

RECORD OF PROCEEDINGS

1133

Minutes of

Reorganization

Meeting

JACKSON TOWNSHIP TRUSTEES

Held December 14, 2022

1:30 pm

Present: Trustee Frost, Trustee Hemphill, Trustee Jakubec, Fiscal Officer Patton, Road/Cemetery Scott Hupko, Zoning Inspector Bill D'Avignon, Police Chief Rozzi, Fire Chief Mortimer and 3 guests

RESOLUTION #22-141: Mr. Frost moved and Mr. Hemphill seconded the motion to request the fiscal officer to entertain a motion to appoint the 2023 Trustee Chair - Mr. John Jakubec. Roll Call Vote: - Mr. Hemphill - Yes; Mr. Jakubec - Abstained; Mr. Frost - Yes

RESOLUTION #22-142: Mr. Jakubec moved and Mr. Frost seconded the motion to request the fiscal officer to entertain a motion to appoint the 2023 Trustee Vice-Chair Mr. Alan Hemphill. Roll Call Vote: - Mr. Hemphill - Abstained; Mr. Jakubec - Yes; Mr. Frost - Yes.

RESOLUTION #22-143: Mr. Frost moved and Mr. Jakubec seconded the motion to enter into executive session per ORC 121.22 to prepare and review employee compensation. Roll Call Vote- Mr. Hemphill -Yes; Mr. Jakubec-Yes; Mr. Frost-Yes. Vote was unanimous.

RESOLUTION #22-144: Mr. Hemphill moved and Mr. Jakubec seconded the motion to reconvene the regular meeting following executive session. Roll Call Vote- Mr. Hemphill -Yes; Mr. Jakubec -Yes; Mr. Frost -Yes. Vote was unanimous.

RESOLUTION #22-145: Mr. Hemphill moved and Mr. Frost seconded the motion that the following orders of business were set forth by the Board of Trustees for the 2023 year. Roll Call Vote- Mr. Hemphill -Yes; Mr. Jakubec -Yes; Mr. Frost -Yes. Vote was unanimous.

Employees' compensation as listed below and will be effective with the pay starting 12/25/2022 for bi-weekly employees and January 1, 2023 for monthly paid employees.

Police Department:

- Police Chief Pete Rozzi - \$2353.17/Bi-weekly; \$61,182.40-Year
- Officer Desmond Gray - @\$21.15/hr. - \$22.40/hr.
- Officer Steven Jones - @\$21.68/hr. - \$22.93/hr.
- Officer David Shively - @\$21.68hr - \$22.93/hr.
- Officer Lisa Storey - @\$22.11/hr. - \$23.36/hr.
- Lieutenant Steven Schneider @\$24.79/hr. - \$26.04/hr.
- Officer Raymond Zebosky - @\$21.68/hr. - \$22.93/hr.
- Starting Officers pay is \$22.40/hr.

Tiered pay system for full-time officers.

Raise increments will be 2.5% per tier step. Raises will be based on a merit system. Based on your ability to perform your job duties, responsibilities, and your Officer Duty assignments. No patterned or excessive call offs or sick time abuse. Just to mention a few. Not solely based on your longevity.

A Police Department Supervisory board will evaluate and review the officer candidates prior to advancing to the next step.

1. Officer -1 New hire, probationary period (1 Year), currently starting at \$22.40 per hour. In addition to the current starting rate, the new re-organizational percentage raise approved, will be added.
2. Officer -2 Completed one-year probationary period. Plus re-organizational percentage raise will be added.
3. Officer -3 May be considered between 3-5 years of service. Plus re-organizational percentage raise will be added.
4. Officer -4 May be considered at 8-10 years of service. Plus re-organizational percentage raise will be added.
5. Officer -5 May be considered at 13-15 years of service. Plus re-organizational percentage raise will be added.
6. Officer -6 Senior Officer may be considered at 25 or more years of service. Plus re-organizational percentage raise will be added.

All part time officers hourly rate of pay @\$19.00/hr. plus Double Time Pay when they work Holiday Hours only.

Clothing allowance: full time officers \$1000.00/year; part-time/reserves \$500/year. Effective paid date will be October 1, and will be paid on whatever pay period that date falls in.

Range training will be in the fall.

Towing Policy - No change in fee.

Road/Cemetery/Recycling:

Full Time Employee - Scott Hupko - \$19.75/hr.

The Township also hires contracted labor through an employment agency such as The Callos Company for road, cemetery, recycling and administrative/secretarial duties and as the need arises.

Maxine Borchert - \$16.25/hr. - \$21.78/hr. paid to the Callos Co. Ray Grope \$16.25/hr.- \$21.78/hr. paid to The Callos Co.

