

Allen Township Trustees

January 4, 2011

The Allen Township Trustees met in reorganizational session with all members present. The Fiscal Officer called the meeting to order and opened nominations for chairman. Huffman moved that Flanagan be chairman with Recker seconding. Roll call - all yes. Recker moved that Huffman be vice-chairman with Flanagan seconding. Roll call - all yes. Chairman Flanagan appointed himself as chairman of finance & roads; Huffman as chairman of safety & cemetery; and Recker as chairman of building & maintenance.

Recker moved that regular meetings be held monthly on the first Tuesday of February through December. All meetings will begin at 7:00 p.m. in the Allen Township Center. Huffman seconded the motion. Roll call - all yes.

The minutes of December 7, 2010 were read and approved as read.

The Fiscal Officer presented a list of warrants (3757 - 3781) totaling \$12,407.76 for outstanding bills. Recker moved to pay these bills with Huffman seconding. Roll call - all yes.

Schimmoller presented a Resolution to establish the three trustees as the 2011 audit committee. Huffman moved to adopt the resolution with Recker seconding. Roll call - all yes.

Hancock County Engineer Steve Wilson and Chris Long were in attendance to discuss the 2011 road maintenance program for Allen Township. The 2010 Township Highway System Mileage Certification was not available and will be sent at a later date.

Schimmoller advised that a letter from KLA Risk Consulting dated 11/30/10 was received as a follow up to the 11/17/10 "Loss Control" meeting he had with Cathy Gonzalez. Two recommendations were made in the letter. The first was regarding obtaining Certificates of Liability Insurance from all contractors/subcontractors. The second was documenting pre-trip vehicle inspections on road department trucks. A response to these recommendations will be sent by the Fiscal Officer.

Recker moved that the Trustees annual salary for 2011 be paid in equal monthly installments with the Trustees providing the Fiscal Officer with time sheets breaking out time spent on roads. Huffman seconded the motion. Roll call - all yes.

The Fiscal Officer advised he will take his full salary on a monthly basis.

Recker moved that the 2011 snowplow driver hourly rate be \$15.00. Huffman seconded the motion. Roll call - all yes.

Flanagan moved that Margaret Potteiger continue to be a part-time janitor for 2011 at a rate of \$11.00 per hour. Recker seconded the motion. Roll call – Flanagan- yes, Recker-yes, Huffman abstained.

Recker moved that the 2011 Firemen administrative salaries be as follows: Chief - \$7,300 (paid monthly); Assistant Chief - \$3,650 (paid annually); 4 – Captains at \$780 each (paid annually). In addition, the motion established the "fire-run" rate at \$10.00 per firemen per run. The motion was seconded by Huffman. Roll call - all yes.

Recker moved that Tony Humphrey continue to be a part-time maintenance worker for 2011 at a rate of \$630 per month and Dustin Humphrey also continue to be a part-time maintenance worker for 2011 at a rate of \$1,640 per month effective 1/1/2011. Huffman seconded the motion. Roll call – all yes.

The Trustees presented and discussed their respective monthly road inspections. The documented observations were reviewed with action plans being developed where appropriate and noted on the inspection forms.

Flanagan moved to adopt a Resolution Retaining Elizabeth M. Stanton and The Firm of Chester, Wilcox & Saxbe, LLP as Legal Counsel to Advise and Represent the Township in 2011 Annexation Matters. The motion was seconded by Huffman. Roll call - all yes. A retainer agreement was also executed establishing rates should legal council become necessary in 2011.

The Trustees requested the Fiscal Officer to prepare a letter of authorization for Home Depot to place a sign in the TR-14 right-of-way to assist in directing truck traffic at the Rapid Distribution Center.

The firemen's breakfast will be held on 2/26/2011 at 8:00 a.m. in the Allen Twp Center.

Meeting adjourned at 8:45 p.m.

The next regular meeting will be February 1, 2011 at 7:00 p.m.

Approved,

Mark J. Schimmoller, Fiscal Officer
(Proper notice given by publishing & posting with agenda.)

Kevin Flanagan, Chairman