

ORGANIZATIONAL MEETING – January 11, 2021

In attendance were Trustees Kay Wright, Jim Power and Scott Markley, Fiscal Officer Cheryl Welch.
Zoning Inspector Rick Witucki Road Supervisor: Herb Wiles
Organizational Meeting called to order by Scott with pledge of Allegiance.

Jim nominated Scott for Chairman. Kay 2nd; Scott accepted.
Jim nominated Kay as Vice Chairman. Scott 2nd; 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 2nd 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 was not discussed.
- 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.

- No change.

Conditional Use and Variance Fees.

- No change.

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.
- 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.
 - 3 weeks paid vacation. 5 days carry-over permitted to 2022.
 - For 2021 unused, vacation time carried over to 2022 (of no more than 5 days) will be paid out at the 2022 hourly rate.
 - No comp time.
 - Work performed on a weekend or holiday paid at a rate of time and a half the hourly rate.
 - 8 sick days of which a maximum of 5 can be carried over to the following year. Sick days carried over are not cumulative: maximum number of sick days available in any given year will be 13.
 - Request for 5 or more consecutive days off, needs prior approval.
 - Need to keep a daily log with date, time and duty.
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- 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.

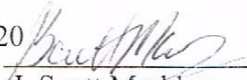
Food and beverage limitation - \$60 per day.

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

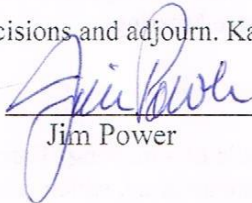
Any reimbursement request must be documented with an itemized receipt. The food and beverage limitation value is a guide to prevent a person from overspending on what has been budgeted. The food and beverage limitation does not mean an individual will receive \$60 per day in cash nor does it mean that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

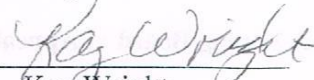
1/11/2020



J. Scott Markley



Jim Power



Kay Wright