

January 2, 2017

The annual re-organizational meeting of the Richmond Township Supervisors was held at the Township Building at 30348 State Highway 408. Meeting was called to order at 6:00 P.M. with a salute to the flag and a moment of silence. Present were Supervisors Morton, James, and Sharpe, Rhonda Phillips, and Sandy James.

James assumed the position of chair to begin the meeting at 6:00 P.M.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as temporary Chairman. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Rhonda Phillips as temporary Secretary. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Sharpe as Chairman for 2017. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to appoint Rhonda Phillips as Secretary for 2017. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Mary Worley as Assistant Secretary for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Morton as Vice Chairman for 2017. Motion carried: two ayes.

Motion made by James, seconded by Morton, to leave the monthly compensation for the Secretary-Treasurer for 2017 at \$900. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the compensation for the Assistant Secretary at \$10.00 per hour. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Berkheimer as Act 32 tax administrator for 2017. Motion carried: three ayes.

Motion made by James, seconded by Morton, to raise the hourly rate of the present full-time township equipment operators/laborers to \$17.50 for 2017. Any newly hired full-time township equipment operators/laborers would begin at the hourly rate of \$17.00. Motion carried: three ayes.

Holidays Paid: Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Memorial Day, 4Th of July, and Labor Day.

Vacation Pay: An employee is entitled to vacation paid leave after three months of employment. Five days will be given after three months probation period and ten days after two years of continuous service.

Upon completion of four years of continuous service, one day will be added for each additional year, up to a maximum of 15 days.

** Vacation time will run January through December.

Jury Duty: Employee will be paid per day's wages less jury wage.

PTO: (Personal Time Off)-Eligible employees, which starts after 90 days, shall earn five days of PTO each year. PTO must be used by the last day of the current calendar year.

Bereavement: Eligible employees shall be granted up to three days of paid leave in the event of a death in the immediate family, up to two incidences per year.

Motion made by James, seconded by Sharpe, to accept the current Holidays, Vacation Pay, Jury Duty, PTO, and Bereavement policies. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave hourly rate of on-demand labor at \$8.50 per hour. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the hourly rate of on-demand equipment operators at \$12.50 per hour. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the hourly rate of part-time plow operators at \$15.10 per hour. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to raise the hourly rate of maintenance employee to \$9.00 per hour. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Charlie Hartman as road superintendent for 2017. Motion carried: three ayes.

Motion made by James, seconded by Morton, to raise the hourly rate for full-time road superintendent to \$18.50 for 2017. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint John Flaugh as general laborer for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Morton as road master and/or general laborer. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Sharpe as road master and/or general laborer. Motion carried: two ayes.

Motion made by Sharpe, seconded by Morton, to appoint James as road master and/or general laborer. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to recommend that the auditors set the hourly rate for full-time working supervisors of 30 hours or more to \$18.00. Motion carried: three ayes.

Motion made by James, seconded by Morton, to recommend that the auditors set the hourly rate for part-time working supervisors of 30 hours or less to \$18.00. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the treasurer's bond limit to \$400,000. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to keep Emil Spadafore as township legal counsel for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2017. Motion carried: three ayes.

Motion made by James, seconded by Morton, to accept the Planning Commission Board. Motion carried: three ayes.

At Present:

Don Myers –Thru 2018

Luigi DeFrancesco – Thru 2018

Tom Morgan – Thru 2018

Mike Lokuta – Thru 2020

John Lawrence – Thru 2020

Gary Coburn – Thru 2020

Motion made by James, seconded by Sharpe, to accept the meeting dates and start time of 7 P.M. for The Planning Commission as read. Motion carried: three ayes.

January 31, 2017

February 28, 2017

March 28, 2017

April 25, 2017

June 27, 2017

July 25, 2017

August 29, 2017

September 26, 2017

October 31, 2017

November 28, 2017

Motion made by James, seconded by Morton, to retain Michael Rinkevich as Sewage Enforcement Officer for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Pete Homchenko as Assistant Sewage Enforcement Officer for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain BIU-Tom Sonntag as UCC Building Code Inspector for 2017. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Code Enforcement Officer for 2017. Motion carried: two ayes.

