

RECORD OF PROCEEDINGS



BROWN TOWNSHIP FINANCIAL MEETING SESSION

Held: May 9, 2011

The Trustees and Fiscal Officer of Brown Township convened in financial session from 6:00 P.M. to 7:55 P.M. in the second floor meeting room at 2491 Walker Rd Hilliard, Ohio 43026. Pam Sayre, Chair Trustee called the meeting to order with the following members present:

Mr. Gary Dever	Present	Mr. Ron Williams	Present
Mrs. Pam Sayre	Present	Mrs. Barbara Bloxam	Present

Brian Carter, 5/3 Bank Institutional Investments, invited to present services and investment options, presented reports and example portfolios of current CD rates. He explained the services offered in investment assistance and the security of the invested funds through FDIC.

Current township funds are in an existing 5/3 account and would be transferred to an interest bearing account to facilitate automatic transfers and deposits resulting from investing in certificate of deposits. He suggested forming an investment committee that would meet with him quarterly to review the accounts.

Further discussions will follow.

After discussion, Fiscal Officer Bloxam will present a draft Investment Policy revision at the next meeting.

The April, 2011 bank reconciliation, pertaining documents and management reports were presented, reviewed and discussed.

May payroll reports were presented for review and discussion.

Fiscal Officer Bloxam distributed the current Record Retention Policy and updated the Trustees on filing and recording of all township documents through Dec, 2010. Records required to be kept by State of Ohio law is stored in the storage room. Current records are kept in the fiscal officers' office. Committee member Dolores Breckenridge assisted with the updated retention.

Fiscal Officer Bloxam distributed prior year revenue reports and asked the Trustees to review and discuss submission of the draft 2012 Revenue Budget within in the next month.

Fiscal Officer Bloxam will present a draft Investment Policy revision at the next meeting.

With no further business, Chair Sayre asked for a motion to adjourn. Trustee Williams made a motion to adjourn the meeting. Trustee Dever seconded the motion.

Votes were: Mr. Gary Dever, Aye; Mr. Ron Williams, Aye; Mrs. Pam Sayre, Aye.

The meeting was adjourned at 7:55 P.M.

Pamela Sayre
Mrs. Pam Sayre, Chair

Barb Bloxam
Mrs. Barb Bloxam, Fiscal Officer

All formal actions of the Trustees/ Fiscal Officer of Brown Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.