

January 4, 2021

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 present by phone), Rhonda Phillips, Scott Wheelock, 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 Sharpe, 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 2021. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to appoint Rhonda Phillips as Secretary for 2021. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Mary Worley as Assistant Secretary for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as Vice Chairman for 2021. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to raise the monthly compensation for the Secretary-Treasurer for 2021 to \$1025. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the compensation for the Assistant Secretary for 2021 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 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the percent of commission for the Township Tax Collector for 2021 at 6%. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the hourly rate of the present full-time township equipment operators/laborers at \$20.00 for 2021. 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 2021. 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 1<sup>st</sup>. Motion made by James, seconded by Sharpe, to accept these guidelines for vacation pay for 2021. Motion carried: three ayes.

Jury Duty: Employees will be paid per day's wages less jury wage. Motion made by James, seconded by Sharpe, to accept this guideline for jury duty for 2021. 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 Sharpe, to accept these guidelines for PTO for 2021. 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 Sharpe, to keep this the same for 2021. 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 2021. Motion made by Sharpe, seconded by Morton, to accept this guideline for health insurance benefits. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, that all vacation and PTO for 2021 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 Morton, seconded by James, to leave hourly rate of on-demand labor at \$8.50 per hour for 2021. Motion carried: three ayes.

Motion made by James, seconded by Morton, to leave the hourly rate of on-demand equipment operators at \$12.50 per hour for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the hourly rate of part-time plow operators at \$15.10 per hour for 2021. Motion carried: three ayes.

Motion made by James, seconded by Morton, to keep the hourly rate of maintenance employee at \$9.50 per hour for 2021. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to appoint John Flaugh and Don James as co-road superintendents for 2021. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to raise the hourly rate for full-time road superintendent at \$23.00 for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as road master and/or general laborer for 2021. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as road master and/or general laborer for 2021. Motion carried: two ayes.

Motion made by Sharpe, seconded by Morton, to appoint Don James as road master and/or general laborer for 2021. 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 for 2021. 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 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave the treasurer's bond limit at \$500,000 for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to keep Butcher & Winkler as township legal counsel for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to accept the Planning Commission Board for 2021. Motion carried: three ayes.

At Present:

Don Myers –Thru 2022

Luigi DeFrancesco – Thru 2022

Tom Morgan – 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 2021 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 26, 2021

February 23, 2021

March 30, 2021

April 27, 2021

May 25, 2021

June 29, 2021

July 27, 2021

August 31, 2021

September 28, 2021

October 26, 2021

November 30, 2021

Motion made by James, seconded by Sharpe, to hire Rick Makohus as Sewage Enforcement Officer for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Pete Homchenko as Assistant Sewage Enforcement Officer for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to hire Rick Makohus as UCC Building Code Inspector for 2021. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Code Enforcement Officer for 2021. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to accept the Rec Board members as read for 2021.  
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  
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 2021. Motion carried: three ayes.

Rec Board Meeting Dates:

January 21, 2021  
February 18, 2021  
March 18, 2021  
\*March 27, 2021 – Easter Egg Hunt  
April 15, 2021  
\*April 24, 2021 – Dumpster Day  
\*May 8, 2021 – Rec Facility Clean-up Day  
May 20, 2021  
\*May 31, 2021 – Memorial Day Service  
June 17, 2021  
July 15, 2021  
August 19, 2021  
September 16, 2021  
October 21, 2021  
\*October 28, 2021 – Trunk or Treat  
November 18, 2021  
December 16, 2021

Motion made by James, seconded by Sharpe, to retain Northwest Bank as depositories for all of the township accounts for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to retain Northwest Bank for state funds for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to approve all meeting dates, location and times for 2021, except to remove the May Road Tour.  
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 for regular meetings  
\* Work sessions start at 5:00 P.M. for regular meetings.

*February 4, 2021	6:00 P.M.
*March 4, 2021	6:00 P.M.
*April 1, 2021	6:00 P.M.
*May 6, 2021	6:00 P.M.
*June 3, 2021	6:00 P.M.
*July 1, 2021	6:00 P.M.
*August 5, 2021	6:00 P.M.
*September 2, 2021	6:00 P.M.
September 24, 2021	4:00 P.M. (Preliminary Budget Work Session)
*October 7, 2021	6:00 P.M.
October 29, 2021	4:00 P.M. (Final Budget Work Session)
*November 4, 2021	6:00 P.M. (Preliminary Budget for Advertising)
*December 2, 2021	6:00 P.M. (2020 Budget Approved)
*December 27, 2021	6:00 P.M. (Year-End Business)
*January 3, 2022	6:00 P.M. (Re-Organizational Meeting)
January 4, 2022	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 2021. 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 2021. Motion carried: three ayes.

Motion made by Morton, seconded by James, to change the road mileage to \$0.57 per mile for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to leave Bill Taylor as the Emergency Management Services Coordinator for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to recognize Conrad T. Shearer as the Township Constable for 2021. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to recognize Kim Ferguson as the Tax Collector Deputy and Kim Doctor as an alternate for 2021. Motion carried: three ayes.

Motion made by Morton, seconded by Sharpe, to recognize Don James as the Flood Plain Administrator for 2021. Motion carried: two ayes.

Motion made by James, seconded by Morton, to recognize Glenn Sharpe as the Right to Know Officer for 2021. Motion carried: two ayes.

**Minutes of the December 28, 2020 meeting** were distributed to those in attendance. Motion made by James, seconded by Sharpe, to accept the minutes as they stand. Motion carried: three ayes.

**Correspondence:**

*PSATS Survey* – requesting a general survey filled out regarding areas of administration

*Bush Insurance* – They are working on renewing our policies but they are in the middle of negotiating rates with their carrier.

*PA-1-Call* – general information

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

Motion made by Sharpe, seconded by James, 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* – The month of December we have been servicing equipment for the upcoming year, along with plowing and putting antiskid down. So far it has been one of those winters with up and down temperatures. This makes it very difficult to plow with soft roads. We have installed rubber blades on two of our blades to handle those days. So far it has worked out well. Please watch out for the plow trucks and slow down. It is hard to get off the edge of roads. They are very soft and will suck the trucks into the ditches. So be careful! Thanks.

*Tax Collection Committee* – No report. Meeting will be January 16<sup>th</sup>.

*Web site* – 191 total visitors for December, 82% from the U.S.

**Old Business:**

*PSATS dues* –

\*\*\*Motion made by James, seconded by Sharpe to include the New Law Service and the Township Legal Defense Partnership in the dues. Motion carried: three ayes.

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

*Act 13 Grant* – Sharpe will get together with the secretary to try to apply for this grant.

**New Business:**

*Quote for generator* – A quote was received from Hyer Electric for \$2700.

\*\*\*Motion made by Sharpe, seconded by James, to accept the quote from Hyer Electric. Motion carried: three ayes.

**Citizens' Comments & Concerns:**

No concerns were brought before the board.

Motion made by Sharpe, seconded by James, to adjourn at 6:38 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips  
Township Secretary