

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustees Special

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

May 11, 2005

Held

20

The Etna Township Board of Trustees met on May 11, 2005 in the Etna Township Hall to hold a special meeting. The meeting was called to order at 7:00 p.m. by President Burkholder and the pledge of allegiance was recited.

Roll call showed Mrs. Siddens, Mr. George, President Burkholder and the clerk present.

ADOPTION OF THE AGENDA

Mr. George moved to adopt the agenda. Burkholder seconded.

Roll Call: Siddens, yes; George, yes; Burkholder, yes

ETNA TOWNSHIP EMPLOYEE COMPENSATION

Mrs. Siddens proposed the following motion.

Be it resolved, The Etna Township Employees have received an annual performance evaluation for 2005. Trustee Burkholder reviewed: Laura Brown, Township Secretary; Dallas Maynard, Township Zoning Inspector and Steve Ferris, Township Zoning Inspector. Trustee George reviewed: Mike Waller, Road Department Supervisor and Mark Smith, Road Department Laborer. Ms. Brown and Mr. Ferris are employed part time. Mr. Maynard, Mr. Waller and Mr. Smith are full time. All employees are non-exempt. Each employee shall receive a 3% Cost Of Living Raise which will be effective May 15, 2005.

In addition, a performance incentive based upon the performance evaluation conducted by the employees immediate supervisors shall be given as follows: There are 190 points possible. Below expectation is ranked as 0-75 points. Any employee who receives 75 points or less will be placed immediately on probation for a minimum of six months and disciplinary action shall be taken. Meets expectations is ranked as 76-133 points. Performance Evaluations which meets expectations will be compensated at 0.50 (cents) per hour. Exceeds expectations is ranked as 134-190 points. Performance Evaluations which exceeds expectations will be compensated at 0.75 (cents) per hour. The performance incentive will be effective at the beginning of the next pay period after the employee has acknowledged receipt of this evaluation and signed the Performance Evaluation Report which will be placed in the employees permanent file.

Furthermore, Laura Brown shall be promoted to a full time, non-exempt employee; her duties will remain the same in addition to any duties deemed necessary by the Board of Trustees. Ms. Brown will be compensated for this promotion at 0.50 (cents) per hour. Mark Smith shall be promoted to include additional job duties as a mechanic for Etna Township. Mr. Smith is currently full time, this is a non-exempt position. Mr. Smith shall be compensated for this promotion at 2.00 (dollars) per hour. These promotions include a six month probationary period for evaluation purposes. The probationary period shall remain in effect for a minimum of six months and may be resolved by the board after a performance evaluation by the immediate supervisor is satisfactorily completed and recorded.

Mr. George questioned why Mrs. Siddens did not present her written motion before the start of tonight's meeting. Mrs. Siddens replied that she just received Mr. Ferris's evaluation today.

President Burkholder said he did agree with some aspects of the motion but the motion also addressed employee policies such as probationary periods.

Resolution 05-05-11-01: President Burkholder moved to increase Laura Brown's compensation from \$10.50/hour to \$12/hour. George seconded.

Roll Call: Siddens, yes; George, yes; Burkholder, yes

Resolution 05-05-11-02: President Burkholder moved to give Dallas Maynard a 3% cost of living raise (\$0.39). Siddens seconded.

Discussion: Mr. George said he was opposed to the raise because Mr. Maynard received a 10% raise last year.

RECORD OF PROCEEDINGS

Minutes of

Etna Township Trustees Special

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

May 11, 2005

Held _____

20

Roll Call: Siddens, yes; George, yes; Burkholder, yes

Resolution 05-05-11-03: President Burkholder moved to give Steve Ferris a 3% cost of living raise (\$0.39). Siddens seconded.

Roll Call: Siddens, yes; George, yes; Burkholder, yes

Resolution 05-05-11-04: President Burkholder moved to give Phillip M. Waller a 3% cost of living raise (\$0.68). Siddens seconded

Roll Call: Siddens, yes; George, yes; Burkholder, yes

Mr. George said he recommends a \$0.75 increase in hourly rate for Mark Smith.

Mrs. Siddens moved to give Mark Smith a 3% cost of living raise (\$0.40) and an additional \$2/hour for additional duties. There was no second to the motion

Resolution 05-05-11-05: President Burkholder moved to increase Mark Smith's hourly pay rate from \$13.39 to \$14.25. George seconded.

Roll Call: Siddens, yes; George, yes; Burkholder, yes.

MOTION TO MAKE LAURA BROWN FULL-TIME TOWNSHIP SECRETARY

Resolution 05-05-11-06: President Burkholder moved to make Laura Brown the full-time township secretary with benefits, she will be under the employee manual for sick leave and vacation time and will have the option to seek health insurance coverage if needed. George seconded.

Roll Call: Siddens, yes; George, yes; Burkholder, yes.

President Burkholder said at present, Mrs. Brown does not need health insurance but that could change.

MOTION TO APPROVE EXPEDITED DELIVERY FOR CRACK SEALER

Mr. George said delivery of the crack sealer will be 120 days unless an additional charge of \$1900 is paid for expedited delivery for the first of June.

Resolution 05-05-11-07: Mr. George moved to approve \$1900. for expedited delivery of the crack sealer from BrewPro Inc. Burkholder seconded.

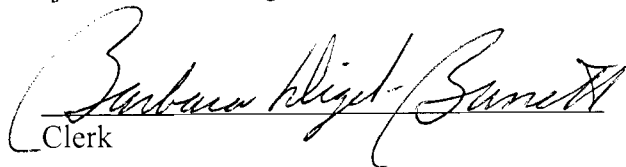
Roll Call: Siddens, no; George, yes; Burkholder, yes.

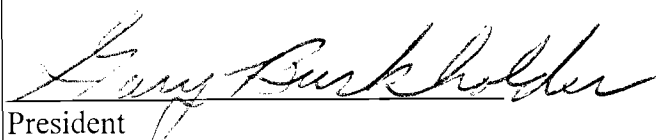
MOTION TO APPROVE ORDER FROM SHERMAN DIXIE

Resolution 05-05-11-08: Mr. George moved to approve \$1900. for the purchase of six catch basins @ \$155/ea and six grates @ \$100/ea plus \$200 in shipping with Sherman Dixie. Siddens seconded.

Roll Call: Siddens, yes; George, yes; Burkholder, yes.

At 7:30 p.m., Mr. George moved to adjourn the meeting. Burkholder seconded. The vote in favor was unanimous.


Clerk


President