

**Special Meeting-End of Year**  
**December 17th, 2025**  
**7:30 p.m.**

**The Board of Polk Township Trustees met on December 17<sup>th</sup>, 2025 for a Special Meeting regarding end of the Year changes/additions.** The board met pursuant to notice in the local newspaper and Ohio Sunshine Law requirements. The Chairman called the roll @ 7:41 pm, and the following members were present: Tom Ray, Glenn Cheesman and Russell Sellman.

**'2025' End of Year Meeting amendments with changes and additions:**

**Chairman opened up the meeting to the board to review the following Policies and Resolutions for renewal or amending:**

**A) Employees: Road Dept.: Lejagn Berry \$22 per hour as road employee, Bash \$14 per hour and Kevin Furr. Clerical Department: Sharon Kempf \$15 per hour**

Changes:      Lejagn \$22 Resigning in 2026  
                  Bash \$16   \$18    
                  Furr \$16   \$18    
                  Kempf \$17   \$18  

**B) Zoning Inspector salary \$630 monthly Chg...   \$650**

**Zoning Inspector's Secretary's Salary \$17 per hour**

**C) Renewals of resolutions #197.92 which allows the *fiscal officer* to incur obligations up to \$10,000. Auditor of State 'Obligation Authority' (Section 507.11 R.C.). Legislation allows the trustees, by resolution, to delegate this ability to authorize officers or employees to incur obligations on behalf of the township to the township administrator. The language allows the amount of the obligation that the officers or employees may incur on behalf of the township deem [up to \$10,000.] Trustees allow fiscal officer to incur obligations up to \$2,500**

**The Auditor of State recommends that townships establish procedures that require officers and employees to notify the township *fiscal officer* whenever they exercise the authority to obligate the township. The procedures should include a number of days by which the fiscal officer is to be notified of the obligation and the information to be contained in the notification.**

D) Annual Meeting Schedule will be placed in the January, 2024 local newspaper, on the township website and on the Township Sign located at the Township Hall and all *Emergency and Special Meetings* will be given proper notice as pursuant to Ohio Sunshine Laws.

E) NOT APPLICABLE AT THIS TIME:

Health insurance and hospitalization and all higher premiums on insurance for township officials are to be paid/reimbursed out of funds in accordance with ORC 505.601 Resolution 35-14

F) (A) Dental and Life Insurance and all higher premiums for township officials are to be paid out of funds in accordance with ORC 505.601

G) Wages paid to all part-time help to be determined by the board of trustees.

H) Trustees paid by salary. For '2025' Tom Ray, Russell Sellman: (daily rate \$ 73.96); (Annually, \$14,792), (Monthly \$1,232.67) Glenn Cheesman (daily rate \$ 71.67); (Annually, \$12,334), (Monthly \$1,194.50) ...commencing January 1, 2026. The fiscal officer's salary will be Annually \$25,088 Monthly (\$2,090.67) for '2026' beginning January 1, 2026. Per adoption of Resolution 2-23 All trustee's wages are to be paid monthly and shall be calculated by a percentage based on the number of days worked within that area. Based on the given percentage of road days worked the trustees shall be paid from the General, MVL, Gasoline, and/or Road and Bridge Funds; however, all pay periods must include at least one day of administrative work.

All trustees shall sign a monthly certification that verifies the percentages of days for administrative and road days per Resolution 2-23.

I) Pay all township officials expenses or those appointed to attend township or zoning related meetings for continued education or training purposes. This includes the yearly training subscription that is available by the OTA in 2026.

J) Chairman and vice-chairman.

Chairman: Tom Ray \_\_\_\_\_ Same \_\_\_\_\_  
Vice-chairman: Glenn Cheesman \_\_\_\_\_ Same \_\_\_\_\_

K) Rental of computer equipment from UAN

L) Pay insurance premiums for township property, equipment, liability, etc.

M) John Beach will continue to mow and maintain township cemetery/s

\*Salary: \$30.00 per mowing and all other maintenance will be at \$8.30 per hour

John Beach mowing: \_\_\_\_\_ same \_\_\_\_\_

Other maintenance: same

N) Audit Committee: 2026 Audit

1. Tom Ray
2. Russell Sellman
3. Fiscal Officer

O) Township will continue to invest in Star Ohio and Star Ohio Plus, ICS Money Market and all other investments approved by the state of Ohio for public entities

P) Al Schrader, LPA will represent Polk Township in zoning related issues and/or other issues approved by the board of trustees or the prosecuting attorney

Q) Record Retention Committee for Polk Township:

Chairman: Tom Ray,  
Fiscal Officer: Brett Young, and  
Vice-Chairman: Glenn Cheesman

R) Township will cover deductible for public liability.

S) Regular township meetings held on the third Wednesday of each month at 7:00 PM January thru December. All changes to the above schedule, Special Meetings, and Emergency Meeting advertised in compliance with the Ohio Sunshine Law.

T) Zoning Board Member and term expiration;

Zoning Commission:

Colby Bright	28	
Patty Rice Groth	27	Secretary
Bruce Heinlen	26	
Marty Faulds	25	
Doug Brammer	25	Chairman

Alternates:

- 1.
- 2.

ZBA

Jeff Zeisler	28	Chairman
Jay Keller	27	
Richard Shoup	26	
James Bart Cass	25	
Benjamin Otto	28	Secretary

**Alternates:**

1. Erik Schieber (2028)
- 2.

Trustees stated they will wait till the end of the year to determine if members can complete training or if they want to still be on board at that time.

**U) Township will spend the American Rescue Plan Monies according to the Federal Guidelines in '2026'**

**V) Compensation for board members: \$30 for each member and \$50 for secretaries**

Member:       Same        
Secretary:       same      

**Motion to accept Resolution 21-2025, the above list of additions/corrections, with the exception of the Zoning Board and Zoning Board of Appeals by Rusty Sellman seconded by Glenn Cheesman.**

**Vote: Tom Ray, Glenn Cheesman and Russell Sellman, "Aye". Motion Passed**

**Motion to Adjourn @ 8:08 was made by Russell Sellman, 2<sup>nd</sup> by Glenn Cheesman.**

**Vote: Tom Ray, Glenn Cheesman and Russell Sellman, "Aye". Motion Passed.**