Mr. Hupko and Ms. Borchert will continue with recycling duties.

The township will provide uniforms from Cintas and certain safety clothing and shoes.

Grave-\$600; Open & Close -\$650- After 2pm - plus \$250; Open & Close Saturdays-\$800- After 2pm - plus \$250;

Open & Close 3 Day Holiday Weekend-Sunday-\$850 - After 2pm add-\$250; Cremations/Infants-\$300; Saturday-\$400;

Deed Transfer - \$50; Foundations/per Sq. Inch \$1.25; Disinterment 1.5 Times Open & Close; Columbarium -

Zoning Department:

Zoning Inspector Bill D'Avignon @\$19.25/hr. (16-20/hrs. weekly)

Zoning Hours - 10:30am - 2:00pm Monday, Wednesday, Friday. Tuesday & Thursday as needed or scheduled appointment.

Zoning Board Positions will be considered a non-paid reimbursement for expenses position of \$30 a meeting reimbursed semi-annually. Alternates will be paid \$15.00/Mtg. with clerical responsibility.

Zoning Hearing charges - \$425.00. Zoning Appeals Board Hearing - \$475.00.

Zoning Commission Board - Re-appoint Mr. Jim Roberts five year term-2023-2027

Zoning Appeals Board - Re-appoint Mr. Gary Hemphill - five year term-2023-2027.

Fire Department:

Fire Chief Salary - \$800.00/Mo.

Fire Department calls/drills, etc. will be at \$17.00/ea.; Battalion Chiefs-\$22.00/ea.; Fire scene officers (2-lieutenants; 2-Captains) will be appointed to positions by Township Trustees utilizing Fire Chief and Battalion Chiefs (2) written recommendations and reviewing such things as attendance, performance and training. Those appointments will be permanent promotions or until such time as they resign, retire or removed for just causes. The rate will be \$21.00 per each payable event. BLS-Basic Life Support - EMT-B(Emergency Medical Technician Basic, EMR-Emergency Medical Responders)- Calls-\$18.00/ea.; ALS-Advanced Life Support(AEMT-Advanced Medical Tech.; EMT-P-Emergency Medical Technician-Paramedic)-\$20.00/ea.;

Pay Period will be in effect December 1, 2022 thru November 30, 2023 paid on a semi-annual basis - June & December

Name Fran Gotttron and Sterling Jamison to the Fire Indemnity Board for the township representatives. Fire Department representatives are Anthony Jones and Amber Anstine. The Fire Indemnity Board will name the fifth representative.

Administrative Department:

Compensate Trustees and Fiscal Officer for annual salary according to the state maximum set in accordance with ORC 505.24, an annual salary in equal monthly installments in accordance with the Township budget. The Trustees shall continue to be paid in accordance with ORC 505.24 an annual salary and benefits in equal monthly installments in accordance with the Township budget; paid 50% from road funds and 50% from general fund of the treasury. Each Trustee shall complete a certification prior to receiving his/her pay for each pay period.

- Receptionist Karen Novak-Contract Employee-Callos Employee @\$16.75/hr. - paid to The Callos Co. - \$22.45/hr. Hours are 10:00 am to 3:30pm Monday thru Friday.

RECORD OF PROCEEDINGS

Minutes of **JACKSON TOWNSHIP TRUSTEES**

Reorganization Meeting

Page 2

Held **December 14, 2022**

1:30 pm

All trustees, fiscal officer and eligible employees and said officials and employee dependents will be provided with all group insurance offered by the township pursuant to Ohio Rev. Code 505.60, Auditor's Bulletin 96-002 and in accordance with the Affordable Care Act (ACA). The Trustees have approved that 7.5% of our Medical/Health Insurance Premium with Medical Mutual will be paid for by eligible full time employees, trustees and Fiscal Officer starting December 29, 2019, through Welfare Benefit Plan (Cafeteria). At this time only our Medical Mutual Medical/Health Insurance will be effected. This does not include dental Insurance premium payments with Delta Dental. The township does not offer any vision care plan at this time. Medical Insurance is available through OTARMA (Medical Mutual) or comparable plan with another source, Group Life Insurance is offered through Medical Mutual or comparable plan with another source. Dental Insurance is offered by Delta Dental or comparable plan with another source. No Vision Plan Insurance is offered. At this time the trustees have approved that any full time employee, trustees or Fiscal Officer who wishes to opt out of the health care, including dental, shall receive a monthly check in the amount of twenty-five percent, (25%) of the members monthly premium. As approved by the adoption of the Welfare Benefit Plan.

