

January 3, 2022

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, Tammy Turner, Patti Capron, Laura Morton, Kathleen Wheelock, and John Lawrence.

Sharpe 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 Glenn Sharpe as Chairman for 2022. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Rhonda Phillips as Secretary for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Mary Worley as Assistant Secretary for 2022. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as Vice Chairman for 2022. Motion carried: two ayes.

Motion made by James, seconded by Morton, to raise the monthly compensation for the Secretary-Treasurer for 2022 to \$1125. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the compensation for the Assistant Secretary for 2022 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 2022. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to raise the hourly rate of the present full-time township equipment operators/laborers to \$21.00 for 2022. 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 2022. 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 2022. 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 2022. 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 2022. 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 2022. 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 2022. 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 Sharpe, to leave hourly rate of on-demand labor at \$8.50 per hour for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to raise the hourly rate of on-demand equipment operators to \$13.50 per hour for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to raise the hourly rate of part-time plow operators to \$16.00 per hour for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to raise the hourly rate of maintenance employee to \$11.00 per hour for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint John Flaugh and all three supervisors as co-road superintendents for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to raise the hourly rate for full-time road superintendent at \$24.00 for 2022. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as road master and/or general laborer for 2022. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Brian Proctor as a general laborer for 2022. Motion carried: three 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 for 2022. 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 for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the treasurer's bond limit at \$500,000 for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to keep Butcher & Winkler as township legal counsel for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2022. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to accept the Planning Commission Board for 2022. Motion carried: three ayes.

At Present:

Don Myers –Thru 2022

Luigi DeFrancesco – Thru 2022

Mike Lokuta – Thru 2024

John Lawrence – Thru 2024

Gary Coburn – Thru 2024

Motion made by James, seconded by Sharpe, to accept the meeting dates for 2022 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 25, 2022

February 22, 2022

March 29, 2022

April 26, 2022

May 31, 2022

June 28, 2022

July 26, 2022

August 30, 2022

September 27, 2022

October 25, 2022

November 29, 2022

Motion made by James, seconded by Morton, to hire Rick Makohus as Sewage Enforcement Officer for 2022. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Mike Klink as Assistant Sewage Enforcement Officer for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to hire Rick Makohus as UCC Building Code Inspector for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Code Enforcement Officer for 2022. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to accept the Rec Board members as read for 2022. Motion carried: three ayes.

Rec Board:

At Present: Matt Capron – 2022

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 2022. Motion carried: three ayes.

Rec Board Meeting Dates:

January 20, 2022
February 17, 2022
March 17, 2022
*April 9, 2022 – Easter Egg Hunt
April 21, 2022
*April 30, 2022 – Dumpster Day
*May 7, 2022 – Rec Facility Clean-up Day
May 19, 2022
*May 30, 2022 – Memorial Day Service
June 16, 2022
July 21, 2022
August 18, 2022
September 15, 2022
October 20, 2022
*October 27, 2022 – Trunk or Treat
November 17, 2022
December 15, 2022

Motion made by James, seconded by Morton, to retain Northwest Bank as depositories for all of the township accounts for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to retain Northwest Bank for state funds for 2022. Motion carried: three ayes.

Motion made James, seconded by Sharpe, to approve all meeting dates, location and times for 2022. 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 3, 2022	6:00 P.M.
*March 3, 2022	6:00 P.M.
*April 7, 2022	6:00 P.M.
*May 5, 2022	6:00 P.M.
*June 2, 2022	6:00 P.M.
*July 7, 2022	6:00 P.M.
*August 4, 2022	6:00 P.M.

*September 1, 2022	6:00 P.M.
September 30, 2022	4:00 P.M. (Preliminary Budget Work Session)
*October 6, 2022	6:00 P.M.
October 28, 2022	4:00 P.M. (Final Budget Work Session)
*November 3, 2022	6:00 P.M. (Preliminary Budget for Advertising)
*December 1, 2022	6:00 P.M. (2023 Budget Approved)
*December 27, 2022	6:00 P.M. (Year-End Business)
*January 3, 2023	6:00 P.M. (Re-Organizational Meeting)
January 4, 2023	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 2022. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to allow all township supervisors and the secretary to go to the State Convention for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to change the road mileage to \$0.57 per mile for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave Bill Taylor as the Emergency Management Services Coordinator for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to recognize Conrad T. Shearer as the Township Constable for 2022. Motion carried: three ayes.

Motion made by James, seconded by Morton, to recognize Kim Doctor as the Tax Collector Deputy and Kim Ferguson as an alternate for 2022. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to recognize Don James as the Flood Plain Administrator for 2022. Motion carried: two ayes.

Motion made by James, seconded by Morton, to recognize Glenn Sharpe as the Right to Know Officer for 2022. Motion carried: two ayes.

Minutes of the December 27, 2021 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.

New Business:

New Truck purchase – A quote was received from Hyer Electric for \$2700.

***Motion made by Morton, seconded by James, to purchase the International truck for \$15,600.

Motion carried: three ayes.

Amanda Sparks issue – WIP. Paperwork will be sent to the solicitor to look over.

Contact brine person re: 2022 needs - Glenn Sharpe will look into this.

Dumpster pick up at the Rec Complex-Bryan Morton will call Raccoon Refuse.

The auditors brought up a few concerns: renovation of the bathroom needs to be made (we have a grant for that presently being worked on); fuel usage (we need a new way to log fuel usage, possibly get a new meter); the municipal property record and inventory lists need to be revised and the fixed assets in Quickbooks needs to be investigated.

Citizens' Comments & Concerns:

No other comments and concerns were brought before the board.

Motion made by James, seconded by Sharpe, to adjourn at 7:05 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips
Township Secretary