

**OFFICIAL MINUTES
COITSVILLE TOWNSHIP
BOARD OF TRUSTEES
RE-ORGANIZATIONAL MEETING
January 4, 2021**

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 2021 year. Mrs. Johnson made a motion to nominate Jerry Backo to serve as Chairperson for 2021. Mr. Lisko seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

Fiscal Officer Christeen Partika asked for nomination for Vice-Chairperson for 2021. Mr. Backo made a motion to nominate Phyllis Johnson to serve as Vice-Chairperson for 2021. 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 7:00 pm on the second Wednesday of the month excluding the months of July and August, work session will be held the week before with study sessions date and times to be advertised in the Vindy/Tribune Chronicle and the Township Face-Book page. All township meetings and work studies shall be posted on the township Face-Book page 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.

LOCATION

Mrs. Johnson made a motion that all meetings of the Board of Trustees will be held in the Town hall meeting room or via zoom as in compliance with Governor DeWine's Ohio's Open Meetings Act Under the COVID-19 Emergency Declaration. 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 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: Mr. Lisko made a motion to contract for one year from January 1, 2021 through December 31, 2021 with Mike Kurilla at the rate of \$30.00 per hour not to exceed 20 hours per month. Mrs. Johnson seconded. Lisko-aye, Johnson-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

Mr. Lisko made a motion to reimburse for mileage outside the township at 56 cents per mile as designated by the IRS as of January 2, 202 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. Lisko-aye. 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: Mr. Lisko made motion to approve investing township monies into a sweep account or STAR Ohio. Mr. Lisko seconded. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

Interest: Mr. Lisko 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 at the time of deposit. Mrs. Johnson seconded. Lisko-aye, Johnson-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. Lisko seconded. Johnson-aye, Lisko-aye, Backo-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. Mrs. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed.

Appropriations:

Mrs. Johnson made a motion to authorize the Fiscal Officer to make changes in Appropriations with subsequent approval of the Board of Trustees within 30 days. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

Mrs. Johnson made a motion to approve the attached changes in temporary appropriations as recommended by the Fiscal Officer. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

PERSONELL:

Administration:

Salary Allocation:

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

Part-time maximum expected hours:

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

Vacation, Sick Leave and Holiday Pay for Full Time Employees

Mrs. Johnson made a motion that all road full time employees will be paid time and a half if they are scheduled to work on Martin Luther King Day, Presidents Day, Easter Sunday, 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. Mr. Lisko seconded the motion. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

Road Department:

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

William Beck
Nick Maker
John Hiler
Earl Boylen
Rich Pope

Call Outs

Mrs. Johnson made a motion that all Road employees will be paid a minimum of four hours if they are called out to work. If they are called out on a holiday they will be paid time and a half. Holiday's include the following days: 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. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

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 part time \$125.00. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-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, Backo-aye. Motion passed.

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

Mr. Lisko made a motion to pay the following officers an additional monthly stipend as follows.

Officer Pope-\$150.00

Officer Maker-\$100.00

Officer Maloney-\$100.00

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

COMMITTEES:

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

Safety: Mr. Backo 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 with minutes being kept and submitted to the Fiscal Office with report being distributed to all department heads. Mr. Lisko seconded. Backo-aye, Lisko-aye, Johnson-aye. Motion passed.

Records Committee: Mr. Backo 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. Lisko seconded. Backo-aye, Lisko-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. Lisko seconded. Backo-aye, Lisko-aye, Johnson-aye. Motion passed. The trustees will address term limits and appointing new members before March 1, 2021.

CASTLO:

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

ZONING

Zoning Commission and Board of Appeals Stipends:

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

Zoning Commission. Mrs. Johnson made a motion to appoint Steve Zappia to serve as a member of the Zoning Commission from January 1, 2021 to January 1, 2026. Mr. Lisko seconded Johnson-aye, Lisko-aye. Backo-aye. Motion passed.

Zoning Board of Appeals- Mr. Lisko made a motion to appoint Paul Crown to serve on the Zoning Board of Appeals from January 1, 2021 until January 1, 2026. Mrs. Johnson seconded. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

Alternate Zoning Commission and Zoning Board of Appeals- Mrs. Johnson made a motion to appoint Larry Novak to serve as an alternate on both zoning boards from January 1, 2021 – December 31, 2021. Mr. Lisko seconded Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

DEPARTMENT HEADS

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
Brandon Brown-Mrs. Johnson
Rick Jamrozik- All Trustees
Police Department-Mrs. Johnson
Fire Department- Mr. Lisko
Zoning Department- Mr. Backo
Recycling-Mr. Lisko.

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

Executive Session

Mr. Backo made a motion to go into Executive Session to discuss Fire Personnel at 11:45 pm Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

Mr. Backo made a motion to come out of Executive Session at 1:00 pm. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

Mr. Backo made a motion to hold a Special Meeting for the purpose of discussing Fire Personnel on Friday January 8, 2021 at 10:00 am. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

ADJOURN

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

ATTEST

CHAIRPERSON

VICE-CHAIRPERSON

TRUSTEE