MANTUA TOWNSHIP

BEGINNING OF THE YEAR

REGULAR MEETING

January 14, 2021

The Fiscal Officer called the meeting to order at 7:03 p.m. with the following members and visitors present: John Festa, Jason Carlton, Matthew Benner, Trustees, Susan Skrovan, Fiscal Officer, Rich Gano, Zoning Inspector and Stacy Turner, Reporter with the Weekly Villager.

The following officers were nominated and elected:

**RES 1-21:** Motion by Jason Carlton to nominate John Festa for Chairman for 2021, seconded by Matt Benner. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 2-21:** Motion to close the nominations by John Festa, seconded by Jason Carlton. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

Vote for John Festa as Chairman for 2021 as follows: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 3-21:** Motion by Matt Benner to nominate Jason Carlton for Vice Chairman seconded by John Festa. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes. No further nominations.

**RES 4-21:** Motion to close the nominations for Vice Chairman made by John Festa, seconded by Matt Benner. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

Vote for Jason Carlton as Vice Chairman for 2021 as follows: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 5-21:** Motion by Matt Benner to nominate Jason Carlton for Representative to the Mantua-Shalersville Fire District for 2021, seconded by John Festa. No further nominations.

**RES 6-21:** Motion to close the nominations by John Festa, seconded by Jason Carlton. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

Vote for Jason Carlton as Representative to the Mantua-Shalersville Fire District for 2021. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 7-21:** Motion by John Festa to nominate Matt Benner for Alternate Representative to the Mantua-Shalersville Fire District for 2021, seconded by Jason Carlton. No further nominations.

**Res 8-21:** Motion to close the nominations by John Festa, seconded by Jason Carlton. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

Vote for Matt Benner as Alternate Fire Board Representative for 2021 as follows: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 9-21:** Motion to appoint Matt Benner Representative to the Chamber of Commerce by John Festa, seconded by Jason Carlton. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

The Mantua Township Zoning Commission members are as follows:

Mary Ellen Hamlin 12/31/21

Lynn Harvey 12/31/23

Nick Ehlert 12/31/24

Philip Derthick 12/31/25

George Seith 12/31/26

Dave Pollard, alternate Appointed Nov. 7, 2019

Meetings remain the second Thursday of each month at 7:30 p.m.at the Town Hall.

The Mantua Township Board of Zoning Appeals members are as follows:

Randy Alger 2/28/21

Theresa Nielsen 2/28/22

Sandy Engelhart 2/28/23

Chris Emshoff 2/28/24

Joan Martin 2/28/25

Susan Lilley alternate Appointed Nov. 7, 2019

Alternate to the Board of Zoning Appeals is Susan Lilley with one vacancy for alternate. The board of Zoning Appeals meets on demand usually on a Monday.

Trustees discussed the appointment for the Regional Planning Commission Representative. Rich Gano said he cannot be a representative for more than one community.

**RES 10-21:** Motion by John Festa to appoint Matt Benner as Regional Planning Commission Representative for 2021, seconded by Jason Carlton. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 11-21:** Motion by Jason Carlton to appoint Sandy Engelhart as Alternate Regional Planning Commission Representative for 2021, seconded by Matt Benner. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 12-21:** Motion by Matt Benner to appoint John Festa as Chagrin River Watershed Partners Representative for 2021, seconded by Jason Carlton. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 13-21:** Motion by John Festa to appoint Lynn Harvey as Alternate Representative Chagrin River Watershed Partners for 2021, seconded by Matt Benner. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 14-21:** Motion by Jason Carlton to increase the part-time labor minimum wage to $12.50 per hour, seconded by Matt Benner. Vote: John; yes, Jason; yes, Matt; yes.

**RES 15-21:** Motion by Jason Carlton to increase the Zoning board members pay to $30.00 per meeting from $20.00 for both the Board of Zoning Appeals and Zoning Commission members, seconded by John Festa. Vote: John; yes, Jason; yes, Matt; yes.

