

January 3, 2023

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 Supervisor James, Morton and Sharpe, Rhonda Phillips, Rick Makohus, Scott Wheelock, Kathleen Wheelock, Bob Potts, and Matt Dodson.

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

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

Motion made by James, 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 2023. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to appoint Rhonda Phillips as Secretary for 2023. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Mary Worley as Assistant Secretary for 2023. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Vice Chairman for 2023. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to keep the monthly compensation for the Secretary-Treasurer for 2023 at \$1125. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the compensation for the Assistant Secretary for 2023 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 2023. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to raise the hourly rate of the present full-time township equipment operators/laborers to \$22.00 for 2023. Motion carried: three ayes.

Holidays Paid: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, 4th of July, and Labor Day. Motion made by James, seconded by Morton, to set these paid holidays for 2023. 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. Vacation will be prorated depending on the hire date after mid-year hire. Prorate will be determined by the township supervisors. 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. All accrued vacation will be added starting the calendar year January 1st. Motion made by James, seconded by Morton, to accept these guidelines for vacation pay for 2023. Motion carried: three ayes.

Jury Duty: Employee will be paid per day's wages less jury wage. Motion made by James, seconded by Morton, to accept this guideline for jury duty for 2023. Motion carried: three ayes.

PTO: (Personal Time Off)-Eligible employees, which starts after three months, shall earn five days of PTO each year. PTO will be prorated depending on the hire date after mid-year hire. Prorate will be determined by the township supervisors. PTO must be used by the last day of the current calendar year. Motion made by James, seconded by Morton, to accept these guidelines for PTO for 2023. 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 James, seconded by Morton, to keep this the same for 2023. Motion carried: three ayes.

Health Insurance Benefits: Eligible full-time employees will pay 30% of the cost of the health insurance premiums while the township will cover the remaining 70% for 2023. Motion made by James, seconded by Morton, to accept this guideline for health insurance benefits. Motion carried: three ayes.

Motion made by James, seconded by Morton, that all vacation and PTO for 2022 must be approved by a supervisor and must be used by December 31st of the current calendar year or they will be forfeited. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave hourly rate of on-demand labor at \$8.50 per hour for 2023. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the hourly rate of on-demand equipment operators at \$13.50 per hour for 2023. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the hourly rate of part-time plow operators at \$16.00 per hour for 2023. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the hourly rate of maintenance employee at \$11.00 per hour for 2023. Motion carried: three ayes.

Motion made by Morton, seconded by James, to appoint John Flaugh and all three supervisors as co-road superintendents for 2023. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to raise the hourly rate for full-time road superintendent at \$25.00 for 2023. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as road master and/or general laborer for 2023. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as road master and/or general laborer for 2023. Motion carried: two ayes.

Motion made by Morton, seconded by Sharpe, to appoint Don James as road master and/or general laborer for 2023. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Brian Proctor as a general laborer for 2023. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to recommend that the auditors set the hourly rate for full-time working supervisors of 30 hours or more to \$18.00 for 2023. Motion carried: three ayes.

Motion made by Sharpe, 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 for 2023. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to leave the treasurer's bond limit at \$500,000 for 2023. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to keep Butcher & Winkler as township legal counsel for 2023. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2023. Motion carried: three ayes.

Motion made by James, seconded by Morton, to accept the Planning Commission Board for 2023. Motion carried: three ayes.

At Present:

Don Myers –Thru 2026

Luigi DeFrancesco – Thru 2026

Mike Lokuta – Thru 2024

John Lawrence – Thru 2024

Gary Coburn – Thru 2024

Motion made by James, seconded by Morton, to accept the meeting dates for 2023 for the last Tuesday of each month as needed and with a start time of 7 P.M. for the Planning Commission as read. Motion carried: three ayes.

January 24, 2023

February 28, 2023

March 28, 2023

April 25, 2023

May 30, 2023

June 27, 2023

July 25, 2023

August 29, 2023

September 27, 2023

October 31, 2023

November 28, 2023

Motion made by James, seconded by Morton, to hire Rick Makohus as Sewage Enforcement Officer for 2023. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to appoint Michael Klink as Assistant Sewage Enforcement Officer for 2023. Motion carried: three ayes.

Motion made by James, seconded by Morton, to hire Rick Makohus as UCC Building Code Inspector for 2023. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Code Enforcement Officer for 2023. Motion carried: two ayes.

Motion made by Morton, seconded by James, to accept the Rec Board members as read for 2023.
Motion carried: three ayes.

