

JACKSON TOWNSHIP TRUSTEES

Held December 13, 2016 6:40pm

Present: Trustee Frost, Trustee Hemphill, Trustee Harkleroad, Fiscal Officer Patton, Fire Chief Graham, Police Chief Taillon, Mark Plant, Zoning Inspector Chris Locke and 9 guests.

**RESOLUTION #16-104:** Mr. Harkleroad moved and Mr. Hemphill seconded the motion to request the fiscal officer to entertain a motion to appoint the 2017 Trustee Chair - Mr. Tom Frost. Vote was unanimous.

**RESOLUTION #16-105:** Mr. Frost moved and Mr. Hemphill seconded the motion to request the fiscal officer to entertain a motion to appoint the 2017 Trustee Vice Chair – Mr. Olin Harkleroad. Vote was unanimous.

**RESOLUTION #16-106:** Mr. Hemphill moved and Mr. Harkleroad seconded the motion to enter into executive session per ORC 121.22 to prepare and review employee compensation. Roll Call Vote- Mr. Harkleroad-Yes; Mr. Hemphill-Yes; Mr. Frost-Yes. Vote was unanimous.

**RESOLUTION #16-107:** Mr. Frost moved and Mr. Hemphill seconded the motion to reconvene the regular meeting following executive session. Roll Call Vote- Mr. Harkleroad-Yes; Mr. Hemphill-Yes; Mr. Frost-Yes. Vote was unanimous.

**RESOLUTION #16-108:** Mr. Frost moved and Mr. Harkleroad seconded the motion that the following orders of business were set forth by the Board of Trustees for the 2017 year. Vote was unanimous.

Employees’ compensation as listed below and will be effective with the pay starting 1/1/17 for bi-weekly employees and January 1, 2017 for monthly paid employees.

**Police Department:**

Police Chief Greg Taillon - \$51510.00/Year (\$1981.16/Bi-weekly)

Sergeant Rick Snyder @\$18.64/hr.

Officer Lisa Storey @\$17.18/hr.-

Corporal Steven Schneider @\$17.90/hr.

Assistant Chief Peter Rozzi @\$18.64/hr. –

All part time officers hourly rate of pay @\$13.19/hr.-

Clothing allowance: full time officers \$700/year; part-time/reserves \$375/year. Effective dates will be ½ on April 1 and ½ on October 1.

There will be no range training.

**Road/Cemetery/Recycling:**

The Township hires contracted labor through an employment agency such as The Callos Company for all road, cemetery, recycling and administrative/secretarial duties and as the need arises.

Contract Employees-Callos Employees Mark Plant @\$13.50/hr. - \$20.39/hr(Callos). Don Clegg @\$12.50/hr. – \$16.75/hr.(Callos)

Mr. Plant & Mr. Kachovec will continue with recycling duties.

Callos Employees-Andrew Kachovec and Terrence Henry @\$12.00/hr.; \$16.08/hr.(Callos). Contract Employees-Mark Plant and Andrew Kachovec will receive 6 paid Holidays (New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day) and 1 week (40 hours) Vacation in a year.

Grave-\$450; Open & Close -\$500- After 2pm – plus \$150; Open & Close Saturdays-\$700- After 2pm – plus \$150;

Open & Close 3 Day Holiday Weekend-Sunday-\$750 – After 2pm add-\$150; Cremations/Infants-\$200; Saturday-\$300;

Deed Transfer - \$50; Foundations/per Sq. Inch \$1.00; Disinterment 1.5 Times Open & Close

**Zoning Department:**

Inspector Christine Locke @\$16.41/hr. (13/hrs. weekly).

Part Time Zoning Assistant, Lorraine Mondrey @\$11.77/Hr. She will also fill in for Zoning Inspector Locke, vacations, etc.

Zoning Board Secretary \$85.00 meeting paid semiannually.

Zoning Compliance Officer Lisa Storey – @\$ 11.77/hr. - \$15.77/hr. paid to The Callos Company

Zoning Hours - 10:30am – 2:00pm Monday thru Thursday.

Zoning Board Positions will be considered a non-paid reimbursement for expenses position of \$30 a meeting reimbursed semi-annually.

Zoning Appeals Board –Lynn Ritchie was reappointed for a5 year term-2017-2021.

Zoning Commission Board – Steve Schmidt was reappointed for a 5 year term-2017-2021.

Minimum flat fee for zoning permits will be \$35.00.

Fee for mailing/faxing zoning packet information to a company will be @\$50.00 a packet.

**Fire Department:**

Fire Chief Salary @\$760.07/Mo

Fire Department calls/drills, etc. will be at \$15.00/ea. Paid December 1, thru November 30.

Rename Harold Oliver and Sterling Jamison to the Fire Indemnity Board for the township representatives. Fire Department representatives are Randy E. Wilson, Mike McDougal and Randy Horvath.

**Administrative Department:**

Compensate Trustees and Fiscal Officer for annual salary according to the state maximum set in accordance with ORC 505.24 and 505.09, an annual salary in equal monthly installments in accordance with the Township budget.

Receptionist Karen Novak-Contract Employee-Callos @\$11.83/hr. – \$15.38/hr. (Callos). Hours are 10:00 am to 3:30pm Monday thru Friday.

Lorraine Mondrey to fill in for Karen Novak for days off @\$11.83/hr.

