

**OFFICIAL MINUTES
COITSVILLE TOWNSHIP
BOARD OF TRUSTEES
RE-ORGANIZATIONAL MEETING
January 5, 2023**

CALL TO ORDER: Township Fiscal Officer Christeen Partika called the meeting to order and lead the pledge of allegiance.

NOMINATIONS:

Fiscal Officer Christeen Partika asked for nomination for Chairperson for 2023 year. Mr. Backo made a motion to appoint Phyllis Johnson as Chairperson for the 2023 year. Mr. Alfano seconded Backo-aye, Alfano-aye, Johnson-aye Motion passed.

Fiscal Officer Christeen Partika asked for nomination for Vice-Chairperson for 2023. Mr. Backo made a made a motion to appoint James Alfano as Vice-Chairperson. Mrs. Johnson seconded the motion. Backo –aye, Johnson-aye, Alfano-aye. Motion passed.

Mrs. Johnson took over the meeting.

MEETING DATES:

Mr. Alfano 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 7:00 pm on the third Wednesday of the month (excluding the months of July and August) with study sessions date to be held the week before. All township meetings and study sessions will be advertised in the Tribune Chronical/Vindicator and posted on the township electronic message board. All special meetings shall be advertised in the Tribune Chronical/Vindicator and posted on the township electronic message board 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 or any newspaper that request notice. Mr. Backo seconded the motion. Johnson-aye, Alfano-aye, Backo-aye. Motion passed.

LOCATION

Mr. Alfano 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 and is unable to use the handicap chair lift, the meeting will be moved to the Township Fire Station 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. Backo seconded. Alfano-aye, Backo-aye, Johnson-aye Motion passed.

ANNUAL CONTRACTS:

Attorney: Mr. Alfano made a motion to hire Attorney Dave Comstock as a representative in Coitsville Township 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. Backo seconded the motion. Alfano-aye, Backo-aye, Johnson-aye. Motion passed.

Zoning: Mrs. Johnson made a motion to contract for one year from January 1, 2023 through December 31, 2023 with Mike Kurilla at the rate of \$30.00 per hour not to exceed 20 hours per month. Mr. Alfano seconded. Johnson-aye, Alfano-aye, Backo-aye. Motion passed.

DUES:

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

TRAVEL:

Seminars:

Mr. Alfano 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 \$150.00 for meals plus 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. Johnson-aye, Alfano-aye, Backo. Motion passed.

Mileage

Mr. Backo made a motion to reimburse for mileage outside the township at 65.5 cents per mile as designated by the IRS as of January 5, 2023 with a detailed expense report being signed by a Trustees and submitted to the Fiscal Officer within 30 days after the expense was incurred. Mileage will be determined by electronic maps from the Administration Building to the location of the meeting or event. Mrs. Johnson seconded the motion. Backo-aye, Johnson-aye Alfano-aye. Motion passed.

FISCAL OPERATIONS:

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

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

Public Records Representative:

Mr. Alfano 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. Alfano-aye, Backo-aye, Johnson-aye. Motion passed.

Advances from the County Auditor:

Mr. Alfano 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. Mrs. Johnson seconded. Alfano-aye, Johnson-aye, Backo-aye. Motion passed.

Advances and Transfers:

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

Appropriations:

Mr. Backo made a motion to authorize the Fiscal Officer to make changes in appropriations not to exceed \$10,000 per appropriation, with subsequent approval of the Trustees at the next regular meeting. Mrs. Johnson seconded the motion. Backo-aye, Johnson-aye, Alfano-aye. Motion passed

PERSONELL

Salary Allocation:

Mr. Alfano made a motion to pass resolution as allowed by the ORC 505.24 and 505.09 to approve paying a percentage of the trustee's and fiscal officer's salaries and any benefits they receive from the road fund with monthly written certification being provided to the fiscal officer. Any employee who performs work for a specific department may also have a percentage of their salary paid from the respective fund with documentation provided on the employee's timecard. Mrs. Johnson seconded. Alfano-aye, Johnson-aye, Backo-aye. Motion passed.

Part-time maximum expected hours:

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

Fire Department:

Mrs. Johnson made a motion to approve the following rate nominal fees for Fire-Fighters. The Coitsville Fire Department provides nominal fees in order to reimburse its members for cost they incur for mileage, meals, clothing, safety equipment, and other miscellaneous firefighting expenses. The nominal fees provided by the township are not a form of hourly based compensation and are not tied to productivity.

