

RECORD OF PROCEEDINGS

0978

Minutes of

REORGANIZATION

Meeting

JACKSON TOWNSHIP TRUSTEES

Held January 2, 2014

4 :00pm

Present: Trustee Frost, Trustee Hemphill, Trustee Harkleroad, Fiscal Officer Patton, Fire Chief Graham, Police Chief Taillon, Road Superintendent Cadle, Zoning Inspector Locke and 3 guests.

RESOLUTION #14-001: Mr. Harkleroad moved and Mr. Hemphill seconded the motion to request the fiscal officer to entertain a motion to appoint the 2014 Trustee Chairman - Mr. Frost. Vote was unanimous.

RESOLUTION #14-002: Mr. Frost moved and Mr. Hemphill seconded the motion to request the fiscal officer to entertain a motion to appoint the 2014 Trustee Vice Chairman - Mr. Olin Harkleroad . Vote was unanimous.

RESOLUTION #14-003: Mr. Hemphill moved and Mr. Harkleroad seconded the motion approving 2014 Temporary Appropriations for a total amount of \$8282727.37. Vote was unanimous.

RESOLUTION #14-004: Mr. Harkleroad moved and Mr. Frost seconded the motion to enter into executive session per ORC 121.22 to prepare and review employee compensation. Roll Call Vote- Mr. Harkleroad-Yes, Mr. Hemphill-Yes; Mr. Frost-Yes. Vote was unanimous.

RESOLUTION #14-005: Mr. Harkleroad moved and Mr. Hemphill seconded the motion to reconvene the regular meeting following executive session. Roll Call Vote- Mr. Harkleroad-Yes, Mr. Hemphill-Yes; Mr. Frost-Yes. Vote was unanimous.

RESOLUTION #12-006: Mr. Frost moved and Mr. Hemphill seconded the motion that the following orders of business were set forth by the Board of Trustees for the 2014 year. Vote was unanimous.

Employees received a 2% increase.

Police Department:
Police Chief Greg Taillon - \$47,430.24/Year (\$1824.24/Bi-weekly)
Sergeant Rick Snyder @\$17.556/hr.
Corporal John Lyons @\$16.87/hr.
Corporal Steven Schneider @\$16.87/hr.
Detective Brian Newhard @\$16.87/hr.
All part time officers hourly rate of pay @\$12.68/hr.
Clothing allowance: full time officers \$700/year; part-time/reserves \$375/year. Effective dates will be ½ on April 1 and ½ on October 1.
There will be no range training.

Road/Cemetery/Recycling:
Superintendent Randall Cadle @\$15.94/hr.
Mr. Cadle will continue with recycling duties.
Callos Employees @\$11.00/hr. – paid to The Callos Co. @\$16.50 /hr.
Cemetery fees/Grave fees and foundations revised as follows:
Grave-\$450; Open & Close -\$500- After 2pm – plus \$150; Open & Close Saturdays-\$700- After 2pm – plus \$150;
Open & Close 3 Day Holiday Weekend-Sunday-\$750 – After 2pm add-\$150; Cremations/Infants-\$200; Saturday-\$300;
Deed Transfer - \$50; Foundations/per Sq Inch \$1.00; Disinterment 1.5 Times Open & Close

Zoning Department:
Inspector Christine Locke @\$499.60/Bi-weekly salary. (14.5/hrs. weekly).
Part Time Zoning Assistant, Loraine Mondrey @\$10.81/Hr. She will also fill in for Zoning Inspector Locke, vacations, etc.
Zoning Board Members \$30.00 meeting paid semi-annually.
Zoning Board Secretary \$85.00 meeting paid semiannually.
As of September 21, 2010 Zoning Board Positions will be considered a non-paid reimbursement position of \$30 a meeting reimbursed semi-annually.
Zoning Appeals Board – Ms. Melissa Roberts was reappointed for a 5 year term. Betty Byram was newly appointed for a 5 year term. Zoning Commission Board – Mr. Sterling Jamison was reappointed a 5 year term.
Minimum flat fee for zoning permits will be \$20.00.
Fee for mailing/faxing zoning packet information to a company will be @\$50.00 a packet.

Fire Department:
Fire Chief Salary @\$716.24/Mo (\$8599.48/Yr)
Fire Department calls/drills, etc. will be at \$13.00/ea. Paid December 1, thru November 30.
Rename Harold Oliver and Randy Horvath to the Fire Indemnity Board for the township. Fire Department representatives are Randy E. Wilson, Mike McDougal and Sterling Jamison.

Administrative Department:
Compensate Trustees and Fiscal Officer for annual salary according to the state maximum set in accordance with ORC 505.24 and 505.09, an annual salary in equal monthly installments in accordance with the Township budget.

Receptionist Lisa O’Connell @\$9.68/hr. Hours will be changed February 1,2014 to 10:00 am to 3:30pm Monday thru Friday.
Lorraine Mondrey to fill in for Lisa O’Connell for days off @\$9.68/hr.

All trustees, fiscal officer and eligible employees will be provided with all insurance offered by the township pursuant to Ohio Rev. Code 505.60 and amendment in Sub House Bill 347 for the year 2013. Medical Insurance is available through OTARMA (Health America of Ohio) or comparable plan with another source, Group Life Insurance is offered through Mahoning County Plan or comparable plan with another source. Dental Insurance is offered by Delta Dental or comparable plan with another source. If any township officer or employee is denied coverage under a health care plan procured herein or if a township officer or employee elects not to participate in the township’s health care plan, the township may reimburse the officer or employee for each out of pocket premium that the officer or employee incurs for insurance policies that the officer or employees otherwise obtains but not to exceed an amount equal to the average premium paid by the township for other officers and employees for Health Care & Dental policies.

Continue the practice that any full or part-time salaried employee is entitled to a maximum of two weeks paid vacation in any one calendar year (non-accumulative) and full time employees entitled to a three week vacation after 10 years (non-accumulative).

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.

Mileage - reimbursed at \$.56./per mile – Rates established by IRS Federal Guidelines for 2014.
Convention expenses at \$40.00 per day
The Township Records Commission for 2014 will consist of the Township Fiscal Officer, Judy Patton and Chairperson, Mr.Frost.
The Board of Trustees shall act as the internal auditing committee for the township.

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WHEREAS, the Township desires to retain and use special legal counsel in addition to the legal services provided by The county prosecutor, for legal advice and representation in township legal matters when necessary because of conflict of interest, prosecutor’s availability and case load, and or the special expertise of the special legal counsel; now therefore BE IT RESOLVED, that the Township appoint **Attorney Mark S. Finamore** as special legal counsels for the township on an as needed basis to be paid an hourly rate of \$100.00 for legal services provided.

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 third 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.
Special Meetings - Notice of Special Meetings of the Board of Trustees shall be given by posting advanced written notice of the same in on the township sign. Additionally, notice of Special Meetings shall be given to the Youngstown Vindicator and any other newspaper that requests the same, 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 2014 year.

RECOGNITION PROGRAM: The trustees will continue a Recognition Program (ORC 505.05) all employees are eligible, 01-1-1-14. 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 \$2500.00 for the year.

Department heads are allowed to spend up to \$350.00 using their 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, 2014.

RESOLUTION#14-007: Mr. Frost moved and Mr. Harkleroad seconded the motion for the adoption of the aforementioned points of business.
Vote was unanimous.

There being no further business to come before the Board, the meeting adjourned at 9:10 pm.

_____ Thomas Frost, Chairman	_____ Olin Harkleroad , Co-Chairman
_____ Alan Hemphill, Trustee	_____ Judy A. Patton, Fiscal Officer