

CENTER TOWNSHIP BOARD MEETING MINUTES

1/03/2023

Called to order at 12:02pm in the Conference Room at the Center Township Trustee's Office.

Present:

Zack Light

Alicia Albertson

Jami Pratt

Don Stock

Stepanie Cooper

Approve Minutes from November 1, 2022 Meeting:

- Jami Pratt presented the minutes from the November 1, 2022 meeting for approval since the December meeting was canceled. Don Stock made a motion to approve the minutes. Zack Light seconds. Motion unanimously approved, 2-0.

2023 Fire Protection Contract:

- Jami Pratt presented the Board with the 2023 Fire Contract with the City of Frankfort. It is the same as previous years and will be in effect from January 1, 2023 to December 31, 2023. Zack Light made a motion to approve the 2023 Fire Protection contract with the City of Frankfort pending legal review by Alicia Albertson. Don Stock seconds. Motion approved unanimously, 2-0.

Office Cleaning

- Jami Pratt stated that she was trying to find someone to clean the office since it is so much larger than the other office. She has received one quote from a contractor and another one did not turn a quote in. She asked the Board for permission to allow Seth Allen permission to be paid \$50 a week to clean it until she is able to find someone who does this professionally. Zack Light made a motion to approve Seth Allen cleaning the office until someone is found. Don Stock seconds. Motion unanimously approved, 3-0.

2023 Salary Ordinance

- Jami Pratt presented the Board with the Salary Ordinance for 2023. She did not request any changes for this year. Jami stated her First Deputy was still on maternity leave and she had not heard as to whether she would be coming back or not. Alicia Albertson stated that Jami should separate the First Deputy pay from the Investigator pay in case she decides to fill the roles with different personnel. The salaries would be as follows:
 - Jami Pratt (Trustee) \$62,000/year

- Dena Barkley (Front Desk Resource) \$32,000/year
- Alexis Marcum (First Deputy/Investigator) \$40,000/year
- Seth Allen (Administrative Assistant/Maintenance Personnel) \$35,000/year
- Board Members \$357.14 per meeting attended.
 - Zack Light made a motion to table until the February meeting and the changes were made with the First Deputy position. Stephanie Cooper seconds. Motion unanimously approved, 3-0.

2023 Employee Handbook Updates

- Jami Pratt asked the Board to consider changes to the employee handbook that removes the FMLA policy since Center Township does not meet the necessary requirements for FMLA. Zack Light made a motion to approve this removal to the Employee Handbook. Stephanie Cooper seconds. Motion unanimously approved, 3-0.

2023 Standards & Guidelines Adoption/Updates

- Jami Pratt stated nothing needed changed to the Standards and Guidelines and asked the Board to approve them as is. Zack Light made a motion to approve the guidelines as is. Don Stock seconds. Motion unanimously approved, 3-0.

2023 Board Meeting Dates

- Jami Pratt presented the 2023 Board Meeting dates. They will be at noon on the first business day of the month with the exception of February when they will be on the 7th. Zack Light made a motion to approve the meeting dates. Don Stock seconds. Motion unanimously approved, 3-0.

2023 Officers

- The officers are as follows:
 - Stephanie Cooper nominated Zack Light as President of the Board
 - Don Stock nominated Stephanie Cooper as Secretary of the Board
 - Stephanie Cooper nominated Don Stock as President of Fiscal Body
 - Don Stock nominated Stephanie Cooper as Secretary of Fiscal Body
- Zack Light made a motion to approve these nominations. Stephanie Cooper seconds. Motion unanimously approved, 3-0.

Next board meeting is set for 12:00 pm on Tuesday, February 7, 2023 in the conference room at the Center Township Trustee's Office. Meeting was adjourned at 12:23pm. Minutes typed by Jami Pratt.