

JACKSON TOWNSHIP TRUSTEES

Held December 18, 2019 10:00am

Present: Trustee Frost, Trustee Hemphill, Trustee Jakubec, Fiscal Officer Patton, Road/Cemetery Scott Hupko, Zoning Inspector Bill D’Avignon, Police Chief Taillon, Fire Chief Graham, who was called away due to emergency.

**RESOLUTION #19-133:** Mr. Frost moved and Mr. Hemphill seconded the motion to request the fiscal officer to entertain a motion to appoint the 2020 Trustee Chair - Mr. John Jakubec. Vote was unanimous.

**RESOLUTION #19-134:** Mr. Jakubec moved and Mr. Frost seconded the motion to request the fiscal officer to entertain a motion to appoint the 2020 Trustee Vice-Chair – Mr. Alan Hemphill. Vote was unanimous.

**RESOLUTION #19-135:** Mr. Frost moved and Mr. Jakubec seconded the motion to enter into executive session per ORC 121.22 to prepare and review employee compensation. Roll Call Vote- Mr. Jakubec-Yes; Mr. Hemphill-Yes; Mr. Frost-Yes. Vote was unanimous.

**RESOLUTION #19-136:** Mr. Frost moved and Mr. Hemphill seconded the motion to reconvene the regular meeting following executive session. Roll Call Vote- Mr. Jakubec-Yes; Mr. Hemphill-Yes; Mr. Frost-Yes. Vote was unanimous.

**RESOLUTION #19-137:** Mr. Hemphill moved and Mr. Jakubec seconded the motion that the following orders of business were set forth by the Board of Trustees for the 2020 year. Vote was unanimous.

Employees’ compensation as listed below and will be effective with the pay starting 12/27/2019 for bi-weekly employees and January 1, 2020 for monthly paid employees.

**Police Department:**  
Police Chief Greg Taillon - \$55,445.36/Year (\$2132.51/Bi-weekly) - 3.5%  
Sergeant Rick Snyder @\$20.07/hr. – 3.5%  
Officer Lisa Storey @\$18.50/hr. – 3.5%  
Corporal Steven Schneider @\$19.27/hr.- 3.5%  
Assistant Chief Peter Rozzi @\$22.49/hr.- 3.5%  
The trustees created a full time position for an additional officer position. This will cover 5 of the 8 part time shifts thus reducing the part time ranks.  
All part time officers hourly rate of pay @\$17.00/hr.-  
Clothing allowance: full time officers \$1000.00/year; part-time/reserves \$500/year. Effective date will be October 1, and will be paid on whatever pay period that date falls in.  
We will have an annual required qualifications in the fall.  
Towing Policy Revision: Administration Fee - \$75.00; Daily Storage Fee - \$25.00. No change in fee for other items.  
The trustees approved purchasing a new Chevy Tahoe Police Vehicle for a revised price of \$37,551.50 through a 2019 JAG Grant with township match of \$8902.20.

**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- Scott Hupko @\$15.00/hr. - \$20.10/hr. paid to The Callos Co. Ray Grope \$13.25/hr.- \$17.76/Hr. Contract Employee-Scott Hupko 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. Mr. Hupko & Mr. Grope will continue with recycling duties.  
Grave-\$600; Open & Close -\$650- After 2pm – plus \$250; Open & Close Saturdays-\$800- After 2pm – plus \$250;  
Open & Close 3 Day Holiday Weekend-Sunday-\$850 – After 2pm add-\$250; Cremations/Infants-\$300; Saturday-\$400;  
Deed Transfer - \$50; Foundations/per Sq. Inch \$1.25; Disinterment 1.5 Times Open & Close

**Zoning Department:**  
Inspector Bill D’Avignon @\$15.00/hr (13/hrs. weekly)  
Part Time Zoning Board Secretary Angela Javorsky @\$13.50/Hr.  
Zoning Hours - 10:30am – 2:00pm Monday thru Thursday. We will also be adding by appointment.  
Zoning Board Positions will be considered a non-paid reimbursement for expenses position of \$30 a meeting reimbursed semi-annually.  
Zoning Hearing charges - \$425.00. Zoning Appeals Board Hearing - \$475.00.  
Zoning Commission Board – Re-appoint Mr. Fran Gottron, five year term-2020-2024  
Zoning Appeals Board – Re-appoint Ms. Betty Byram – five year term-2020-2024.

**Fire Department:**  
Fire Chief Salary @\$800.00/Mo  
Fire Department calls/drills, etc. will be at \$16.00/ea.; Battalion Chiefs-\$18.00/ea.; Captain-\$17.00/ea.; EMT on EMS Calls-\$17.00/ea. Paid December 1, thru November 30.  
Name Fran Gottron and Sterling Jamison to the Fire Indemnity Board for the township representatives. Fire Department representatives are Mike McDougal and Brenda McDougal. The Fire Indemnity Board will name the fifth representative.

