

RECORD OF PROCEEDINGS

Minutes of Board of Trustees

Special

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held in the Town Hall Meeting Room

May 24, 20 10

The Chester Township Board of Trustees met in special session **Monday, May 24, 2010** in the Town Hall Meeting Room at 5:00 P.M. Chairman Michael Joyce presided.

Roll Call: All Trustees and the Fiscal Officer were present.

Audience: Alice M. Bennett, Carole Cialella

Pledge of Allegiance to the Flag – waived

The elected officials began a review of the current policy manual. Mrs. Austin presented documentation, explaining that one binder was just Bainbridge's old policy manual. She also presented the OTA Personnel Management Sourcebook that could be used later in the process.

Mr. Lawrence asked whose responsibility it was to maintain the integrity of the manual; was it the Board, the Fiscal Officer or anyone else? Mrs. Austin said from what she read in the books, it is a joint effort. There is no one specific person it refers to as being responsible.

Mrs. Caputo thought that once the Board passed something that further action should probably come from the Fiscal Officer or her Assistant as far as distributing changes. Each employee has a copy of the manual, so any time there is an update or change, employees should sign stating that they've received the update.

Mr. Lawrence said once the final change is done it is supposed to go into the book. He said this has not been happening lately. Mrs. Austin said that was incorrect. When she started here the former Administrative Assistant was keeping the book. Sometime between 2004 and 2006, it went back and forth between the former Assistant to the Fiscal Officer and the Administrative Assistant, then to the current Assistant to the Fiscal Officer.

Mr. Lawrence said it looks like the Board does something with it, then it comes to the Fiscal Officer, and she works with it. Mrs. Austin said it goes to the Administrative Assistant. The Assistant to the Fiscal Officer had done most of them but it was never set exactly how it was going to be. Gortz & Assoc., Inc. entered the picture because the Trustees wanted to redo the manual. They had never taken the manual in whatever form it was. Gortz took information they had and went through it.

Mr. Lawrence said it looks like it's never been identified how this whole thing is handled. Mrs. Caputo said all Gortz did was look at the original manual, at none of the changes done by the Board, and look to see how state or federal laws had changed and if the manual was in compliance. Mr. Lawrence said they did not incorporate any changes that took place prior to 2005. Mrs. Caputo said she thought there were items from the former Assistant to the Fiscal Officer's area in boxes from 2004 that were never gotten to.

Mr. Lawrence asked are we going to assign someone to take this manual and all its changes, and incorporate them. Mrs. Austin said that is the purpose of the meeting.

The Fiscal Officer and Board discussed and compared each section of the manual and items that had been added to them.

Financial items

2010-483. Mr. Joyce moved to approve and sign voucher warrants # 64374 through # 64376, dated 5/24/10. Mrs. Caputo seconded. Vote unanimous; motion passed.

Fiscal Officer's Note: the last warrant used was # 64373 on 5/21/10. The first warrant number used on 5/24/10 is # 64374.

2010-484. Mr. Joyce moved to approve and sign EMS voucher warrants # 1318 through # 1323 dated 5/24/10. Mrs. Caputo seconded. Vote unanimous; motion passed.

Fiscal Officer's Note: the last EMS voucher warrant used on 4/30/10 was # 1317 and the first voucher warrant used on 5/24/10 is # 1318.

RECORD OF PROCEEDINGS

Minutes of

Board of Trustees

Special

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

Held in the Town Hall Meeting Room

May ~~24~~²⁰, 10

MINUTES:

A digital recording of this meeting is kept at the Township Hall and is available upon request.

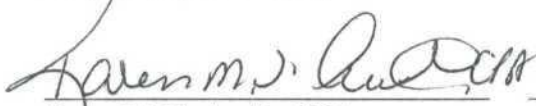
COMMUNICATIONS:

The Board of Trustees does not read or list all communications received since their last meeting during their meetings, except those noted elsewhere in these minutes.

ADJOURNMENT:

There being no further business before the Board, Mr. Joyce adjourned the meeting at 6:49 P.M.

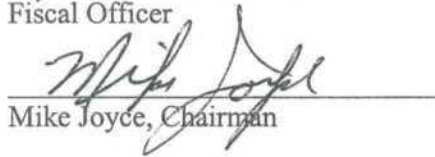
Respectfully submitted,



Karen M. N. Austin, CPA
Fiscal Officer

June 16, 2010

Approval Date



Mike Joyce, Chairman



Judith Caputo, Vice Chairwoman

Clay Lawrence, Trustee

/mlf