**WALES TOWNSHIP BOARD OF TRUSTEES**

 **SPECIAL MEETING FEBRUARY 17, 2023**

**Opening:**

Meeting called to order at 6pm.

Pledge of Allegiance.

Roll call: Messina, Kimmen, Masters, Downey, Bobcean. All present.

Masters requested that her vote be the last vote taken at each motion.

Agenda approval: Motions by Messina, second by Kimmen to approve agenda. Roll call: all ayes.

**Special Business:**

**A. Resolution 2022-17**. Kimmen explained we need to include 2 more tables to reflect the poverty guidelines for the 50% and 25% taxable value exemptions. There is a table that reflects the 100% guideline. Motion by Messina, second by Masters to include the 50% and 25% exemption tables. Roll call: Kimmen, aye; Messina, aye; Downey, aye; Bobcean, aye; Masters, aye. All ayes, motion approved.

**B. Policy #3, Policy #6, and office staffing.** Board went into workshop at 6:07 pm to discuss changes to Policy #3, Policy #6 and office staffing. There was much discussion on deputy pay and work hours, hiring an administration assistant with the pay and work hours, aide hours and pay, vacation and sick days, interview team and job re-assignments. Workshop ended at 7:25 pm.

Motion by Kimmen, second by Bobcean to approve the amendments in Policy #3 and Policy #6. The amended policies are attached. Roll call: Kimmen, aye; Bobcean, aye; Messina, aye; Downey, aye; Masters, aye. All ayes motion approved.

Motion by Masters, second by Kimmen to approve the Deputy hours at 16 hours per week and the wage for new hire to start at $ 15.00 an hour. Roll call: Kimmen, aye; Messina, aye; Downey, aye; Bobcean, aye; Masters, aye. All ayes, motion approved.

Motion by Messina, second by Downey to approve the posting, hiring, wage and hours of an Administrative Assistant. Roll call: Messina, aye; Downey, aye; Kimmen, aye; Bobcean, aye; Masters, aye. All ayes, motion approved.

**C. New scanner/copy machine.** Two quotes were presented for a color machine. Brady Business quoted $6824.43 for one that included fax. Elite Imaging quoted $ 5000.00 for a machine with fax. Masters said if we didn’t want the fax, the price would be $ 4100.00. After much discussion, motion by Messina, second by Kimmen to purchase the machine from Elite Imaging, with no fax, as long as it includes duplex and double sided copy, print and scan. Roll call: Messina, aye; Kimmen, aye; Downey, aye; Bobcean, nay; Masters, aye. 4 ayes, 1 nay, motion approved. Bobcean stated she voted no because and incomplete quote was presented.

Motion by Downey, second by Masters to purchase the maintenance contract for 3 months. Roll call: Downey, aye; Messina, aye; Kimmen, aye; Bobcean, aye; Masters, aye. All ayes, motion approved.

**D. Hall Renovation Committee meetings.** Motion by Kimmen, second by Messina to approve 5 additional meetings to the Hall Renovation committee. Roll call: Kimmen, aye; Messina, aye; Bobcean, aye; Downey, aye; Masters, aye. All ayes, motion approved.

**Adjourn:** Motion by Kimmen, second by Downey to adjourn. Roll call: all ayes. Motion approved.

Meeting adjourned at 8:12 pm.

Cynthia Bobcean, Clerk