

Mad River Township Board of Trustees
Special Session – June 13, 2019

The Mad River Township Board of Trustees met in special work session on June 13, 2019.

Present: Trustees Kathy Estep, Joe Catanzaro, and Bob McClure and Fiscal Officer David Rudy.

Trustee McClure called the meeting to order at 8:05 am.

Trustee Estep discussed the purpose of the records management policy, records commission and records retention schedules, which have been a concern of the public. The committee will be the President of the Board and the fiscal officer.

Trustee Estep moved to approve the appointment of the records commission, seconded by Trustee Catanzaro. Motion carried 3-0. (Resolution 2019-014)

Trustee Estep moved to transfer \$47,795.83 from Fund 4901 (Fire and EMS Equipment and Building Fund) to Fund 3102 (Hustead Fire Truck Bond Retirement Fund) in order to make the annual bond payment, seconded by Trustee Catanzaro. Motion carried 3-0. (Resolution 2019-015)

At 8:21 am, Trustee Estep moved to enter into executive session for the purpose of discussing employment of a public employee, seconded by Trustee Catanzaro. Motion carried 3-0.

At 9:33 am, Trustee Catanzaro moved to come out of executive session, seconded by Trustee Estep. Motion carried 3-0.

Mr. Chris Price asked about the number of payments left of the Hustead Fire Truck.

Mr. Ned Clark asked about the safeguarding of the public records and what records have been destroyed. Trustee Estep noted that no one is supposed to have destroyed records since no policy was in place. The formation of the records commission and the creation of the records retention schedules are the first steps to developing a records management program for the Township. Mr. Clark asked about the company that was hired a few years back to help with the process. The Trustees noted the process was started, but seemed to just end and the company never provided an invoice.

At 9:42 am, Trustee Estep motioned to adjourn, seconded by Trustee Catanzaro. Motion carried 3-0.

Mad River Township Records Commission
Special Session – June 13, 2019

The Mad River Township Records Commission met in a special work session on Thursday, June 13, 2019.

Trustee McClure called the meeting to order at 9:44 am. Fiscal Officer David Rudy was present.

Trustee McClure moved to accept the proposed Township Records Management Policy, seconded by Fiscal Officer Rudy. Motion carried 2-0. (Resolution 2019-016)

Trustee McClure moved to accept the records retention schedule as created and to send them to the Ohio History Connection for review, seconded by Fiscal Officer Rudy. Motion carried 2-0. (Resolution 2019-017)

At 9:46, Trustee McClure moved to adjourn, seconded by Fiscal Officer Rudy. Motion carried 2-0.