

The Annual Records Retention Commission meeting held December 13, 2022, was called to order at approximately 6:30 PM by Chairman Villone. After the Pledge of Allegiance the roll call was taken, Chairman Villone, Trustee Tomaino, Trustee DBernardi, Fiscal Officer Balsinger, were present.

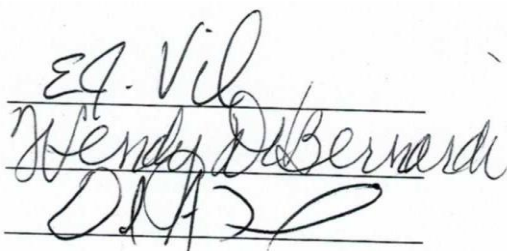
Chairman Villone stated that the purpose of the Special Meeting was to conduct the annual meeting of the records retention commission.

Fiscal Officer Balsinger opened the floor for nominations for Chairman of the Records Retention Committee, Trustee Villone was nominated by Trustee Tomanio as Chairman of the Records Retention Commission for one year, 12-13-22-S1, seconded by Trustee DiBernardi and passed with 2 ayes, Trustee Villone abstained.

Trustee Villone asked for an update of the status of the old records. Fiscal Balsinger said that the previous secretary had been going through mainly police records that are available to be pulled and shredded according to the township records retention schedule.

Fiscal Officer Balsinger will look at the fiscal records that have been through an audit and see what can be shredded according to the township records retention schedule. Ms. Balsinger requested to schedule Calvin Vaughn to help with the fiscal records. Approximately 20- 30 Hours may be what he will be needed to complete this job. Trustee Tomaino and Trustee Villone agreed to schedule Calvin when needed.

At approximately 6:49 PM, Chairman Villone moved to adjourn, 12-13-22-S2, seconded by Trustee Tomaino, and passed with 3 ayes.



Ed. Villone
Wendy DiBernardi
D. A. 2

Date: 01/23/2023