

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

20

## 2025 REORGANIZATION MEETING JANUARY 11, 2025

Chairman Robert Toman called the January 11, 2025, Ellsworth Township Organizational meeting to order at 9:00 am. A roll call was taken to establish a quorum: Chairman Robert Toman – present, Vice Chairman William Spellman – present, Trustee Fredrick Houston – present. Also in attendance were Fiscal Officer James DeCenso, Fire Chief Ted Smith, and Road/Maintenance Supervisor Joseph Serensky Jr.. The Pledge of Allegiance was recited.

Chairman Toman gave an overview of the reorganization meeting process. He then opened the floor for nominations for the 2025 Ellsworth Board of Trustees' Chairman and Vice-Chairman.

**Motion 2025-2:** Trustee Fredrick Houston nominated Trustee William Spellman as 2025 Board Chairman. Chairman Toman seconded the motion. The roll call vote was all in favor. The meeting was turned over to 2025 Chairman William Spellman. Chairman Spellman thanked the Board.

**Motion 2025-3:** Trustee Toman nominated Trustee Fredrick Houston as 2025 Vice-Chairman. Chairman Spellman seconded the motion. The vote was all in favor.

The following was discussed and entered into the record by resolution below. A 3% cost of living adjustment is to be added to all pay rates unless otherwise stated. All rates are effective immediately unless otherwise specified:

**DATE AND TIME OF MEETINGS:**

2nd WEDNESDAY MONTH, 7:00 P.M., 6:45 P.M. for Work Session  
Announcements for special and regular meetings will be placed, as may be required, in the Youngstown Vindicator - Mahoning Cty.  
Announcements shall also be posted on the Township's Website and on the Township's sign in front of the Admin/Fire Bldg.

**MAINTENANCE:**

\$21.63 per hour for 32 to 40 hours per week for full time Road and Maintenance supervisor. Hospitalization, Life Insurance, Approved Holidays, Consolidated Personal Time, and Flextime for burials is provided. Time and ½ (1 ½) Overtime to be paid for any hours worked after 40 hours worked in one week. The board left open the ability to change the hourly rate upon review of the Supervisors performance appraisal.

**SEASONAL HELP:**

**\$10.70 HR.** Minimum as needed.

**EXPERIENCED SEASONAL LABOR:**

**\$11.30 HR.** minimum as needed.

**MILEAGE:**

**CURRENT RATE of \$.70 per mile as per Jan 1, 2025, IRS rate**

**POLICIES:**

**CONTROL:** Use numbered receipt books. Also Purchase Order and Requisition numbering by department.

**TRUSTEES:** Paid monthly salary from the General Fund.

**AUDIT COMMITTEE:** To be made up of trustees and to meet with the auditor after an audit.

**CONTRACTED LABOR:** May be hired as needed by Trustee's approval through a temporary labor company or by direct hire. Rate as negotiated by Board.

**CREDIT CARD:** Credit cards can be used for all necessary purchases. All gasoline and diesel fuel purchases will be made with a credit card. Trustees, Fiscal Officer, Road/Maintenance supervisor and Fire Chief may continue to make purchases up to \$300.00 with accounts or use credit card. Adherence to Credit Card Policy and any other spending policy is mandatory.

**RELATED PARTY:** There will be no related parties doing business with the township.

**TRAVEL:** The Township will reimburse the Trustees, Fiscal Officer, Zoning Inspector and any other authorized employee for travel outside the township at the mileage rate per mile. In addition, the Zoning Inspector may request mileage reimbursement for travel inside of the Township. The township will reimburse the trustees, fiscal officer, and any other authorized employee \$30.00 per day for meals when attending conventions with no receipt required. Hotel expenses will be paid at the double room rate and will include parking fees and turnpike fees with receipts. Two trustees must sign the summary report of expenses when reimbursement is requested. Other township employees will be reimbursed at the same current rate per mile and for meetings and

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January 11, 2025 Organizational Meeting Minutes – Continued

training as pre-approved by trustees. Trustees, Fiscal Officer, and any attendee as approved by the trustees are given permission to attend all OTA conferences and meetings.

BANK:

Farmers National Bank, Canfield – Depository, sweep, checking accounts and Certificates of Deposits.

INSURANCES:

All insurances are to be offered to all elected Trustees, the Fiscal Officer and full-time Township workers. Those eligible for Medicare A,B and D may choose to be reimbursed for Medicare Parts B, D and a Medicare Supplement plan for themselves and their spouse. The plan may not exceed the group plan benefits. Reimbursement must be less than any current group coverage costs and must abide by ORC 505.60, ORC 505.601, OAG Opinions 2015-021 and 2017-007.

CEMETERY:

RESIDENTS: \$300 SINGLE LOT; \$500.00 DOUBLE LOT  
NON-RESIDENTS: \$1,000 SINGLE LOT; \$2,000.00 DOUBLE LOT

RESIDENT: SINGLE NICHE: \$2,000.00, DOUBLE NICHE Purchased together: \$2,800.00; 2<sup>nd</sup> NICHE INURNMENT Purchased at Later Date: \$1,500.00 PRICING INCLUDES NICHE, INURNMENT & MARKER.

