

ORGANIZATIONAL MEETING – January 13, 2020

In attendance were Trustees Kay Wright, Jim Power and Scott Markley, Fiscal Officer Cheryl Welch.
Zoning Inspector Steve Nemecek Road Supervisor: Herb Wiles
Guest(s): Sign-in sheet on file.

Organizational Meeting called to order by Scott with pledge of Allegiance.

Jim nominated Scott for Chairman. Kay 2nd; Scott in agreement.

Scott nominated Kay as Vice Chair; she declined citing that the current leadership of Scott as Chair and Jim as Vice was working well and it would be her desire to keep it the same.

Scott nominated Jim as Vice Chairman. Kay 2nd; Jim in agreement.

Scott will be the fire district representative.

Jim will be the park representative.

Kay and Scott will oversee the cemetery.

Meetings will be the 2nd & 4th Mondays of every month at 6:30 PM year round.

Gas Mileage Reimbursement Policy

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

Zoning Inspector

- Zoning Inspector Steve Nemecek resigned because the board was not going to approve his salary request.
- Jim made motion to remove the mileage reimbursement stipend; Kay 2nd; Scott in agreement.
- Salary was not discussed.
- \$15 towards using own Cell Phone was left on the table for discussion.
- 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 fee changes are as follows:

Zoning Certificates

- Zoning certificates for Commercial & Industrial applications under 5,000sq ft. \$1,000
- Over 5,000 sq. ft. \$2,000
- Towers over 100 ft. \$750
- Residential new construction .15/sq ft of living area
- Residential additions .15/sq. ft. of living area. Minimum charge \$200
- Accessory buildings non ag .15/sq ft of area. Minimum charge \$100

- Sign fee – no change
- Rebuild – no change
- Driveway without residence – no change
- In ground pool – no change
- Decks – no fee

Trustee Scott opened discussion on removing the \$25 fee for decks making a case for adding a deck improves home appearance and value; therefore should have no fee. Jim and Kay both in agreement.

Trustee Kay opened discussion for eliminating zoning fees for Cinnamon Lake residents since they pay fees to Cinnamon Lake as well for construction. Neither Jim or Scott in favor of this.

Conditional use and variances.

- Home occupation resident \$550; non-resident \$650.
- Residential enterprise \$550; non-resident \$650
- Variance resident \$550; non-resident \$650
- Rezone: \$2,500
- Two family conversion – now referred to as two family dwelling \$2,500
- In the event that an applicant causes an appeals board meeting to be tabled; that applicant will be required to pay variance fees again to have the meeting rescheduled.

Polk Cemetery Fees:

- Single lots \$475 resident \$600 non-resident.
- 10% discount for multiple lots being purchased at the same time.
- Open-Close \$500 during the week \$600 during weekend and/or on a holiday. Kay made motion to raise from \$450 to \$500 for open-close during the week; Jim 2nd; Scott in agreement.
- 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

- Herb Wiles: Full-time position. Title: Road Supervisor
- Pay \$20.00/hr. (Last raise was in 2019 where he went from \$17/hr to \$20/hr)
- 3 weeks paid vacation. 5 days carry-over permitted in 2021.
- For 2020 Unused, vacation time (of no more than 5 days) will be paid out at the 2021 hourly rate.
- No comp time.
- Work performed on a weekend or holiday paid at a rate of time and a half the hourly rate.
- 5 sick days which must be used within the year. No carry over.
- Request for 5 or more consecutive days off, needs prior approval.
- Need to keep a daily log with date, time and duty.
- All trustees were in agreement to leave compensation package as written.
- Permanent Part-time help \$9.00 per hour, not to exceed \$12.00 per hour. No benefits. No overtime. Currently part-time road guy is Tristen Rogers at \$10.00 per hour.

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.

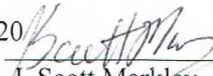
If traveling with a significant other – your expenses must be separate from theirs.

Trustee Kay made suggestion that hotel accommodations will only be paid at a rate equivalent to that of the least expensive hotel. Neither Jim or Scott commented since no trustee has been approved to attend conference.

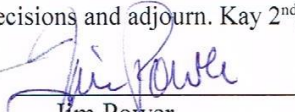
Any reimbursement request must be documented with an itemized receipt. The food and beverage limitation value is a guide to prevent a person from overspending on what has been budgeted. The food and beverage limitation does not mean an individual will receive \$60 per day in cash nor does it mean that 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 2nd; Scott in agreement.

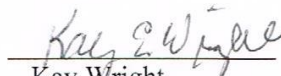
1/13/2020



J. Scott Markley



Jim Power



Kay Wright