**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. The Trustees shall continue be paid in accordance with ORC 505.24 an annual salary and benefits in equal monthly installments in accordance with the Township budget; paid 50% from road funds and 50% from general fund of the treasury. Each Trustee shall complete a certification prior to receiving his/her pay for each pay period.

- Receptionist Karen Novak-Contract Employee-Callos Employee @\$13.50/hr. – paid to The Callos Co. - \$17.55/hr. Hours are 10:00 am to 3:30pm Monday thru Friday.

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). The Trustees have approved that 7.5% of our Medical/Health Insurance Premium with Medical Mutual will be paid for by eligible full time employees, trustees and Fiscal Officer starting December 29, 2019, through Welfare Benefit Plan (Cafeteria). At this time only our Medical Mutual Medical/Health Insurance will be effected. This does not include dental Insurance premium payments with Delta Dental. The township does not offer any vision care plan at this time. Medical Insurance is available through OTARMA (Medical Mutual) or comparable plan with another source, Group Life Insurance is offered through Medical Mutual or comparable plan with another source. Dental Insurance is offered by Delta Dental or comparable plan with another source. No Vision Plan Insurance is offered. At this time the trustees have approved that any full time employee, trustees or Fiscal Officer who wishes to opt out of the health care, including dental, shall receive a monthly check in the amount of twenty-five percent, (25%) of the members monthly premium. As approved by the adoption of the

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. Also authorization for attendance of the Local Government Conference from the Auditor of the State with payment of expenses.

# RECORD OF PROCEEDINGS

Minutes of JACKSON TOWNSHIP TRUSTEES

Reorganization Meeting

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Held

December 18, 2019

10:00am

Mileage - reimbursed at \$.58/per mile – Rates established by IRS Federal Guidelines and may be adjusted within their guidelines for 2019.  
Convention/Conference/Training expenses at \$40.00 per day.

The Township Records Commission for 2020 will consist of the Township Fiscal Officer, Judy Patton and Trustee Chairperson, Mr. John Jakubec.

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

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 (Tribune).

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 (Tribune) 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 2020 year.

RECOGNITION PROGRAM: The trustees may continue a Recognition Program (ORC 505.05) all employees are eligible, 1-1-20. 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.

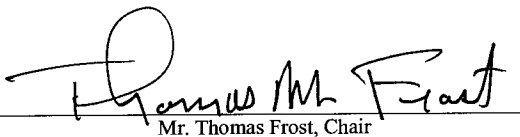
Road Department head is allowed to spend up to \$500 using own discretion.  
Fire Department head is allowed to spend up to \$1000 using own discretion.  
Police Department Chief is allowed to spend up to the \$1000 using own discretion.  
Zoning Department head is allowed to spend up to \$500 using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

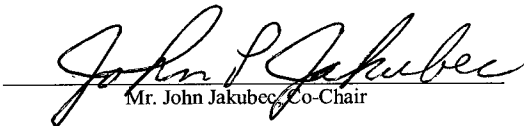
Blanket Certificates will expire as specified in current year not to exceed \$25,000/ea. certificate. Super Blanket Purchase Orders are good for the whole year not to exceed \$50,000/ea. Authorize the Fiscal Officer to adjust individual line appropriations within a fund with the discussion and knowledge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

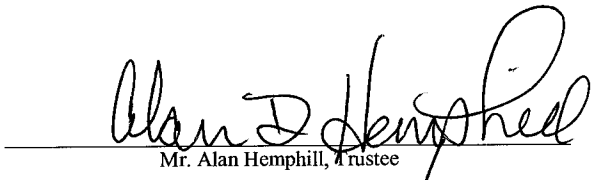
**Departments must be represented at all meetings. No Smoking policy at any Township buildings or in Township Vehicles. All Personnel to be rehired as of January 1, 2020.**

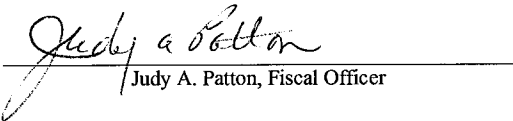
**RESOLUTION#19-138:** Mr. Jakubec moved and Mr. Hemphill seconded the motion for the adoption of the aforementioned points of business.  
Vote was unanimous.

There being no further business to come before the Board, the meeting adjourned at 12:57pm.

  
Mr. Thomas Frost, Chair

  
Mr. John Jakubec, Co-Chair

  
Mr. Alan Hemphill, Trustee

  
Judy A. Patton, Fiscal Officer