Rec Board:

At Present: Matt Capron – 2018
Kathy Taylor – 2019
Bill Taylor - 2019
Dave Cargo – 2019
Patti Capron – 2020
Scott Wheelock – 2020
Phyllis Humes – 2020

Motion made by James, seconded by Morton, to accept the Rec Board members as read. Motion carried: three ayes.

Rec Board Meeting Dates:

January 19, 2017
February 16, 2017
March 16, 2017
*April 8, 2017 – Easter Egg Hunt
April 20, 2017
*April 29, 2017 – Dumpster Day
*May 13, 2017 – Rec Facility Clean-up Day
May 18, 2017
*May 29, 2017 – Memorial Day Service
June 15, 2017
July 20, 2017
August 17, 2017
September 21, 2017
October 19, 2017
*October 26, 2017 – Trunk or Treat
November 16, 2017
December 21, 2017

Motion made by James, seconded by Sharpe, to accept the dates of the Rec Board meetings starting at 5:30 PM for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Bank as depositories for township accounts for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Savings Bank for the Recreation Board funds for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Savings Bank for township savings accounts for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Savings Bank for state funds for 2017. Motion carried: three ayes.

Meeting dates – Location – Times

Location: Township Building at 30348 State Hwy 408

*** Work session start at 5:00 P.M. for regular meetings.

Dates & Times: 1st Thursday of each month

***February 2, 2017	6:00 P.M.
***March 2, 2017	6:00 P.M.
***April 6, 2017	6:00 P.M.
***May 4, 20167	6:00 P.M.
May 6, 2017	7:00 A.M. (Road Tour)
***June 1, 2017	6:00 P.M.
***July 6, 2017	6:00 P.M.
***August 3, 2017	6:00 P.M.
***September 7, 2017	6:00 P.M.
September 29, 2017	1:00 P.M. (Preliminary Budget Work Session)
***October 5, 2017	6:00 P.M.
October 27, 2017	1:00 P.M. (Final Budget Work Session)
***November 2, 2017	6:00 P.M. (Preliminary Budget for Advertising)
December 7, 2017	6:00 P.M. (2017 Budget Approved)
December 26, 2017	6:00 P.M. (Year End Business)
***January 2, 2018	6:00 P.M. (Re-Organizational Meeting)
January 3, 2018	5:30 P.M. (Auditors' Meeting)

Motion made James, seconded by Sharpe, to approve all meeting dates, location and times.

Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to have Morton as the voting delegate for the State Convention. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to leave the road mileage at \$0.50 per mile for 2017.

Motion carried: three ayes.

Motion made by James, seconded by Morton, to set mileage rate at \$.50 per mile for the assistant clerk for 2017. Maximum mileage shall be 200 miles with proper documentation. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave Bill Taylor as the Emergency Management Services Coordinator for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to recognize Jesse Stanford as the Township Constable for 2017. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to recognize Stacy Holzer as the Tax Collector Deputy for 2017. Motion carried: three ayes.

Minutes of the December 26, 2016 meeting were distributed to those in attendance. Motion made by James, seconded by Morton, to accept the minutes with a correction of the meeting being called a year end meeting. Motion carried: three ayes.

Correspondence:

Mike Rinkevich sent a letter stating that he will not be charging for any mileage for 2017.

Bills and Receipts: See Treasurer's Report

Motion made by James, seconded by Morton, to accept the Bills and Receipts as read. Motion carried: three ayes.

New Business:

Act 13 Grant reimbursement – James has been trying to contact them

February meeting – work session will be starting at 4 pm due to meeting with Matt Vybral at 5 pm.

Citizens' Comments & Concerns:

No comments or concerns were brought before the board.

Motion made by Sharpe, seconded by Morton, to adjourn at 6:30 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips
Township Secretary