



Trustee Meeting Agenda

1454 Rome Corners Road, Galena, OH 43021

January 10, 2022 7:00 p.m.

Call to order at 7:00 p.m.

Roll call

Pledge of Allegiance

Approval of meeting minutes: December 13, 2021
December 29, 2021

The next Trustee meeting: January 24, 2022 at 1454 Rome Corners Road at 7:00 p.m.

New Business

- Motion to approve an Employee Incentive Program for 2022
Motion _____ Second _____ *Discussion*
Vote _____
- Motion to approve creating an additional Maintenance Worker position in the Road Department.
Motion _____ Second _____ *Discussion*
Vote _____
- Motion to assign Dan Hale as Maintenance Worker in the Road Department
Motion _____ Second _____ *Discussion*
Vote _____



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- Motion to authorize the Township Administrator to advertise and interview for a Full Time Road Department Supervisor

Motion _____ Second _____ *Discussion*
Vote _____

- Motion to create a part-time Board Clerk position and authorize the Township Administrator to advertise and interview for the same.

Motion _____ Second _____ *Discussion*
Vote _____

- Motion to suspend township hall rentals until further notice, with exception of those that are already scheduled.

Motion _____ Second _____ *Discussion*
Vote _____



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- Motion to approve a purchase order requisition process and setting limits as follows;

Purchase orders \$1,000 -\$2,500 requires Administrator and Fiscal Officer signature before purchase

Purchase orders \$2,500-\$5,000 requires Administrator, Fiscal Officer and minimum of two Trustee signatures before purchase.

See exhibit for Purchase Order Requisition form

Motion _____ Second _____ *Discussion*
Vote _____

- Motion to enter into executive session under O.R.C. 121.22 (g)(2) *to consider the appointment of a public official.*

Motion _____ Second _____ *Discussion*
Vote _____

Public participation

Pay bills

Adjourn meeting