

# RECORD OF PROCEEDINGS

1165

Minutes of

Reorganization

Meeting

## JACKSON TOWNSHIP TRUSTEES

Held December 11, 2024

10:00 am

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 guests

**RESOLUTION #24-144:** Mr. Jakubec moved and Mr. Hemphill seconded the motion to request the fiscal officer to entertain a motion to appoint the 2025 Trustee Chair - Mr. Tom Frost. Roll Call Vote: - Mr. Jakubec- Yes; Mr. Frost -Abstained; Mr. Hemphill - Yes

**RESOLUTION #24-145:** Mr. Hemphill moved and Mr. Frost seconded the motion to request the fiscal officer to entertain a motion to appoint the 2025 Trustee Vice-Chair Mr. John Jakubec. Roll Call Vote: - Mr. Jakubec-Abstained; Mr. Frost - Yes; Mr. Hemphill - Yes.

**RESOLUTION #24-146:** Mr. Hemphill 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. Jakubec -Yes; Mr. Frost-Yes; Mr. Hemphill-Yes. Vote was unanimous.

**RESOLUTION #24-147:** Mr. Hemphill moved and Mr. Jakubec seconded the motion to reconvene the regular meeting following executive session. Roll Call Vote- Mr. Jakubec -Yes; Mr. Jakubec -Yes; Mr. Hemphill -Yes. Vote was unanimous.

**RESOLUTION #24-148:** 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 2025 year. Roll Call Vote- Mr. Jakubec-Yes; Mr. Frost -Yes; Mr. Hemphill -Yes. Vote was unanimous.

Employees' compensation as listed below and will be effective with the pay starting 12/22/2024 for bi-weekly employees and January 1, 2025 for monthly paid employees.

**Police Department:**

- Police Chief Pete Rozzi - \$2680.00/Bi-weekly, Salary ; \$120.00 Bi-weekly Increase - \$69,680.00-Year
- Officer Steven Jones - @\$26.000/hr. - \$1.50/hr.
- Detective David Shively - @\$28.00hr - \$1.50/hr. Increase
- Officer Robert Schaeffer - \$25.00/hr. - \$1.50/hr. Increase
- Officer Lisa Storey - @\$26.60/hr. \$1.50/hr. Increase
- Lieutenant Steven Schneider @\$30.00/hr. - \$1.50/hr. Increase
- Officer Raymond Zebosky - @\$25.50/hr. \$1.50/hr. Increase
- Starting Officers pay is \$25.00/hr. - \$1.50/hr. Increase

**Longevity pay system for full-time hourly officers.**

Raise increments will be \$.50/hr. Raises will be based on how many years of service - Completed one-year probationary period; 5 years of service; 10 years of service; 15 years of service; 20 years of service; 25 years of service.

All part time officers' hourly rate of pay @\$21.00/hr. \$1.50 Increase 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 - \$22.75/hr. \$1.50/Increase

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

Maxine Borchers - \$18.00/hr. - \$24.12/hr. \$1.00/Hr. Increase Paid to the Nesco Company. Ray Grope \$18.00/hr. - \$1.00/hr. Increase \$24.12/hr. paid to Nesco Company.

Grave-\$675; Open & Close -\$725- After 2pm - plus \$325; Open & Close Saturdays-\$875- After 2pm - plus \$325;

Open & Close 3 Day Holiday Weekend-Sunday-\$925 - After 2pm add-\$325; Cremations/Infants-\$375; Saturday-\$475;

Deed Transfer - \$100; Foundations/per Sq. Inch \$1.50; Disinterment 1.5 Times Open & Close; Columbarium - \$300.

**ZONING:**

Zoning Inspector Bill D'Avignon @\$25.50/hr. (16-20/hrs. weekly) - \$2.50/hr. Increase - Zoning Inspector/Special Projects Coordinator - Trustees requested the following: 1.) Active Permits-Every other Month; 2.) Violation List updated Monthly.

Samantha Metts Zoning secretary to Zoning Commission and Appeal Board to record and prepare meeting minutes and be paid a minimum of 2 hours at her current rate \$18.00 per meeting - Increase \$1.00/hr.

Zoning Hours - 10:00am - 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. Separate Rate for Appeal of Violation - \$150.00

Residential Appeal - \$150.00

Zoning Commission Board - Re-appoint Ms. Betty Byram five-year term-2025-2029.

Zoning Appeals Board - Re-appoint Mr. Fran Gottron - five-year term-2025-2029.

Alternate Member Zoning Commission.

**Fire Department:**

Fire Chief Salary - \$1000.00/Mo. - \$100.00/Mo. Increase. Calls/drills, etc. will be @\$22.00/Battalion Chief Rate

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, 2024 thru November 30, 2025 paid on a semi-annual basis - June & December. Duty Crew Shift Rates are paid using the same rates as the Volunteer Paid per Call Stipend and paid on a Monthly basis.

Name Fran Gottron and Sterling Jamison to the Fire Indemnity Board for the township representatives. Fire Department representatives are Anthony Jones and Jonathon Jamison. 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.

- Samantha Metts - Administrative Assistant -Contract Employee-Callos Employee @\$18.00hr. (\$1.00Hr. Increase) -\$24.12hr. Paid to The Nesco Company. Hours are 9:30am to 3:30pm Monday thru Friday.

# RECORD OF PROCEEDINGS

Minutes of JACKSON TOWNSHIP TRUSTEES

Reorganization Meeting

Page 2

Held December 10, 2024

10:00am

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 affected. 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 has been changed as follows: After one year of service – 2 Weeks; 8 Years of Service – 3 Weeks; 15 years of Service 4 Weeks.
- 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/Department Heads 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 \$.70per mile – Rates established by IRS Federal Guidelines and may be adjusted within their guidelines for 2024  
Convention/Conference/Training expenses at \$60.00 per day.  
Cell phone reimbursement

The Township Records Commission for 2025 will consist of the Township Fiscal Officer, Judy Patton and Trustee Chairperson, Mr. Tom Frost and Vice-Chair, Mr. Jakubec.

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 5:00pm. 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 2025 year.

RECOGNITION PROGRAM: The trustees may continue a Recognition Program (ORC 505.05) all employees are eligible, 1-1-25. 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 accomplishment 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 \$1,000 using own discretion - \$2,000 with the permission of 1 trustee  
Fire Department head is allowed to spend up to \$2,000 using own discretion - \$4,000 with the permission of 1 trustee  
Police Department Chief is allowed to spend up the \$2,000 using own discretion - \$4,000 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, 2025.

**RESOLUTION#24-149:** Mr. Frost moved and Mr. Jakubec seconded the motion for the adoption of the aforementioned points of business. Roll Call Vote- Mr. Jakubec -Yes; Mr. Frost -Yes; Mr. Hemphill -Yes. Vote was unanimous.

There being no further business to come before the Board, the meeting adjourned at 2:45pm

  
Mr. Alan Hemphill, Chair

  
Mr. Tom Frost, Co-Chair

  
Mr. John Jakubec, Trustee

  
Judy A. Patton, Fiscal Officer