

**OFFICIAL MINUTES
COITSVILLE TOWNSHIP
BOARD OF TRUSTEES
RE-ORGANIZATIONAL MEETING
January 2, 2020**

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 2020 year. Mrs. Johnson made a motion to nominate Jerry Backo to serve as Chairperson for 2020. Mr. Lisko seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

Fiscal Officer Christeen Partika asked for nomination for Vice-Chairperson for 2020. Mr. Backo made a motion to nominate Phyllis Johnson to serve as Vice-Chairperson for 2020. Mrs. Johnson seconded the motion. 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 6:30 pm 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 township electronic message board and notice shall be given to the Youngstown Vindicator/Warren Tribune 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.

WORK-STUDY

Mrs. Johnson made a motion to hold monthly work study sessions that will be advertised in the Youngstown Vindicator/Warren Tribune and advertised on the Township Marquee. Mr. Lisko seconded the motion. Johnson-aye, Lisko-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 and is unable to use the handicap chair lift, 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. 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. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

Zoning: Mrs. Johnson made a motion to contract for one year from January 1, 2019 through December 31, 2020 with Mike Kurilla at the rate of \$30.00 per hour not to exceed 10 hours per week. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

DUES:

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

TRAVEL:**Seminars:**

Mrs. Johnson 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 \$100.00 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. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

Mileage

Mrs. Johnson made a motion to reimburse for mileage outside the township at 57.5 cents per mile as designated by the IRS as of January 2, 2020 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 map quest from the Administration Building to the location of the meeting or event. Mr. Backo seconded the motion. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

FISCAL OPERATIONS:

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

Investments: Mrs. Johnson made 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, 2020. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-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. Lisko seconded. Johnson-aye, Lisko-aye, Backo-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:

Mr. Backo 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. Backo-aye, Johnson-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. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

Salary Allocation:

Mr. Backo 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. Mr. Lisko seconded. Backo-aye, Lisko-aye, Johnson-aye. Motion passed.

Fire Department:

Mr. Lisko made a motion to approve the following rate of pay for Fire-Fighters. The rate is per call and if the call is over three hours they will get another unit of the same rate for every three hour increment. Mrs. Johnson seconded. Lisko-aye, Johnson-aye, Back-aye. Motion passed.

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| Firefighters | \$ 12.50 per unit |
| EMS | \$ 12.50 per unit |
| Dual Certification | \$ 13.50 per unit |
| Officers | \$ 13.50 per unit |
| Officers with Dual Certification | \$ 14.50 per unit |
| Administrative Captain received an additional | \$300.00 per month |

Police Department:

Mrs. Johnson made a motion to allow uniform allowance for police officers with approval of the Chief on an as needed basis \$650 per officer for full time officers. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

COMMITTEES:

BWC: Mr. Lisko 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. Mr. Backo seconded the motion. Lisko-aye, Backo-aye, Johnson-aye. Motion passed.

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

Audit Committee: (Gordan Davis, Boris Vuksonivich, Kathy Salaka)

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. Lisko seconded. Johnson-aye, Lisko-aye, Backo-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 the motion. Johnson –aye, Backo-aye, Lisko-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 Jerry Backo serving as alternate. Mr. Lisko seconded. Backo-aye, Lisko-aye, Johnson-aye. Motion passed.

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

Secretary- All Trustees

Road Department-Mr. Backo

Brandon Brown-Mrs. Johnson

Rick Jamrozik- All Trustees

Police Department-Mrs. Johnson

Fire Department- Mr. Lisko

Zoning Department- Mr. Backo

Recycling- All Trustees

Mrs. Johnson seconded the motion. Backo-aye, Johnson-aye, Lisko-abstained.

ADJOURN

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

ATTEST

CHAIRPERSON

VICE-CHAIRPERSON

TRUSTEE