NON-RESIDENT: SINGLE NICHE \$4,000.00, DOUBLE NICHE Purchased together: \$6,000.00; 2<sup>nd</sup> NICHE INURNMENT Purchased at Later Date: \$3,200.00. PRICING INCLUDES NICHE, INURNMENT & MARKER.

CREMATION IN-GROUND BURIAL \$350.00. 2<sup>nd</sup> CREMATION IN-GROUND BURIAL IN THE SAME PLOT \$400.00  
INTERMENT \$700.00  
INFANT with ANOTHER'S GRAVE \$100.00

NO SUNDAY/HOLIDAY BURIALS; SATURDAY \$250.00 surcharge For Interment; \$125.00 surcharge for Saturday Inurnment  
MOMUMENTS 36" DEPTH AND 3" ADDED TO THE PERIMETER OF THE MOMUMENT. IN HOUSE or AUTHORIZED CONTRACTOR by CEMETERY SEXTON: monument foundations at \$1.20 per square inch.

FIREFIGHTER / EMS HOURLY:

FIRE CHIEF \$800.00 per month  
JUNIOR or PROBATIONARY: \$11.70 per hour  
36 HOUR or FIREFIGHTER I: \$11.85 per hour  
FIREFIGHTER II: \$13.39 per hour

EMR: \$14.94 per hour  
EMT-Basic: \$16.48 per hour  
EMT-Advanced: \$18.03 per hour  
EMT-Paramedic: \$19.57 per hour

ADD TO HOURLY FOR CREDENTIALS:

36 Hour Firefighter: \$0.26

Firefighter I: \$0.52

Firefighter II: \$0.77

Fire Card: \$0.26

Inspector: \$0.26

Instructor: \$0.26

ADD TO HOURLY FOR OFFICERS:

Lieutenant: \$0.226

Captain: \$0.52

Assistant Chief / Safety Officer: \$0.77

Firefighters or EMS personnel working on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day will be compensated at double time (2x) of their hourly rate for all hours worked on-shift that day.

Firefighters and/or EMS Personnel Paid Bi-Weekly as Employees.  
Minimum Pay of Four (4) Hours for Emergency Call Outs (At discretion of Fire Chief)

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ZONING DEPARTMENT:

ZONING INSPECTOR \$1,027.00 PER MONTH  
ZONING BOARD CHAIRMAN \$60.00/MEETING  
ZONING SECRETARY \$110.00/MEETINGS  
ZONING MEMBERS & ALTERNATE \$55.00 PER MEETING  
ZONING APPEALS CHAIRMAN \$60.00/MEETING  
ZONING APPEALS SECRETARY \$110.00/MEETING  
ZONING APPEALS MEMBERS & ALTERNATE  
\$55.00/MEETING  
PAYMENTS Made for MEETINGS and/or WORKSHOPS.

ZONING BOARDS:

UPON MISSING THREE UNEXCUSED WORKSHOP OR  
REGULAR MEETINGS A YEAR, A ZONING BOARD OR  
ZONING APPEALS BOARD MEMBER WILL BE REPLACED.  
A COPY OF THEIR MONTHLY MINUTES IS TO BE  
SUBMITTED TO TRUSTEES (WHEN ADOPTED).

FACILITY RENTAL:

HALL RENTAL \$150.00 RESIDENT, \$300.00 Non-RESIDENT,  
KEY and CLEANING DEPOSIT \$50.00, PAVILION RENTAL  
\$25.00

HOLD HARMLESS:

ANY ORGANIZATION USING OR WORKING ON ANY  
TOWNSHIP PROPERTY MUST SIGN THE HOLD HARMLESS  
FORM. ANY PERSON RENTING TOWNSHIP HALL OR  
PAVILLION MUST SIGN HOLD HARMLESS FORM.

PUBLIC RECORD:

THERE WILL BE A PUBLIC RECORDS POLICY, AND  
RECORDS RETENTION POLICY, POSTED AND AVAILABLE  
FOR REVIEW. TOWNSHIP WILL PARTICIPATE IN OHIO'S  
OPEN CHECKBOOK PROGRAM.

SUNSHINE LAW:

COMPLIANCE WITH THE OHIO SUNSHINE LAW

TAX ADVANCES:


THE FISCAL OFFICER IS AUTHORIZED TO ACCEPT BOTH  
FIRST AND SECOND HALF ADVANCES WHEN MADE  
AVAILABLE BY A COLLECTING BODY.


THE BOARD OF TRUSTEES RESERVE THE RIGHT TO CHANGE ANY OF THE ABOVE RATES AT  
ANY PROPERLY HELD PUBLIC MEETING.

**Motion 2025-4:** Trustee Houston made a motion to accept the reorganization minutes as read. And to appoint  
Trustees Houston and Toman to the Fire Fighter Dependency Board. Trustee Toman seconded the motion. The  
roll call vote was all in favor.

The regular monthly meeting will follow a short break.

At 10:45 am, Trustee Houston made a motion to adjourn. Trustee Toman seconded the motion. The roll call vote  
was all in favor.

  
Fiscal Officer

  
Chairman

  
Trustee

  
Trustee