

## ORGANIZATIONAL MEETING – January 10, 2022

In attendance were Trustees Kay Wright, Jim Power and Scott Markley, Fiscal Officer Cheryl Welch. Zoning Inspector Rick Witucki: Not Present Road crew: Dave Buchanan  
Organizational Meeting called to order by Scott with pledge of Allegiance.

Jim nominated Scott for Chairman. Kay 2<sup>nd</sup>; Scott accepted.  
Jim nominated Kay as Vice Chairman. Scott 2<sup>nd</sup>; Kay accepted.

Scott will be the fire district representative.  
Jim will be the park representative.  
Kay and Scott will oversee the cemetery.

Meetings will be the 2<sup>nd</sup> Monday of every month at 6:30 PM.

### **Gas Mileage Reimbursement Policy**

Gas mileage reimbursement for business miles driven will be the rate set by the IRS.

### **Zoning Inspector**

- No mileage reimbursement stipend.
- No cell phone reimbursement stipend.
- Salary will be \$350.
- The position will earn PERS.
- Required to keep an activity log, which details travel by date, road identification, and observation notes. Expectations are at a minimum to be on each road in the township at least once a month.
- Write citations as needed.
- Required to keep an electronic record of all citations. The electronic record will reflect citation and the stages of enforcement. This document will be sent electronically to trustees at their request monthly or quarterly.
- Required to attend Appeals Board, Zoning Commission and Trustee Meetings.

### **Zoning Board Commission & Zoning Board of Appeals Members**

- \$25 per meeting
- No additional compensation for conducting zoning business outside of a meeting. There has to be “time given” to the position, which may entail research, study and/or investigation into an issue, which cannot be compensated for. The “time given” may also entail meeting with a resident or the prosecutor to clarify an issue.

### **Zoning Board Commission & Appeals Board Secretary**

- \$50 per meeting
- No additional compensation for conducting zoning business outside of a meeting. There has to be “time given” to the position, which may entail research, study and/or investigation into an issue, which cannot be compensated for. The “time given” may also entail meeting with a resident or the prosecutor to clarify an issue.

### **Zoning Certificate Fees.**

- Residential additions were updated.
- Notice for construction that begins prior to securing a conditional use or variance was updated to include “\$1,500 plus the price of a certificate.”

**Polk Cemetery Fees:**

- Single lots \$475 resident \$600 non-resident.
- 10% discount for multiple lots being purchased at the same time.
- Open-Close \$600 during the week \$650 during weekend and/or on a holiday.
- Cremation \$250 during the week \$375 during weekend and/or on a holiday.
- New Headstones require a base three foot (3') deep and three inches (3") wider on all sides.

**Road Crew**

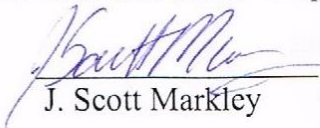
- Pay \$12-\$16/hr.
- Work performed on a weekend or holiday paid at a rate of time and a half the hourly rate; provided 40 hours at regular time has been worked.
- 8 sick days of which nothing can be carried over.
- Need to keep a daily log with date, time and duty.

Trustees and Fiscal Officer Wages will be set by the State of Ohio.

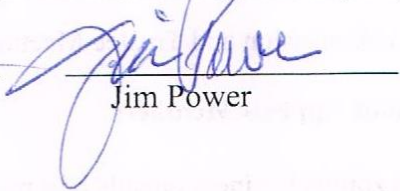
- Conference reimbursement and other expenditures that a trustee or person expects to be reimbursed must present an itemized receipt.
- No reimbursement for liquor.
- Food and beverage limitation - \$60 per day.
- If traveling with a significant other – your expenses must be separate from theirs.

Any reimbursement request must be documented with an itemized receipt. The food and beverage limitation value is a guide to prevent a person from overspending on what has been budgeted. The food and beverage limitation does not mean an individual will receive \$60 per day in cash nor does it mean that a person is entitled to receive in cash the difference of \$60 minus what they spent.

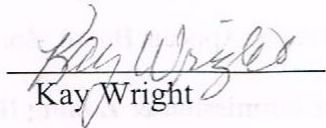
Jim made a motion to accept decisions and adjourn. Kay 2<sup>nd</sup>; Scott in agreement.



J. Scott Markley



Jim Power



Kay Wright