

January 6, 2020

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 Supervisors Morton, James, and Sharpe, Rhonda Phillips, Sandy James, and John Lawrence.

Morton 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 Morton, to appoint Glenn Sharpe as Chairman for 2020. Motion carried: two ayes.

Motion made by James, seconded by Sharpe, to appoint Rhonda Phillips as Secretary for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to appoint Mary Worley as Assistant Secretary for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to appoint Bryan Morton as Vice Chairman for 2020. Motion carried: two ayes.

Motion made by Sharpe, seconded by Morton, to raise the monthly compensation for the Secretary-Treasurer for 2020 to \$975. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to leave the compensation for the Assistant Secretary for 2020 at \$10.00 per hour. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to retain Berkheimer as Act 32 tax administrator for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to leave the percent of commission for the Township Tax Collector for 2020 at 6%. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to raise the hourly rate of the present full-time township equipment operators/laborers to \$20.00 for 2020. 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 Sharpe, seconded by James, to set these paid holidays for 2020. 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 James, to accept these guidelines for vacation pay for 2020. Motion carried: three ayes.

Jury Duty: Employee will be paid per day's wages less jury wage. Motion made by Sharpe, seconded by Morton, to accept this guideline for jury duty for 2020. 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 James, to accept these guidelines for PTO for 2020. 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 Sharpe, seconded by Morton, to keep this the same for 2020. 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 2020. Motion made by Sharpe, seconded by Morton, to accept this guideline for health insurance benefits. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, that all vacation and PTO for 2020 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 Sharpe, seconded by James, to leave hourly rate of on-demand labor at \$8.50 per hour for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to leave the hourly rate of on-demand equipment operators at \$12.50 per hour for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to leave the hourly rate of part-time plow operators at \$15.10 per hour for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to keep the hourly rate of maintenance employee at \$9.00 per hour for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to appoint John Flaugh and Don James as co-road superintendents for 2020. Motion carried: two ayes.

Motion made by Sharpe, seconded by Morton, to raise the hourly rate for full-time road superintendent at \$22.00 for 2020. Motion carried: three ayes.

Motion made by James, seconded by Sharpe, to appoint Bryan Morton as road master and/or general laborer for 2020. Motion carried: two ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as road master and/or general laborer for 2020. Motion carried: two ayes.

Motion made by Sharpe, seconded by Morton, to appoint Don James as road master and/or general laborer for 2020. Motion carried: two 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 2020. 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 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to leave the treasurer's bond limit at \$500,000 for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to keep Butcher & Winkler as township legal counsel for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to accept the Planning Commission Board for 2020. Motion carried: three ayes.

At Present:

Don Myers –Thru 2022

Luigi DeFrancesco – Thru 2022

Tom Morgan – Thru 2022

Mike Lokuta – Thru 2020

John Lawrence – Thru 2020

Gary Coburn – Thru 2020

Motion made by Sharpe, seconded by Morton, to accept the meeting dates for 2020 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 28, 2020

February 25, 2020

March 31, 2020

April 28, 2020

June 30, 2020

July 28, 2020

August 25, 2020

September 29, 2020

October 27, 2020

November 24, 2020

Motion made by Sharpe, seconded by Morton, to hire Rick Makohus as Sewage Enforcement Officer for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to retain Pete Homchenko as Assistant Sewage Enforcement Officer for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to hire Rick Makohus as UCC Building Code Inspector for 2020. Motion carried: three ayes.

Motion made by James, seconded by Morton, to appoint Glenn Sharpe as Code Enforcement Officer for 2020. Motion carried: two ayes.

Rec Board:

At Present: Matt Capron – 2022
Kathy Taylor – 2023
Bill Taylor - 2023
Dave Cargo – 2023
Patti Capron – 2020
Scott Wheelock – 2020
All Supervisors

Motion made by Sharpe, seconded by Morton, to accept the Rec Board members as read for 2020. Motion carried: three ayes.

Rec Board Meeting Dates:

January 16, 2020
February 20, 2020
March 19, 2020
*April 4, 2020 – Easter Egg Hunt
April 16, 2020
*April 25, 2020 – Dumpster Day
*May 9, 2020 – Rec Facility Clean-up Day
May 21, 2020
*May 25, 2020 – Memorial Day Service
June 18, 2020
July 16, 2020
August 20, 2020
September 17, 2020
October 15, 2020
*October 29, 2020 – Trunk or Treat
November 19, 2020
December 17, 2020

Motion made by Morton, 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 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to retain Northwest Bank as depositories for all of the township accounts for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to retain Northwest Bank for state funds for 2020. 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 6, 2020	6:00 P.M.
***March 5, 2020	6:00 P.M.
***April 2, 2020	6:00 P.M.
May 2, 2020	7:00 A.M. (Road Tour)
***May 7, 2020	6:00 P.M.
***June 4, 2020	6:00 P.M.
***July 2, 2020	6:00 P.M.
***August 6, 2020	6:00 P.M.
***September 3, 2020	6:00 P.M.
September 25, 2020	4:00 P.M. (Preliminary Budget Work Session)
***October 1, 2020	6:00 P.M.
October 30, 2020	4:00 P.M. (Final Budget Work Session)
***November 5, 2020	6:00 P.M. (Preliminary Budget for Advertising)
***December 3, 2020	6:00 P.M. (2020 Budget Approved)
***December 28, 2020	6:00 P.M. (Year-End Business)
***January 4, 2021	6:00 P.M. (Re-Organizational Meeting)
January 5, 2021	5:30 P.M. (Auditors' Meeting)

Motion made Sharpe, seconded by James, to approve all meeting dates, location and times for 2020.
Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to have Bryan Morton as the voting delegate for the State Convention for 2020. Motion carried: two ayes.

Motion made by Sharpe, seconded by Morton, to allow all township supervisors and the secretary to go to the State Convention for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to leave the road mileage at \$0.50 per mile for 2020.
Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to leave Bill Taylor as the Emergency Management Services Coordinator for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to recognize Conrad T. Shearer as the Township Constable for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by James, to recognize Kim Doctor as the Tax Collector Deputy and Kim Ferguson as an alternate for 2020. Motion carried: three ayes.

Motion made by Sharpe, seconded by Morton, to recognize Don James as the Flood Plain Administrator for 2020. Motion carried: two ayes.

Motion made by Morton, seconded by James, to recognize Glenn Sharpe as the Right to Know Officer for 2020. Motion carried: two ayes.

Minutes of the December 30, 2019 meeting were distributed to those in attendance. Motion made by Sharpe, seconded by Morton, to accept the minutes as they stand. Motion carried: three ayes.

Correspondence:

PSATS Conference – received materials for the conference in April

Conservation District – dates for this year's training sessions; also, grants are available for 2021 but must submit application by November 2nd

John Lawrence – he will try to get a copy of the IPMC; if he can't get it, the secretary will order it

***Motion made by James, seconded by Morton, that if John Lawrence cannot get a copy of the IPMC through Crawford County, the secretary can order it online. Motion carried; three ayes.

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. Meeting will be January 16th.

Web site – No report.

Old Business:

Planned supervisors' vacations – Morton will be on vacation at the end of January and the end of February but he will be present for the supervisors' meetings.

New Business:

Tractor/berm mower – It has been promised for the end of the month.

Vogt Heating & Cooling – The furnace in the office will be fixed on Wednesday.

Citizens' Comments & Concerns:

No concerns were brought before the board.

Motion made by Sharpe, seconded by James, to adjourn at 6:34 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips
Township Secretary