

**OFFICIAL MINUTES  
COITSVILLE TOWNSHIP  
BOARD OF TRUSTEES  
RE-ORGANIZATIONAL MEETING  
January 3, 2024**

**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 2024 year. Mr. Backo made a motion to James Alfano for the 2024 year. Mrs. Johnson seconded Backo-aye, Alfano-aye, Johnson-aye Motion passed.

Fiscal Officer Christeen Partika asked for nomination for Vice-Chairperson for 2024. Mr. Backo made a made a motion to appoint Phyllis Johnson as Vice-Chairperson. Mrs. Johnson seconded the motion. Backo –aye, Johnson-aye, Alfano-aye. Motion passed.

Mr. Alfano took over the meeting.

**MEETING DATES:**

Mr. Backo 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 as needed and will be advertised accordingly. All township meetings and study sessions will be advertised in the Tribune Chronical/Vindicator and posted on the township electronic message board and/or the township Face Book page. All special meetings shall be advertised in the Tribune Chronical/Vindicator and posted on the township electronic message board and /or township FaceBook Page at least 24 hours in advance of the meeting, except in an emergency meeting, 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. Johnson seconded the motion. Backo-aye, Johnson-aye, Alfano-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 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”. Meeting may also hold meeting via zoom as provided. Mr. Backo seconded. Johnson-aye, Backo-aye, Alfano-aye. Motion passed.

## **ANNUAL CONTRACTS:**

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

**Zoning:** Mrs. Johnson made a motion to contract for one year from January 1, 2024 through December 31, 2024 with Mike Kurilla at the rate of \$30.00 per hour not to exceed 20 hours per month. Mr. Backo seconded. Johnson-aye, Backo-aye, Mr. Alfano-aye. Motion passed.

## **DUES:**

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

**TRAVEL:****Seminars:**

Mr. Backo 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%) combined 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. Backo-aye, Johnson-aye, Alfano-aye. Motion passed.

**Mileage**

Mr. Backo made a motion to reimburse for mileage outside the township at 67 cents per mile as designated by the IRS as of January 3, 2024 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 google maps or map quest 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. Mrs. Johnson seconded. Alfano-aye, Johnson-aye, Backo-aye. Motion passed.

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

**Public Records Representative:**

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

**Advances from the County Auditor:**

Mr. 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, Alfano-aye Motion passed.

**Advances**

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

**Appropriations:**

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

**PERSONELL****Salary Allocation:**

Mrs. Johnson made a motion to pass resolution as allowed by the ORC 505.24 and 505.09 to approve paying a percentage not to exceed 40% 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. Alfano seconded. Johnson-aye, Alfano-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. Backo seconded. Johnson-aye, Backo-aye, Alfano-aye. Motion passed.

**Policy book:** Mr. Backo made a motion to add the Drug Free Policy and Township Pay scale with current rates of pay as addendums to the policy manual. Mr. Alfano seconded. Backo-aye, Alfano-aye, Johnson-aye. Motion passed.

**Road Department:****Personnel**

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

William Beck-Full-time

Harold Maleski- Part time not to exceed 1500 hours per year

Nick Maker- Part time not to exceed 1500 hours per year.

**Call-out**

Mr. Backo made a motion that if a full time or part time employee is called out they will be paid a four-hour reporting allowance. Mr. Alfano seconded. Backo-aye, Alfano-aye, Johnson-aye. Motion passed.

**Fire Department:**

Mr. Alfano made a motion to retain all current Fire Officers, Firefighters and EMS at their current rate of pay. Mrs. Johnson seconded the motion. Alfano-aye, Johnson-aye, Backo-abstain. Motion passed.

Mr. Alfano made a motion to appoint two trustees to serve on the VFF Dependency Council. Mrs. Johnson seconded. Alfano-aye, Johnson-aye, Backo-abstain. Motion passed.

**Policy Department:**

Mr. Alfano made a motion to retain all current Police Officers at their current rate of pay. Mrs. Johnson seconded. Alfano-aye, Johnson-aye, Backo-aye. 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 Mr. Alfano 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, 2024 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 Warren Drescher or a five year term from January 1, 2024 until January 1, 2029. Mr. Alfano seconded. Backo-aye, Alfano-aye, Johnson-aye. Motion passed

**Zoning Board of Appeals-** Mrs. Johnson made a motion to appoint Bill Butch to serve on the Zoning Board of Appeals for a five-year term from January 1, 2024 until January 1, 2029. 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. Backo

**Recycling -**Mr. Backo

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

**ADJOURN**

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

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ATTEST

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CHAIRPERSON

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VICE-CHAIRPERSON

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TRUSTEE