- Continue the practice that any full time hourly/salary employee is entitled to vacation that is stated in township policy manual.
- Hourly PD/Road/Cemetery/Park vacation will be accrued from the beginning of the year based upon hours worked. Vacation can be used prior to accrual with the understanding that if they resign or retire or are removed by just cause, any used un-accrued vacation will be reimbursed to the Township from their final pay.
- A carryover of 40 hours vacation will be permitted with department head approval and reported to trustees at the next Trustee Meeting.

Trustees/Fiscal Officer authorizes membership in OTA/Mahoning County Township Association, attendance of Annual State Association Conference and Quarterly Dinner Meetings with Payment of expenses for Trustees and Fiscal Officer. Also authorization for attendance of the Local Government Conference from the Auditor of the State with payment of expenses.

Mileage - reimbursed at \$.62.5/per mile – Rates established by IRS Federal Guidelines and may be adjusted within their guidelines for 2023. Convention/Conference/Training expenses at \$40.00 per day.

The Township Records Commission for 2023 will consist of the Township Fiscal Officer, Judy Patton and Trustee Chairperson, Mr. John Jakubec and Vice-Chair, Mr. Alan Hemphill.

The Board of Trustees shall act as the internal auditing committee for the township.

The Board of Trustees shall conduct its meetings in full compliance with the Ohio Sunshine Law and accordingly establishes the following Rules for the scheduling and notice of all meetings:

Regular Meetings of the Board of Trustees shall be held on the second Tuesday of every month at 6:00pm. Notice of said meeting shall be posted on the township sign at the Government Building on Mahoning Avenue and in the Agenda Section of the Vindicator (Tribune).

Special Meetings - Notice of Special Meetings of the Board of Trustees shall be given by posting advanced written notice of the same on the township sign. Additionally, notice of Special Meetings shall be given to the Vindicator (Tribune) and any other media that requests the same, by at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as practicable.

The Farmers National Bank of Canfield is the township depository and may be used for investments.

The Board of Trustees authorizes the Fiscal Officer to use the State Treasury Asset Reserve of Ohio for investments.

The Board of Trustees grants the Fiscal Officer permission to invest interim monies as they become available throughout the 2023 year.

RECOGNITION PROGRAM: The trustees may continue a Recognition Program (ORC 505.05) all employees are eligible, 1-1-23. Recognition Program provides authority to purchase food, coffee and refreshments (no alcohol) and other amenities during the course of the year as the trustees deem appropriate. This authority may also be utilized to recognize and reward hard work and/or a special accomplishments by a township employee, the reward may be in the form of a cash bonus, gifts, additional paid leave or other additional benefits, so long as the costs of the program do not exceed the total amount of compensation fixed by the Board of Trustees for the department. The trustees will make the final determination of outstanding performance and the amount and type of benefit awarded. All benefits will be paid out of the General Fund with a maximum of all expenditures of \$3500.00 for the year.

Road Department head is allowed to spend up to \$500 using own discretion - \$1,000 with the permission of 1 trustee

Fire Department head is allowed to spend up to \$1000 using own discretion - \$2000 with the permission of 1 trustee

Police Department Chief is allowed to spend up the \$1000 using own discretion - \$2000 with the permission of 1 trustee

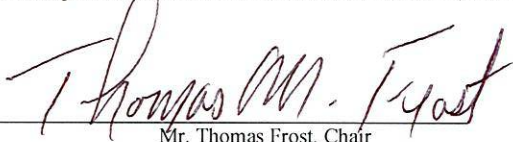
Zoning Department head is allowed to spend up to \$500 using own discretion.

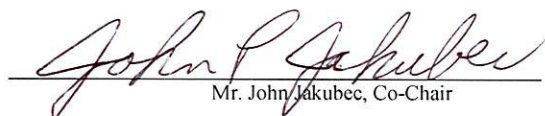
Blanket Certificates will expire as specified in current year not to exceed \$25,000/ea. certificate. Super Blanket Purchase Orders are good for the whole year not to exceed \$50,000/ea. Authorize the Fiscal Officer to adjust individual line appropriations within a fund with the discussion and knowledge of the Trustees in order to meet obligations incurred by the Board.

Departments must be represented at all meetings. No Smoking policy at any Township buildings or in Township Vehicles. All Personnel to be rehired as of January 1, 2023.

RESOLUTION#22-146: Mr. Frost moved and Mr. Mr. Jakubec seconded the motion for the adoption of the aforementioned points of business. Roll Call Vote- Mr. Hemphill -Yes; Mr. Jakubec-Yes; Mr. Frost -Yes. Vote was unanimous.

There being no further business to come before the Board, the meeting adjourned at 5:30pm


Mr. Thomas Frost, Chair


Mr. John Jakubec, Co-Chair


Mr. Alan Hemphill, Trustee


Judy A. Patton, Fiscal Officer