

January 2, 2024

The annual re-organization 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 Potts, Morton and Sharpe(via phone), Rhonda Phillips, Scott Wheelock, and Kathleen Wheelock.

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

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

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

Motion made by Potts, seconded by Sharpe, to appoint Bryan Morton as Chairman for 2024. Motion carried: two ayes.

Motion made by Potts, seconded by Sharpe, to appoint Rhonda Phillips as Secretary for 2024. Motion carried: three ayes.

Motion made by Potts, seconded by Sharpe, to appoint Mary Worley as Assistant Secretary for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to appoint Bob Potts as Vice Chairman for 2024. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to raise the monthly compensation for the Secretary-Treasurer for 2024 to \$1160. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to raise the compensation for the Assistant Secretary for 2024 to \$10.50 per hour. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to retain Berkheimer as Act 32 tax administrator for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to raise the hourly rate of the present full-time township equipment operators/laborers to \$23.00 for 2024. 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 Morton, seconded by Sharpe, to set these paid holidays for 2024. 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 Morton, seconded by Sharpe, to accept these guidelines for vacation pay for 2024. Motion carried: three ayes.

Jury Duty: Employee will be paid per day's wages less jury wage. Motion made by Morton, seconded by Sharpe, to accept this guideline for jury duty for 2024. 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 Morton, seconded by Sharpe, to accept these guidelines for PTO for 2024. 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 Morton, seconded by Sharpe, to keep this the same for 2024. 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 2024. Motion made by Morton, seconded by Sharpe, to accept this guideline for health insurance benefits. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, that all vacation and PTO for 2024 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 Morton, seconded by Potts, to raise the hourly rate of on-demand labor to \$9.00 per hour for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to raise the hourly rate of on-demand equipment operators to \$14.00 per hour for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to raise the hourly rate of part-time plow operators to \$16.50 per hour for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to raise the hourly rate of maintenance employee to \$11.50 per hour for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to appoint John Flaugh and all three supervisors as co-road superintendents for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to raise the hourly rate for full-time road superintendent at \$26.00 for 2024. Motion carried: three ayes.

Motion made by Potts, seconded by Sharpe, to appoint Bryan Morton as road master and/or general laborer for 2024. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to appoint Glenn Sharpe as road master and/or general laborer for 2024. Motion carried: two ayes.

Motion made by Morton, seconded by Sharpe, to appoint Bob Potts as road master and/or general laborer for 2024. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to appoint Brian Proctor as a general laborer for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to recommend that the auditors set the hourly rate for full-time working supervisors of 30 hours or more to \$18.00 for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to recommend that the auditors set the hourly rate for part-time working supervisors of 30 hours or less to \$18.00 for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to change the treasurer's bond limit to \$400,000 for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to keep Butcher & Winkler as township legal counsel for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2024. Motion carried: three ayes.

Motion made by Sharpe, seconded by Potts, to accept the Planning Commission Board for 2024. 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 Sharpe, seconded by Potts, to accept the meeting dates for 2024 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 30, 2024

February 27, 2024

March 26, 2024

April 30, 2024

May 28, 2024

June 25, 2024

July 30, 2024

August 27, 2024

September 4, 2024

October 29, 2024

November 26, 2024

Motion made by Morton, seconded by Sharpe, to hire Rick Makohus as Sewage Enforcement Officer for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to appoint Michael Klink as Assistant Sewage Enforcement Officer for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to hire Rick Makohus as UCC Building Code Inspector for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to hire John Prosek as Assistant UCC Building Code Inspector for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to appoint Glenn Sharpe as Code Enforcement Officer for 2024. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to accept the Rec Board members as read for 2024. Motion carried: three ayes.

Rec Board:

At Present: Matt Capron – 2026
Kathy Taylor – 2027
Bill Taylor - 2027
Dave Cargo – 2027
Patti Capron – 2024
Scott Wheelock – 2024
Billy Shoemaker – 2024
Melissa Smock - 2025
All Supervisors

Motion made by Morton, seconded by Potts, to accept the dates of the Rec Board meetings as the third Thursday of each month as needed starting at 6:00 PM for 2024. Motion carried: three ayes.

Rec Board Meeting Dates:

January 18, 2024
February 15, 2024
March 21, 2024
*March 23, 2024 – Easter Egg Hunt
April 18, 2024
*April 27, 2024 – Dumpster Day
*May 4, 2024 – Rec Facility Clean-up Day
May 18, 2024
*May 27, 2024 – Memorial Day Service
June 20, 2024
July 18, 2024
August 15, 2024
September 19, 2024
October 17, 2024
*October 31, 2024 – Trunk or Treat
November 21, 2024
December 19, 2024

Motion made by Morton, seconded by Sharpe, to retain Northwest Bank as depositories for all the township accounts for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to retain Northwest Bank for state funds for 2024. Motion carried: three ayes.

Motion made Morton, seconded by Potts, to approve all meeting dates, locations, and times for 2024. 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 1, 2024	6:00 P.M.
*March 7, 2024	6:00 P.M.
*April 4, 2024	6:00 P.M.
*May 4, 2024	6:00 P.M.
*June 6, 2024	6:00 P.M.
*July 11, 2024	6:00 P.M.
*August 1, 2024	6:00 P.M.
*September 5, 2024	6:00 P.M.
September 26, 2024	5:00 P.M. (Preliminary Budget Work Session)
*October 3, 2024	6:00 P.M.
October 24, 2024	5:00 P.M. (Final Budget Work Session)
*November 7, 2024	6:00 P.M. (Preliminary Budget for Advertising)
*December 5, 2024	6:00 P.M. (2023 Budget Approved)
*December 30, 2024	6:00 P.M. (Year-End Business)
*January 6, 2025	6:00 P.M. (Re-Organizational Meeting)
January 7, 2025	5:30 P.M. (Auditors' Meeting)

Motion made by Sharpe, seconded by Potts, to have Bryan Morton as the voting delegate for the State Convention for 2024. Motion carried: two ayes.

Motion made by Morton, seconded by Sharpe, to allow all township supervisors, secretary, and tax collector to go to the State Conventions for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to change the road mileage to \$0.67 per mile for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to leave Bill Taylor as the Emergency Management Services Coordinator for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to recognize Kim Ferguson as the Tax Collector Deputy and Kim Doctor as an alternate for 2024. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to recognize Bob Potts as the Flood Plain Administrator for 2024. Motion carried: two ayes.

Motion made by Morton, seconded by Potts, to recognize Glenn Sharpe as the Right-to-Know Officer for 2024. Motion carried: two ayes.

Minutes of the December 27, 2023 meeting were distributed to those in attendance. Motion made by Morton, seconded by Sharpe, to accept the minutes with a correction of adding Brian Bullock in attendance. 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:

Solar ordinance discussion – the secretary called the solicitor and he would like a list of things that we would like included in a possible ordinance; this is a WIP.

Construction on Rec buildings- still waiting on work to be completed

New Business:

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

**Motion made by Morton, seconded by Sharpe, to accept Dodson Trucking's bid at \$0.37/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 Sharpe, to accept Melzer's Fuel Service's bid of \$2.65/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 Sharpe, to accept Melzer's Fuel Service's bid of \$2.65/gal delivered. Motion carried: three ayes.

Approval for auditors to attend virtual training on January 18th –cost is \$45/person

**Motion made by Morton, seconded by Sharpe, to allow auditors to attend the auditors' virtual training. Motion carried; three ayes.

Citizens' Comments & Concerns:

No other comments and concerns were brought before the board.

Motion made by Morton, seconded by Sharpe, to adjourn at 6:32 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips
Township Secretary