Rec Board:

At Present: Matt Capron – 2026
Kathy Taylor – 2023
Bill Taylor - 2023
Dave Cargo – 2023
Patti Capron – 2024
Scott Wheelock – 2024
Billy Shoemaker – 2024
Melissa Smock - 2025
All Supervisors

Motion made by James, seconded by Sharpe, to accept the dates of the Rec Board meetings as the third Thursday of each month as needed starting at 6:00 PM for 2023. Motion carried: three ayes.

Rec Board Meeting Dates:

January 19, 2023
February 16, 2023
March 16, 2023
*April 1, 2023 – Easter Egg Hunt
April 20, 2023
*April 29, 2023 – Dumpster Day
*May 6, 2023 – Rec Facility Clean-up Day
May 18, 2023
*May 29, 2023 – Memorial Day Service
June 16, 2023
July 20, 2023
August 17, 2023
September 14, 2023
October 19, 2023
*October 26, 2023 – Trunk or Treat
November 16, 2023
December 21, 2023

Motion made by James, seconded by Morton, to retain Northwest Bank as depositories for all of the township accounts for 2023. Motion carried: three ayes.

Motion made by James, seconded by Morton, to retain Northwest Bank for state funds for 2023. Motion carried: three ayes.

Motion made James, seconded by Morton, to approve all meeting dates, location and times for 2023.
Motion carried: three ayes.

Meeting dates – Location – Times

Location: Township Building at 30348 State Hwy 408
Dates & Times: 1st Thursday of each month for regular meetings
* Work sessions start at 5:00 P.M. for regular meetings.

*February 2, 2023	6:00 P.M.
*March 2, 2023	6:00 P.M.
*April 6, 2023	6:00 P.M.
*May 4, 2023	6:00 P.M.
*June 1, 2023	6:00 P.M.
*July 6, 2023	6:00 P.M.
*August 3, 2023	6:00 P.M.
*September 7, 2023	6:00 P.M.
September 28, 2023	4:00 P.M. (Preliminary Budget Work Session)
*October 5, 2023	6:00 P.M.
October 26, 2023	4:00 P.M. (Final Budget Work Session)
*November 2, 2023	6:00 P.M. (Preliminary Budget for Advertising)
*December 7, 2023	6:00 P.M. (2023 Budget Approved)
*December 27, 2023	6:00 P.M. (Year-End Business)
*January 2, 2024	6:00 P.M. (Re-Organizational Meeting)
January 3, 2024	5:30 P.M. (Auditors' Meeting)

Motion made by James, seconded by Sharpe, to have Bryan Morton as the voting delegate for the State Convention for 2023. Motion carried: two ayes.

Motion made by James, seconded by Morton, to allow all township supervisors and the secretary to go to the State Convention for 2023. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to change the road mileage to \$0.62 per mile for 2023. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to leave Bill Taylor as the Emergency Management Services Coordinator for 2023. Motion carried: three ayes.

Motion made by James, seconded by Morton, to recognize Kim Ferguson as the Tax Collector Deputy and Kim Doctor as an alternate for 2023. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to recognize Don James as the Flood Plain Administrator for 2023. Motion carried: two ayes.

Motion made by James, seconded by Morton, to recognize Glenn Sharpe as the Right-to-Know Officer for 2023. Motion carried: two ayes.

Minutes of the December 27, 2022 meeting were distributed to those in attendance. Motion made by James, seconded by Morton, to accept the minutes as they stand. Motion carried: three ayes.

Correspondence:

None

Bills and Receipts: See Treasurer's Report

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

Reports:

Planning Commission – No report.

Recreation Board – No report.

Road master's Report – No report.

Tax Collection Committee – No report.

Website – No report.

Old Business:

Planned supervisors' vacations – James will be away for January, February, and part of March.

John's leftover vacation – John has some vacation time left over.

**Motion made by James, seconded by Morton, to pay John Flaugh half of his vacation time left at last year's rate. Motion carried; three ayes.

New Business:

Bids for brine – One bid was received from Dodson Trucking.

**Motion made by James, seconded by Sharpe, to accept Dodson Trucking's bid at \$0.35/gal of brine delivered. Motion carried; three ayes.

Bids for diesel – One bid was received from Melzer's Fuel Service.

**Motion made by Morton, seconded by James, to accept Melzer's Fuel Service's bid of \$3.41/gal delivered. Motion carried; three ayes.

Bids for fuel oil – One bid was received from Melzer's Fuel Service.

**Motion made by Morton, seconded by James, to accept Melzer's Fuel Service's bid of \$4.06/gal delivered. Motion carried: three ayes.

Citizens' Comments & Concerns:

No other comments and concerns were brought before the board.

Motion made by Sharpe, seconded by James, to adjourn at 6:28 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips
Township Secretary