

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

SPECIAL Meeting Minutes

01/24/2013

I. Call to order

CHAIRMAN Ken Kister called to order the special meeting of the **SHEFFIELD TWP. TRUSTEES** at 7PM on **01/24/2013** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance.

The following persons were present: ALAN KOHTA, DALE SACKETT, KEN KISTER, AND DAWN DIETZ.

The minutes were approved by the trustees with the following corrections added; a 2nd motion for resolution # 1 by Dale Sackett and a 2nd motion for resolution # 2 by Ken Kister.

Warrants 3661-3675 in the amount of \$7323.98 were paid.

Receipts in the amount of \$4666.36 were deposited.

EFT payroll amounts for \$1512.24 were paid.

II. OPEN BUSINESS

1. Waterline tap in.

III. OPEN DISCUSSION

- a) Ken (chairman) stated in this special meeting we are going over budget, guidelines and paying bills. There was discussion on advertising the budget in the paper. Ken gave sample newspaper ad printouts to Dawn.
- b) **Alan (trustee) made a motion to approve the temporary appropriations, Dale 2nd all in favor, RESOLUTION # 6.**
- c) Dale (trustee) asked for the fiscal officer to do a letter for the fire dept for a free plot in the cemetery for over 20 years of service. Dale mentioned having a discussion in the future with Maurer's Mowing regarding service at the cemetery.

Ken made a motion to approve guidelines with corrections, Alan 2nd all in favor. RESOLUTION # 7.

- d) Dawn (fiscal officer). Gave appropriation print out to trustees. Gave guidelines to trustees. Gave Purchase Orders to trustees. Gave trustees checks to sign.

IV. ADJOURNMENT

Ken made motion to adjourn the meeting, Alan 2nd all in favor, 08:25 pm

Minutes submitted by Dawn Dietz (fiscal officer), I hereby certify there are sufficient funds in the depository to pay the above warrants.

X

Minutes approved by: Ken Kister