All trustees, fiscal officer and eligible employees and said officials and employee dependents will be provided with all group insurance offered by the township pursuant to Ohio Rev. Code 505.60. Auditor’s Bulletin 96-002 and in accordance with the Affordable Care Act (ACA). Currently these benefits are available at no cost to the officalemployee. However, with the constant increase in Medical and Health Care costs there may come a time when these benefits can no longer be provided without a cost to the Employee. These benefits will be reviewed and reevaluated on the Anniversary date of the program once each year. Medical Insurance is available through OTARMA (Medical Mutual) or comparable plan with another source, Group Life Insurance is offered through Mahoning County Plan or comparable plan with another source. Dental Insurance is offered by Delta Dental or comparable plan with another source. If any township officer or employee is denied coverage under a health care plan procured herein or if a township officer or employee elects not to participate in the township’s health care plan, the township may reimburse for only those health care benefits listed in Oho Rev. Code 505.60 for the township officer or employee for each out of pocket premium that the township officer or employee incurs for insurance policies that the township officer or employees otherwise obtains but not to exceed an amount equal to the average premium paid by the township for other officers and employees for Health Care & Dental policies.

Continue the practice that any full time hourly/salary employee is entitled to vacation that is stated in township policy manual.

Trustees/Fiscal Officer authorizes membership in OTA/Mahoning County Township Association, attendance of Annual State Association Conference and Quarterly Dinner Meetings with Payment of expenses for Trustees and Fiscal Officer.

Mileage - reimbursed at \$.53.5/per mile – Rates established by IRS Federal Guidelines for 2017.

Convention expenses at \$40.00 per day

RECORD OF PROCEEDINGS

Held December 13, 2016 pm

The Township Records Commission for 2017 will consist of the Township Fiscal Officer, Judy Patton and Trustee Chairperson, Mr. Tom Frost.

The Board of Trustees shall act as the internal auditing committee for the township.

WHEREAS, the Township desires to retain and use special legal counsel in addition to the legal services provided by The county prosecutor, for legal advice and representation in township legal matters when necessary because of conflict of interest, prosecutor’s availability and case load, and or the special expertise of the special legal counsel;

Now therefore BE IT RESOLVED, that the Township appoint Attorney Mark S. Finamore as special legal counsel for the township on an as needed basis to be paid an hourly rate of \$100.00 for legal services provided.

The Board of Trustees shall conduct its meetings in full compliance with the Ohio Sunshine Law and accordingly establishes the following Rules for the scheduling and notice of all meetings:  
Regular Meetings of the Board of Trustees shall be held on the third Tuesday of every month at 6:00pm. Notice of said meeting shall be posted on the township sign at the Government Building on Mahoning Avenue and in the Agenda Section of the Vindicator.

Special Meetings - Notice of Special Meetings of the Board of Trustees shall be given by posting advanced written notice of the same on the township sign. Additionally, notice of Special Meetings shall be given to the Vindicator and any other media that requests the same, by 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.

The Farmers National Bank of Canfield is the township depository and may be used for investments.  
The Board of Trustees authorizes the Fiscal Officer to use the State Treasury Asset Reserve of Ohio for investments.  
The Board of Trustees grants the Fiscal Officer permission to invest interim monies as they become available throughout the 2017 year.

RECOGNITION PROGRAM: The trustees will continue a Recognition Program (ORC 505.05) all employees are eligible, 1-1-17. Recognition Program provides authority to purchase food, coffee and refreshments (no alcohol) and other amenities during the course of the year as the trustees deem appropriate. This authority may also be utilized to recognize and reward hard work and/or a special accomplishments by a township employee, the reward may be in the form of a cash bonus, gifts, additional paid leave or other additional benefits, so long as the costs of the program do not exceed the total amount of compensation fixed by the Board of Trustees for the department. The trustees will make the final determination of outstanding performance and the amount and type of benefit awarded. All benefits will be paid out of the General Fund with a maximum of all expenditures of \$2800.00 for the year.


Road Department head is allowed to spend up to \$500 using own discretion.  
Fire Department head is allowed to spend up to \$1000 using own discretion.  
Police Department Chief is allowed to spend up the \$1000 using own discretion.  
Zoning Department head is allowed to spend up to \$100 using own discretion.

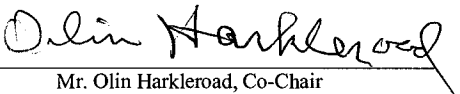
Blanket Certificates will expire as specified in current year not to exceed \$25,000/ea. certificate. Super Blanket Purchase Orders are good for the whole year not to exceed \$50,000/ea. Authorize the Fiscal Officer to adjust individual line appropriations within a fund with the discussion and knowledge of the Trustees in order to meet obligations incurred by the Board.

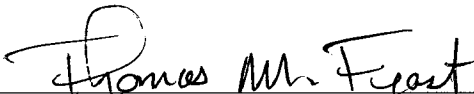
Departments must be represented at all meetings. No Smoking policy at any Township buildings or in Township Vehicles. All Personnel to be rehired as of January 1, 2017.

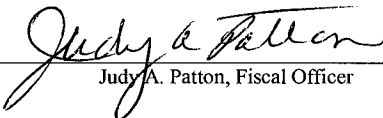
**RESOLUTION#16-109:** Mr. Hemphill moved and Mr. Harkleroad seconded the motion for the adoption of the aforementioned points of business. Vote was unanimous.

There being no further business to come before the Board, the meeting adjourned at 10:25 pm.

  
Mr. Alan Hemphill, Chair

  
Mr. Olin Harkleroad, Co-Chair

  
Mr. Thomas Frost, Trustee

  
Judy A. Patton, Fiscal Officer