

**Richmond Township
Re-organization Meeting
January 3, 2022**

CALL TO ORDER: Salute to flag and moment of silence

1. Appoint Temporary Chairman and Secretary
2. Elect New Chairman, Secretary and Assistant Secretary
3. Elect Vice-Chairman
4. Set Compensation of Secretary-Treasurer Salary and Assistant Clerk
5. Appoint Wage Tax Collector
6. Set Tax Collector pay rate (only on election year)
7. Set Hourly Rate of Township Full-Time Equipment Operators-Laborers
8. Set holidays paid, vacation pay, jury duty pay, PTO pay, bereavement pay, health insurance benefits, etc for full-time employees
9. Set Hourly Rate of On-Demand Laborer's
10. Set Hourly Rate of On-Demand Equipment Operators
11. Set Hourly Rate of Part-time Plow Operators
12. Set Hourly Rate of Maintenance Employee
13. Appoint Co-Road Superintendents
14. Set Hourly Rate for Full-Time Road Superintendent
15. Appoint Road Masters and general laborers
16. Recommend auditors to set pay rate for full- and part-time working supervisors
17. Set Treasurers Bond Limit (increase as needed)
18. Appoint Legal Council
19. Appoint Elector to serve as Chairman of Vacancy Board
20. Fill Planning Commission Vacancies and set meeting dates

21. Appoint Sewage Enforcement Officer, Assistant Sewage Enforcement Officer, UCC Building Code Inspector, and one supervisor as a code enforcement officer
22. Fill Vacancies in Recreation Board and set meeting/event dates
23. Select Township Depositories
24. Establish Meeting Dates, Location & Times for supervisor/auditor meetings
25. Certify Voting Delegate to State Convention and who can attend
26. Set Road Mileage
27. Set Emergency Management Service Coordinator
28. Set Richmond Township Constable
29. Set Tax Collector Deputy and Alternate Tax Collector Deputy
30. Set Flood Plain Administrator
31. Set Right To Know Officer

Minutes of December 27, 2021 meeting

Correspondence
Bills & Receipts

Reports:

Planning Commission
Recreation Board
Road Master's Report
Tax Collection Committee
Website

Old Business:

Planned supervisor vacations
Any other old business

New Business:

New truck purchase – pick up
Amanda Sparks issue
Contact brine person re: 2022 needs
Dumpster pick up at Rec Complex
Any other new business

Citizen's comments & concerns

Adjourn