Fees for Training Drills: Each firefighter / EMS will be paid per drill. This fee will be paid regardless of the total time for the drill which are typically held on Monday nights 18:30-21:30. These times and days may be adjusted by the officers as needed to accommodate instructors but every effort will be made to adhere to Monday evenings. The rate of pay is equal to your certification level for calls. You must sign in and attend at least ½ of the drill to be considered for credit. Fees paid for run response, work details Probationary Non-Certified volunteers (not to exceed 24 months) \$10.00 per unit.

Firefighters with Fire I, Fire II or both State of Ohio Certifications \$14.00 per unit

EMS State of Ohio EMR, EMT, EMT-I, EMT-P Ohio Certifications \$14.00 per unit

Dual State of Ohio Certifications (EMS and Fire) \$16.00 per unit

Officers \$16.00 per unit

Officers with Dual Certifications (EMS and Fire) \$17.00 per unit

Fire Inspectors performing full inspections \$25.00 per unit

For the current list of Township holidays, you will earn a “Double Unit” of pay for response.

Ambulance Transports:

A “Double Unit” pay will be issued to each member at their certification rate who provides a hospital ambulance transport using Coitsville Fire unit S40. (Max of 3 on transporting unit)

Fire Department Line Officer Monthly Stipend:

The Fire Chief will assign fire officers additional monthly duties. These duties include responsibility for the fire station, apparatus, equipment, personnel, work details and operations. These duties are in addition to the officer's regular drill attendance. Because these officers provide the additional duties on a year-round basis, the township has determined that they should receive a monthly stipend. The monthly stipend assumes that the officers will provide at least (16 hours) of service per month.

Chief \$1300 per Month

Assistant Chief \$600 per Month

Captain \$350 per Month

Lieutenant \$175 per Month

Mr. Alfano seconded. Johnson-aye, Alfano-aye, Backo-abstain. Motion passed.

COMMITTEES:

BWC: Mr. Backo made a motion to designate Phyllis Johnson and Chief Michael Morris 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, Alfano-aye. Motion passed.

Safety: Mrs. Johnson made a motion to appoint a Safety Committee comprised of Trustee Alfano, the Police Chief, Fire Chief and Road Superintendent who will meet twice a year to review safety standards with minutes being kept and submitted to the Fiscal Office with report being distributed to all department heads. Mr. Backo seconded. Johnson-aye, Backo-aye, Alfano-aye. Motion passed.

Records Committee: 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 with minutes being kept and submitted to the fiscal officer and distributed to the department heads. Mr. Alfano seconded. Johnson-aye, Backo-aye, Alfano-aye Motion passed.

CASTLO:

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

Tax Incentive Review Committee

Mr. Backo made a motion to appoint Mrs. Johnson and Mrs. Partika to serve on the Tax Incentive Review Committee. Mr. Alfano seconded. Backo-aye, Alfano-aye, Johnson-aye. Motion passed.

Audit Committee:

Mr. Backo 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. Alfano second. Backo-aye, Alfano -aye, Johnson-aye. Motion passed. The trustees will address term limits and appointing new members at the January 18, 2023 Regular Meeting.

ZONING

Zoning Commission and Board of Appeals Stipends:

Mr. Backo made a motion to pay the Zoning Board Chairperson \$25.00 per meeting and that all board members will receive \$20.00 per meeting. Mrs. Johnson seconded the motion. Backo-aye, Johnson –aye, Alfano-aye, Motion passed.

Zoning Commission. Mr. Backo made a motion to appoint Mike Stepitich for a five year term from January 1, 2023 until January 1, 2028. Mr. Alfano seconded. Backo-aye, Alfano-aye, Johnson-aye. Motion passed

Zoning Board of Appeals- Mrs. Johnson made a motion to appoint Randy Partika to serve on the Zoning Board of Appeals for a five-year term from January 1, 2023 until January 1, 2028. Mrs. Alfano seconded. Johnson-aye, Alfano-aye, Backo-aye. Motion passed.

Recycling Lease

Mr. Backo made a motion to accept the \$2250.00 lease agreement with the Mahoning County Green Team for maintaining the recycling site at the township. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Alfano-aye Motion passed.

DEPARTMENT HEAD SUPERVISION

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

- Road Department**-Mr. Backo
- Police Department**-Mrs. Johnson
- Fire Department**- Mr. Alfano
- Zoning Department**- Mr. Alfano
- Recycling** -Mr. Backo

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

ADJOURN

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

ATTEST

CHAIRPERSON

VICE-CHAIRPERSON

TRUSTEE