

**OFFICIAL MINUTES  
COITSVILLE TOWNSHIP  
BOARD OF TRUSTEES  
RE-ORGANIZATIONAL MEETINGS  
January 2, 2019**

**CALL TO ORDER:** Township Fiscal Officer Christeen Partika called the meeting to order at 9:00am.

**PLEDGE OF ALLIGIANCE:** Township Fiscal Officer Partika led the pledge of allegiance.

**NOMINATIONS:**

**Chairperson:** Fiscal Officer Christeen Partika asked for a motion to nominate a Chairperson for 2019. Mr. Lisko made a motion to nominate Trustee Gerald Backo to serve as Chairperson. Mrs. Johnson seconded. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

**Vice-Chairperson:** Fiscal Officer Christeen Partika asked for a motion to nominate a Vice Chairperson for 2019. Mr. Backo made a motion to nominate Mr. Lisko as Vice Chairperson for 2019. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

**MEETING DATES:** Mr. Lisko made a motion that the Board of Trustees shall conduct their meeting in full compliance with the Ohio Sunshine Law and accordingly establishes the following rules for the scheduling and notice of all meetings. All regular meetings of the Board of Trustees' will be held at 6:00pm on the second Wednesday of the month excluding the months of July and August with study sessions date and times to be advertised in the Vindicator. The meetings will be advertised in the Youngstown Vindicator and posted on the township electronic message board. All special meetings shall be posted on the town hall marquee and notice shall be given to the Youngstown Vindicator and any other newspaper that requests the same at least 24 hours in advance of the meeting, except in an emergency in which case the notice shall be given as soon as practicable. Additionally, the Township will provide advance written notice of special meeting to anyone who provides the township with pre-paid postage, self-addressed envelopes or post cards. Mrs. Johnson seconded the motion. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

**LOCATION:** Mrs. Johnson made a motion that all meetings of the Board of Trustees will be held in the Town hall meeting room. However, in the event a person who is handicapped wishes to attend a meeting, the meeting will be moved to the administration office in compliance with the ADA that states “city governments can move public meetings to accessible buildings and can relocate services for individuals with disabilities to accessible levels or parts of buildings”. Mr. Lisko seconded the motion. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

### **ANNUAL CONTRACTS:**

**Attorney:** Mrs. Johnson made a motion to hire Attorney Dave Comstock as a representative in Coitsville Township Fire Department Affairs of legal matters as needed at a rate of \$135.00 an hour. Use of these services is not to exceed 20 hours per year and must be approved at the request of two administrators. Mr. Lisko seconded the motion. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

**Zoning:** Mrs. Johnson made a motion to contract for one year from January 1, 2018 through December 31, 2019 with Mike Kurilla at the rate of \$30.00 per hour not to exceed 20 hours per month. Mr. Backo seconded the motion. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

### **DUES:**

#### **Township Association:**

Mrs. Johnson made a motion to pay the dues of the Ohio and Mahoning County Township Associations for the Trustees and Fiscal Officer and any other employees designated by the board of trustees, and to pay for the Township Association Dinner Meetings for the township Trustees, Fiscal Officer and any other employees designated by the board of trustees. . Mr. Lisko seconded the motion. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

### **TRAVEL:**

**Seminars:** Mr. Lisko made a motion to have expenses incurred at governmental seminars, conferences and meeting outside of Coitsville Township reimbursed upon receipt, with a maximum daily room rate of \$225.00 for room charges, a maximum of \$75.00 for meals and tips(not to

exceed 18%) per day, no reimbursement for alcoholic beverages or movies, with all information being written and all documentation submitted for reimbursement being complete and legible and being signed by the person seeking the reimbursement and submitted to the Fiscal Officer within 30 days after the expense was incurred. Mrs. Johnson seconded the motion. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

**Mileage**

Mrs. Johnson made a motion to reimburse for mileage outside the township at 58cents per mile as designated by the IRS as of January 2, 2019 with a detailed expense report being signed by a Trustee and submitted to the Fiscal Officer within 30 days after the expense was incurred. Mileage will be determined by map quest from the Administration Building to the location of the meeting or event. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

**FISCAL OPERATIONS:**

**Depository:** Mrs. Johnson made a motion to approve First National Bank as the township primary depository. Mr. Backo seconded the motion. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**Investments:** Mrs. Johnson made a motion to approve investing township monies into a sweep account or STAR Ohio. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

**Interest:** Mrs. Johnson made a motion that interest in the Motor Vehicle and Gas Tax Funds will be allocated throughout the year based on the percentage of their cash balance on January 1, 2019. Mr. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**Advances and Transfers:**

Mrs. Johnson made a motion to authorize the Fiscal Officer to make Advances and Transfers between funds not to exceed \$50,000 per advance/transfer, with subsequent approval of the Trustees at the next regular meeting. Mr. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**Public Records Representative:**

Mrs. Johnson made a motion to designate the Fiscal Officer Christeen Partika as the designated public records representative for all of the township trustees. Mr. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**Advances from the County Auditor:**

Mrs. Johnson made a motion to authorize the Fiscal Officer to request real estate advances on the first and second half real estate settlements from the Mahoning County Auditor: Mr. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**PERSONELL:**

**Administration:**

Mrs. Johnson made a motion to pass resolution that all part time employees are not expected to work more than 1500 hours per year. Mr. Backo seconded the motion. Johnson-aye, Backo-aye, Lisko-aye. Motion Passed.

