

RECORDS RETENTION

The December 30, 2024 records retention meeting was called to order by Chairman, Bruce Lane.

All trustees and fiscal officer were present.

The fiscal officer stated that everyone needs to take the required records retention classes within their term. Jean Morrison is the only one that has completed hers for her term.

The township's record retention policy should be followed. Last year we had a resident complain because it was not being followed and items not being destroyed as the retention policy said. Fiscal Officer still recommends not destroying anything unless someone wants to contact the Historical Society and get records transferred.

Bruce Lane made a motion to adjourn the records retention meeting.

2nd by Jean Morrison. Roll call: Bruce Lane -yes, Jean Morrison -yes, Randal Almendinger -yes. Meeting adjourned 5:36 P.M.

The December 30, 2024 End of year meeting for St. Albans Township was called to order by Chairman, Bruce Lane.

All trustees and fiscal officer were present.

The fiscal officer read fund balances to date.

Todd Poole gave a list of items that need completed under new business to be compliant with FEMA for the SAFER grant.

Dave Sapp said the generator at the township building will be installed tomorrow morning.

The minutes from the December 10th meeting were approved.

#77-24 Bruce Lane made a resolution to adopt policy 100, procurement policy for St. Albans Township (entire resolution is on file with the fiscal officer).

2nd by Randal Almendinger. Roll call: Randal Almendinger -yes, Jean Morrison -yes, Bruce Lane -yes. Resolution passed.

#78-2024 Bruce Lane made a resolution to adopt policy 101, disbursement of grant funds policy for St. Albans Township (entire resolution is on file with the fiscal officer).

2nd by Jean Morrison. Roll call: Bruce Lane -yes, Jean Morrison -yes, Randal Almendinger -yes. Resolution passed.

#79-2024 Bruce Lane made a resolution authorizing the termination of all services with BrightSpeed and entering into a service agreement with Verizon for internet services at the road department building.

2nd by Jean Morrison. Roll call: Jean Morrison -yes, Randal Almendinger -yes, Bruce Lane -yes. Resolution passed.

Bruce Lane made a motion to schedule a re-hearing of zoning application Z-24-22 for February 11, 2025 at 6:00 P.M. at the St. Albans Township Fire Station Community Room.

2nd by Jean Morrison. Roll call: Bruce Lane -yes, Randal Almendinger -yes, Jean Morrison -yes. Motion carried.

#80-2024 Randal Almendinger made a resolution to re-appoint David Lees for a 4 year term to the Zoning Board.

2nd by Jean Morrison. Roll call: Randal Almendinger -yes, Jean Morrison -yes, Bruce Lane -yes. Resolution passed.

#81-2024 Randal Almendinger made a resolution to re-appoint Tom Cunningham to the BZA.

2nd by Bruce Lane. Roll call: Jean Morrison -yes, Bruce Lane -yes, Randal Almendinger -yes. Resolution passed.

(Amendment) #80-2024 Randal Almendinger made a resolution to amend his previous resolution re: David Lees to make it 5 years, rather than 4 years.

2nd by Jean Morrison. Roll call: Jean Morrison -yes, Randal Almendinger -yes, Bruce Lane -yes. Resolution passed.

Bruce Lane read a letter from Gateway Community Improvement Corp. expressing interest in purchasing Fireman's Park, stating they heard Trustee Lane at the December 10th meeting expressed desire to dispose of it. They offered \$33,000.00 for the property with the recycling bins to stay, they maintain the grass and the covered bridge. They will build a shelter house and add a charcoal grill and picnic tables for public use, and the use of the small building for storage purposes would continue for as long as needed.

Trustees discussed talking about right of ways, dynamics and economic development. Todd Poole said he does not recommend selling anything right now. This item will be tabled.

Meeting was adjourned 6:35 P.M.