

January 2, 2018

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 6:05 P.M. with a salute to the flag and a moment of silence. Present were Supervisors Morton, James, and Sharpe, Rhonda Phillips, and John Lawrence.

Sharpe assumed the position of chair to begin the meeting at 6:05 P.M.

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

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

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as Chairman for 2018. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to appoint Rhonda Phillips as Secretary for 2018. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Mary Worley as Assistant Secretary for 2018. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to appoint Don James as Vice Chairman for 2018. Motion carried: two ayes.

Motion made by James, seconded by Morton, to leave the monthly compensation for the Secretary-Treasurer for 2018 at \$900. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to leave the compensation for the Assistant Secretary for 2018 at \$10.00 per hour. Motion carried: three ayes.

Motion made by James, seconded by Morton, to retain Berkheimer as Act 32 tax administrator for 2018. 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 \$18.00 for 2018. 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 Year's Eve, New Year's Day, Memorial Day, 4<sup>th</sup> of July, and Labor Day. Motion made by James, seconded by Sharpe, to set these paid holidays for 2018. Motion carried: three ayes.

Vacation Pay: An employee is entitled to vacation paid leave after three months of employment. Five days will be given after three months of 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. Motion made by James, seconded by Sharpe, to accept these guidelines for vacation pay for 2018. Motion carried: three ayes.

Jury Duty: Employee will be paid per day's wages less jury wage. Motion made by Sharpe, seconded by Morton, to accept this guideline for jury duty. Motion carried: three ayes.

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. Motion made by James, seconded by Morton, to keep this the same for 2018. Motion carried: three ayes.

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 Sharpe, seconded by James, to keep this the same. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, that all vacation and PTO must be approved by a supervisor and must be used by December 31<sup>st</sup> of the current calendar year or they will be forfeited. Motion carried: three ayes.

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

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

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

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

Motion made by James, seconded by Sharpe, to appoint Charlie Hartman and Bryan Morton as co-road superintendents for 2018. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to raise the hourly rate for full-time road superintendent to \$18.75 for 2018. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint John Flaugh as general laborer for 2018. Motion carried: three ayes.

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

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

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

Motion made by James, seconded by Sharpe, to keep Butcher & Winkler as township legal counsel for 2018. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2018. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, 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 30, 2018

February 27, 2018

March 27, 2018

April 24, 2018

June 26, 2018

July 31, 2018

August 28, 2018

September 25, 2018

October 30, 2018

November 27, 2018

Motion made by Sharpe, seconded by James, to retain Michael Rinkevich as Sewage Enforcement Officer for 2018. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to retain Pete Homchenko as Assistant Sewage Enforcement Officer for 2018. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to retain BIU-Tom Sonntag as UCC Building Code Inspector for 2018. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Code Enforcement Officer for 2018. 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 Sharpe, to accept the Rec Board members as read. Motion carried: three ayes.

Rec Board Meeting Dates:

January 18, 2018  
February 15, 2018  
March 15, 2018  
\*March 24, 2018 – Easter Egg Hunt  
April 19, 2018  
\*April 28, 2018 – Dumpster Day  
\*May 12, 2018 – Rec Facility Clean-up Day  
May 17, 2018  
\*May 28, 2018 – Memorial Day Service  
June 21, 2018  
July 19, 2018  
August 16, 2018  
September 20, 2018  
October 18, 2018  
\*October 25, 2018 – Trunk or Treat  
November 15, 2018  
December 20, 2018

Motion made by James, seconded by Sharpe, to accept the dates of the Rec Board meetings starting at 5:30 PM for 2018. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Bank as depositories for township accounts for 2018. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Savings Bank for the Recreation Board funds for 2018. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Savings Bank for township savings accounts for 2018. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Savings Bank for state funds for 2018. Motion carried: three ayes.

Meeting dates – Location – Times

Location: Township Building at 30348 State Hwy 408  
Dates & Times: 1<sup>st</sup> Thursday of each month (with the exception of February) for regular meetings  
\*\*\* Work sessions start at 5:00 P.M. for regular meetings.

***February 8, 2018	6:00 P.M.
***March 1, 2018	6:00 P.M.
***April 5, 2018	6:00 P.M.
***May 3, 2018	6:00 P.M.
May 5, 2018	7:00 A.M. (Road Tour)
***June 7, 2018	6:00 P.M.
***July 5, 2018	6:00 P.M.
***August 2, 2018	6:00 P.M.
***September 6, 2018	6:00 P.M.
September 28, 2018	3:00 P.M. (Preliminary Budget Work Session)
***October 4, 2018	6:00 P.M.
October 26, 2018	3:00 P.M. (Final Budget Work Session)
***November 1, 2018	6:00 P.M. (Preliminary Budget for Advertising)
December 6, 2018	6:00 P.M. (2017 Budget Approved)
December 28, 2018	6:00 P.M. (Year End Business)
***January 7, 2019	6:00 P.M. (Re-Organizational Meeting)
January 8, 2019	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 Bryan Morton as the voting delegate for the State Convention. Motion carried: two ayes.

Motion made by Sharpe, seconded by James, to allow all township supervisors and the secretary to go to the State Convention. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to leave the road mileage at \$0.50 per mile for 2018.  
Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to leave Bill Taylor as the Emergency Management Services Coordinator for 2018. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to recognize Conrad T. Shearer as the Township Constable for 2018. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to recognize Kim Doctor as the Tax Collector Deputy and Kim Ferguson as a for 2018. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to recognize Don James as the Flood Plain Administrator for 2018. Motion carried: two ayes.

**Minutes of the December 26, 2017 meeting** were distributed to those in attendance. Motion made by James, seconded by Sharper, to accept the minutes as they stand. Motion carried: three ayes.

**Correspondence:**

PSATS Award Program – asking for nominations for great road projects from municipalities.

**Bills and Receipts:** See Treasurer's Report

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

**Reports:**

*Planning Commission* – John gave the Assessment Permit to Mike Lokuta to review.

*Recreation Board* – No report.

*Road master's Report* – The month of December ended up being a cold and snowy month. Charlie and John have kept the roads clean and drivable even through the holidays so that people can travel. The grader is back; it actually came back the day of the December meeting and is fixed. The brine truck is slowly underway; the new tank is sitting on the truck but is now yet fastened down or plumbed. The new spreader on the Mack is working out great, using more anti-skid, but less trips out. There are still people pushing snow into the road and leaving it there. That is a liability to the homeowner if someone was to hit that and wreck. The road crew have hit some of these places when they go out and it is rough on the plows when they hit these. So please push the snow off the road.

*Tax Collection Committee* – No report.

*Web site* – No report.

**Old Business:**

There was no old business to discuss.

**New Business:**

*Flood Plain Administrator* – James has been nominated for this position.

*House Bill 1620* – This doesn't apply to our township.

**Citizens' Comments & Concerns:**

John Lawrence, Glenn Sharpe, and Rhonda Phillips will attend the webinar on January 11, 2018, at 10:00 A.M. at the township building.

Motion made by Morton, seconded by James, to adjourn at 6:36 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips  
Township Secretary