**Secretary:**

Mr. Lisko made a motion to retain Sonja Gilliam as Township Secretary at her current rate of pay and not to exceed 20 hours per week. The secretary will be paid her regulars hours for the following holidays, Martin Luther King Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day. Mrs. Johnson seconded the motion. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

**Road Department:**

Mr. Backo made a motion to retain the following road employees to work in the road department at their current hourly wage with their hours to be scheduled by Trustee Backo. The employees will be paid time and a half Martin Luther King Day, Presidents Day, Easter, Memorial Day, Fourth of July, Labor Day, Veterans day, Thanksgiving, Christmas Eve (after 8:00am)Christmas Day, New Year's Eve(after 8:00am), New Year's Day if they are scheduled to work on a holiday. If the employee is called out, they will be paid a four-hour reporting allowance. Mrs. Johnson seconded the motion. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

**Fire Department:**

Mrs. Johnson made a motion to retain all current firefighters at their current rate of pay per call and if the call is over three hours, they will get another unit at the same rate. A unit will be comprised of a three-hour period. Mr. Lisko seconded the motion. Johnson-aye, Lisko-aye, Backo-abstain.

**Police Department:**

Mrs. Johnson made a motion to allow uniform allowance for police officers with approval of the Chief on an as needed basis \$600 per officer for full time officer and \$125 for Part-time officers. Mr. Backo seconded the motion. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**COMMITTEES:**

**BWC:** Mr. Backo made a motion to designate Chief Morris and Mrs. Johnson as representatives for the Workers Compensation contacts for the township who will be responsible for monitoring drug testing, training and BWC paperwork. Mrs. Johnson seconded the motion. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

**Safety:** Mrs. Johnson made a motion to appoint a Safety Committee comprised of trustee Lisko, the Police Chief, Fire Chief and Road Superintendent who will meet twice a year. Mr. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye Motion passed.

**Records:** Mrs. Johnson made a motion to appoint a records committee comprised of the Chairperson and the Fiscal Officer who will meet at least once a year to review the records retention schedule. Mr. Lisko seconded the motion. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

**Audit Committee:**

Mrs. Johnson made a motion to pay members of the Audit committee \$20.00 per meeting. The audit committee will meet when requested by the auditor. Mr. Backo seconded the motion. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**Zoning Commission and Board of Appeals Stipends:**

Mrs. Johnson made a motion that the Chairperson of the Zoning Board will serve as the alternate on the Zoning Commission and the Chairperson of the Zoning Commission will serve as the Alternate to the Zoning Board at a rate

of \$20.00 per meeting. When there is a meeting of both Boards, the Zoning Board Chairperson will serve as Chairperson and receive a payment of \$25.00 per meeting and that all board members will receive \$20.00 per meeting. Mr. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**CASTLO:**

Mrs. Johnson made a motion to appoint a Coitsville Township Trustee Johnson as a representative to CASTLO with the Township Trustee Backo serving as alternate. Mr. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

**Supervision:**

Mr. Lisko made a motion for the following appointments of Trustee Department to supervise employee who are not supervised by a Department Head:

**Secretary Sonja Gilliam-** Mr. Lisko

**Road Employees-** Mr. Backo

**Brandon Brown-** Mrs. Johnson

**Rick Jamrozik-** Mr. Lisko

The following trustees will be the primary contact for department heads in the following departments.

**Police Department-** Mrs. Johnson

**Fire Department-** Mr. Lisko

**Road Department-** Mr. Backo

**Zoning Department-** Mr. Lisko

Mrs. Johnson seconded the motion. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

**RECYLING:**

**Lease**

Mr. Lisko made a motion to approve Mahoning County Reuse and Recycle Lease in which the township will receive \$2,250 per year for maintaining the recycling site at the township. Mr. Backo seconded. Lisko-aye, Backo-aye, Johnson-aye. Motion passed.

**Executive Session:**

Mr. Lisko made a motion to go into executive session to discuss fire personnel at 9:45 am. Mrs. Johnson seconded. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

Mr. Lisko made a motion to come out of executive session at 10:15 am. Mrs. Johnson seconded. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

**ADJOURN**

Mrs. Johnson made a motion to adjourn. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

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ATTEST

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CHAIRPERSON

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VICE-CHAIRPERSON

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TRUSTEE