

RECORD OF PROCEEDINGS

1014

Minutes of

REORGANIZATION

Meeting

JACKSON TOWNSHIP TRUSTEES

Held December 22, 2015

6:35pm

Present: Trustee Frost, Trustee Hemphill, Trustee Harkleroad, Fiscal Officer Patton, Fire Chief Graham, and guests.

RESOLUTION #15-139: Mr. Frost moved and Mr. Harkleroad seconded the motion to request the fiscal officer to entertain a motion to appoint the 2016 Trustee Chair - Mr. Alan Hemphill. Vote was unanimous.

RESOLUTION #15-140: Mr. Hemphill moved and Mr. Frost seconded the motion to request the fiscal officer to entertain a motion to appoint the 2016 Trustee Vice Chair - Mr. Harkleroad. Vote was unanimous.

RESOLUTION #15-141: Mr. Frost moved and Mr. Harkleroad 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 #15-142: Mr. Hemphill moved and Frost seconded the motion to reconvene the regular meeting followin executive session. Roll Call Vote- Mr. Harkleroad-Yes; Mr. Hemphill-Yes; Mr. Frost-Yes. Vote was unanimous.

RESOLUTION #15-143: Mr. Frost moved and Harkleroad seconded the motion that the following orders of business were set forth by the Board of Trustees for the 2016 year. Vote was unanimous.

Employees compensation as listed below and will be effective with the pay starting 1/3/16 for bi-weekly employees and January 1, 2016 for monthly paid employees.

Police Department:

Police Chief Greg Taillon - \$50,500.00/Year (\$1942.31/Bi-weekly)

Sergeant Rick Snyder @\$18.27/hr.

Officer Lisa Storey @\$16.84/hr.-

Corporal Steven Schneider @\$17.55/hr.

Detective Peter Rozzi @\$16.84/hr. -

All part time officers hourly rate of pay @\$12.93/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:

Mr. Williamson and Mr. Plant will continue with recycling duties.

Callos Employees Jim Williamson @\$14.00/hr. -\$21.14/hr. paid to The Callos Co.; Mark Plant and Don Clegg @\$12.50/hr - \$18.88 /hr.(Plant); \$16.75/hr(Clegg) paid to The Callos Co.

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 @\$16.09/hr. (13/hrs. weekly).

Part Time Zoning Assistant, Loraine Mondrey @\$11.54/Hr. She will also fill in for Zoning Inspector Locke, vacations, etc.

Zoning Board Secretary \$85.00 meeting paid semiannually.

Zoning Compliance Officer Lisa Storey - @\$ 11.54/hr. - \$15.46/hr. paid to The Callos Company

Zoning Hours - 10:30am - 2:00pm Monday thru Thursday.

Zoning Board Positions will be considered a non-paid reimbursement for expenses position of \$30 a meeting reimbursed semi-annually.

Zoning Appeals Board - Jeanne Sudimak was reappointed for a 5 year term-2016-2020 .

Zoning Commission Board - Joe Vandever was appointed for a 5 year term-2016-2020.

Zoning Commission Board - Steve Raffa was appointed alternate on the Zoning Commission Board.

Minimum flat fee for zoning permits will be \$35.00.

Fee for mailing/faxing zoning packet information to a company will be @\$50.00 a packet.

Fire Department:

Fire Chief Salary @\$745.17/Mo

Fire Department calls/drills, etc. will be at \$15.00/ea. Paid December 1, thru November 30.

Rename Harold Oliver and Sterling Jamison to the Fire Indemnity Board for the township representatives. Fire Department representatives are Randy E. Wilson, Mike McDougal and Randy Horvath.

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 Karen Novak-Callos Employee @\$11.60/hr - paid to The Callos Co.- \$15.08/hr. Hours are 10:00 am to 3:30pm Monday thru Friday.

Lorraine Mondrey to fill in for Karen Novak for days off @\$11.60/hr.

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. Medical Insurance is available through OTARMA (Medical Mutual) 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 for only those health care benefits listed in Oho Rev. Code 505.60 for the township officer or employee for each out of pocket premium that the township officer or employee incurs for insurance policies that the township 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 time hourly/salary employee is entitled to vacation that is stated in township policy manual.

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 \$.54./per mile - Rates established by IRS Federal Guidelines for 2016.

Convention expenses at \$40.00 per day

The Township Records Commission for 2016 will consist of the Township Fiscal Officer, Judy Patton and Trustee Chairperson, Mr. Alan Hemphill.

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

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Minutes of **JACKSON TOWNSHIP TRUSTEES**

Reorganization Meeting

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Held **December 22, 2015**

4:00pm

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 counsel 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 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 2016 year.

RECOGNITION PROGRAM: The trustees will continue a Recognition Program (ORC 505.05) all employees are eligible, 01-1-1-15. 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 \$2800.00 for the year.

Road Department head is allowed to spend up to \$500 using own discretion.
Fire Department head is allowed to spend up to \$1000 using own discretion.
Police Department Chief is allowed to spend up the \$1000 using own discretion.
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, 2016.

RESOLUTION#15-144: Mr. Hemphill 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 8:57pm.

Thomas Frost, Chair

Alan Hemphill , Co-Chair

Olin Harkleroad, Trustee

Judy A. Patton, Fiscal Officer