that he will be stepping down as Assistant Fire Chief effective 1/1/2013. The Trustees expressed the Townships gratitude for his many years of dedicated service to the Township and the residents of Allen Township.

Tony Humphrey presented the monthly road inspections. The documented observations were reviewed with action plans being developed where appropriate and noted on the inspection forms.

Flanagan reported on the proposed installation of a new drainage outlet starting at TR-218 and going South through the State Park. He spoke with Katie Reimund (ODNR) and she advised that the State will be drafting an agreement to establish who will be responsible for future maintenance on the proposed outlet tile after it has been installed. The State's work order for this project has yet to be provided to the township. This work order will establish a materials list for the Township to secure prior to the work being started.

Fire Chief Hickman presented the Fire Runs Report for 12/2011 -11/2012. The Allen Township Volunteer Fire Department made 194 responses for the period resulting in 2,151 fireman responses which equates to \$23,661.00 in "Fire-Run" payments. The average response time was 3minutes and 57seconds. There were 141 medical assists, 5 alarms, 7 field fires, 3 fuel spills, 8 structure fires and 13 runs to Cass Twp.

The Fiscal Officer presented a Contract to Furnish Emergency Management Service between Hancock County and Allen Township for the period 1/1/2013 through 12/31/2014 at an annual amount of \$992.25. Flanagan moved to enter into the contract with Stacy seconding the motion. Roll call - all yes.

The Trustees executed the Fire Services Contract with Cass Township for 2013 in the amount of \$17,000.00.

The Trustees performed the annual review of the Cemetery Policy for potential adjustments. All rules, regulation and rates will remain unchanged for 2013.

Stacy moved that Allen Township reimburse the Trustees and Fiscal Officer if they choose to attend the OTA Winter Convention in 2013. Flanagan seconded the motion. Roll call – all yes

Stacy moved that Health & Life Insurance continue to be made available to all township trustees and the fiscal officer for the year 2013 in accordance with Resolution 9/4/2007. Flanagan seconded the motion. Roll call – all yes.

Schimmoeller passed out the Allen Township equipment inventories requesting that they be reviewed for accuracy and returned accordingly.

Flanagan moved that for 2013 the Trustees prepare a Payroll Certification Form to facilitate the ability to allocate their salaries between a road fund and the general fund in accordance with Auditor of State Bulletin 2011-007. Stacy seconded the motion. Roll call – all yes.

The Trustees set January 8, 2013 at 7:00 p. m. for the Allen Township Trustee's 2013 Organizational Meeting.

Meeting adjourned at 8:25 p.m.

Approved,

Mark J. Schimmoeller, Fiscal Officer
(Proper notice given by publishing & posting)

Ed Huffman, Chairman