

**Richmond Township
Re-organization Meeting
January 6, 2025**

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 compensation rate **by resolution** for next term
7. Set Hourly Rate of Township Full-Time Equipment Operators-Laborers
 - Set holidays paid, vacation pay, jury duty pay, PTO pay, bereavement pay, health insurance benefits, etc. for full-time employees
8. Set Hourly Rate of On-Demand Laborers, On-Demand Equipment Operators, Part-time Plow Operators, and Maintenance Employees
9. Appoint Co-Road Superintendents
 - Set Hourly Rate for Full-Time Road Superintendent
 - Appoint Road Masters and general laborers
10. Recommend auditors to set pay rate for full- and part-time working supervisors
11. Set Treasurers Bond Limit
12. Appoint Legal Council
13. Appoint Elector to serve as Chairman of Vacancy Board
14. Fill Planning Commission Vacancies and set meeting dates
15. Appoint Sewage Enforcement Officer, Assistant Sewage Enforcement Officer, UCC Building Code Inspector, Assistant UCC Building Code Inspector, and one supervisor as a code enforcement officer
16. Fill Vacancies in Recreation Board and set meeting/event dates

17. Select Township Depositories
18. Establish Meeting Dates, Location & Times for supervisor/auditor meetings
19. Certify Voting Delegate to State Convention and who can attend
20. Set Road Mileage
21. Set Emergency Management Service Coordinator
22. Set Tax Collector Deputy and Alternate Tax Collector Deputy
23. Set Flood Plain Administrator
24. Set Right-To-Know Officer

Minutes of December 30, 2024 meeting

Correspondence

Bills & Receipts

Reports:

Planning Commission

Recreation Board

Road Master's Report

Tax Collection Committee

Website

Old Business:

Frame for tandem truck – does it need sent out for bids?

Any old business

New Business:

Bids for brine

Bids for diesel

Bids for fuel oil

Any other new business

Citizen's comments & concerns

Adjourn