**RES 16-21:** Motion by Jason Carlton to increase the Zoning Commission and BZA Secretaries pay to $75.00 per meeting for taking and preparing of the minutes and to include $15.00 per hour for ancillary work such as certified mailings, seconded by John Festa. Vote: John; yes, Jason; yes, Matt; yes.

Payroll is as follows:

Road Man Brian Tayerle’s hourly rate is $23.50

Road Man Dan Wysznski’s hourly rate is $22.35

Part-time Road Man CDL hourly rate is $15.00

Part-time labor minimum wage of $12.50 per hour

Sexton Salary is $450.00 per month, with an additional $30/hour for mowing with a 2- hour maximum per month

Assistant Sexton pay is minimum wage, which is $12.50 per hour, with a $50 per month cap, unless an elected officer holds position

Trustee’s salaries are $62.39 per day, maximum 200 days’ pay – Newly elected and/or appointed as of 1/01/2020 $64.59 per day.

Fiscal Officer Salary is $22,607.00 for 2021 annually.

Assistant Fiscal Officer is $19.00 per hour as needed.

Zoning Inspector salary is $800.00 per month

Custodian Salary is $600 per month including for scheduling Civic Center and Annex.

Both Zoning Board members paid $30 per meeting.

The Zoning Commission Secretary is paid $75 per meeting or hearing with an additional $15.00 per hour for hearings that extend more than 6 hours.

The BZA Secretary is paid $75 per meeting or hearing, with an additional $15.00 per hour for hearings that extend more than 6 hours and for ancillary meeting preparation, certified mailings, etc.

**RES 17-21:** Motion by Jason Carlton to adopt mileage rate to be the current Federal rate of .56 cents per mile for 2021, seconded by Matt Benner. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

The legal and township holidays on the days observed for 2021 are:

January 1 Friday New Year’s Day

February 15 Monday Presidents Day

April 2 Friday Good Friday

May 31 Monday Memorial Day

July 4 Sunday Independence Day

September 6 Monday Labor Day

October 11 Monday Columbus Day

November 25 Thursday Thanksgiving Day

November 26 Friday Day after Thanksgiving

December 25 Saturday Christmas Day

December 26 Sunday Day after Christmas

Vacation Schedule After 6 months: 1 week

1 full year service 2 weeks

5 full years’ service 3weeks

Additional vacation is awarded on the anniversary date.

Sick Pay: One (1) paid sick day per month earned, maximum twelve (12) paid sick days a year, non-cumulative. Unused sick time will be bought back on December 31. Doctor’s release needed if sick more than three consecutive days.

Funeral: Three bereavement will be paid overtime for all hours worked over 40 hours in any calendar week, as defined in the Employee Policy Manual.

Overtime: Employees will be paid overtime for all hours worked over 40 hours in any calendar week, no compensatory time, unless expressly approved by the Trustees. Pay periods begin on the 1st and 16th (except February), Vacation and Holidays are considered workdays (8 hours) in calculating overtime. Overtime is time and one-half.

Matt Benner would like to take a look at the employee sick time, carryover of sick time and vacation carryover.

**RES 18-21:** Motion by Jason Carlton that the meeting days remain the first and third Thursdays of each month at the Mantua Township Hall at 7:00 p.m. Seconded by Matt Benner. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

**RES 19-21:** Motion by Jason Carlton to change the hourly rate for the Assistant Cemetery Sexton position to $12.50 per hour, seconded by Matt Benner. Vote: John; yes, Jason; yes, Matt; yes.

**RES 20-21:** Motion to adjourn the beginning of the year meeting by Matt Benner, seconded by Jason Carlton. Vote: John Festa; yes, Jason Carlton; yes, Matt Benner; yes.

The meeting adjourned at 8:08 p.m. until January 21, 2021

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John Festa Jason Carlton

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Matthew Benner Susan J. Skrovan, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.