

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

20 _____

2017 REORGANIZATION MEETING JANUARY 7, 2016

Chairman William Spellman called the January 7, 2017 Organizational meeting to order at 9:04 am. A roll call was taken to establish a quorum: Vice Chairman Fredrick Houston - present, Chairman William Spellman – present, Trustee Robert Toman – present. Also in attendance were Fiscal Officer James DeCenso, Fire Chief Robert Sternburg, EMS Director Brian O’Neil, Maintenance Supervisor Matt Stroney, and Zoning Inspector Wayne Sarna. The Pledge of Allegiance was recited.

Chairman Spellman gave an overview of the reorganization meeting process.

Chairman Spellman then made a motion to open the Reorganization meeting. Trustee Toman seconded the motion. The roll call vote was all in favor.

Trustee Spellman nominated Trustee Houston as 2017 Board Chairman. Trustee Toman seconded the motion. The roll call vote was all in favor. The meeting was turned over to Chairman Houston.

Trustee Spellman nominated Trustee Toman as vice chairman. Chairman Houston seconded the motion. The vote was all in favor.

The following was discussed and entered into the record by resolution below. All rates are effective immediately unless otherwise specified:

DATE AND TIME OF MEETING: 2nd WEDNESDAY MONTH, 7:00 P.M., 6:45 P.M. WORK SESSION
Announcements for special and regular meetings will be placed in the Youngstown Vindicator, posted on the Township’s website and on the Township’s sign in front of the Admin/Fire Building.

MAINTENANCE: \$21.00 hour for 32 to 40 hours per week for full time Maintenance supervisor. Hospitalization, Life Insurance, holidays, sick leave, personal time, comp hours, and flextime for burials is provided. The board left open the ability to change the hourly rate upon review of the Supervisors performance appraisal.

SEASONAL HELP: \$8.10 HR. AS NEEDED

EXPERIENCED SEASONAL LABOR: \$10.00 HR. AS NEEDED

MILEAGE: CURRENT RATE of \$.535 per mile as per Jan 1, 2017 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.
CREDIT CARD: Credit cards can be used for all necessary purchases. All gasoline and diesel fuel purchases will be made with a credit card. Maintenance department may continue to make purchases with accounts or use credit card.
RELATED PARTY: There will be no related parties doing business with the township.
TRAVEL: The Township will reimburse the trustees, fiscal officer, zoning officer, and any other authorized employee for travel outside the township at the mileage rate per mile. 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 and volunteer firemen will be reimbursed at the same current rate per mile and for meetings and 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.

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January 7, 2017 Organizational Meeting Minutes – Continued

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 maintenance workers.

CEMETERY: RESIDENTS: \$275. SINGLE LOT: \$475. DOUBLE LOT
NON-RESIDENTS: \$1,000 SINGLE LOT \$2,000 DOUBLE LOT
CREMATION BURIAL \$125.
INTERMENT \$500.
INFANT/ANOTHER'S GRAVE \$75.
NO SUNDAY/HOLIDAY BURIALS; SATURDAY \$150 surcharge
MOMUMENTS 36" DEPTH AND 3" ADDED TO THE
PERIMETER. OF THE MOMUMENT. IN HOUSE: monument
foundations at \$.60 per square inch.

FIREFIIGHTERS: \$10.00 EACH FIRE CALL
\$5.00 DRILL, UP TO 3 PER MONTH
FIRE FIIGHTERS PAID QUARTERLY AS EMPLOYEES

FIRE DEPARTMENT OFFICERS: CHIEF: \$550 MONTHLY PLUS STIPENDS
SALARY PLUS STIPEND FOR ASSISTANT CHIEF(S): \$1,000 YEAR PLUS STIPENDS
CALL, DRILL AND/OR BATTALION CHIEF: \$800 YEAR PLUS STIPENDS
TRANSPORTS CAPTAIN: \$170 YEAR PLUS STIPENDS
LIEUTENANT(S): \$150 YEAR PLUS STIPENDS

EMS SERVICES DIRECTOR: \$400 MONTHLY PLUS STIPENDS
\$16.00 EACH EMS TRANSPORT, \$10.00 FOR CALL ONLY

ZONING DEPARTMENT ZONING INSPECTOR \$625 PER MONTH
ZONING BOARD CHAIRMAN \$45/MEETING
ZONING SECRETARY/MEMBER \$100/REG. MTGS.
& \$100 FOR WORKSHOP MEETINGS.
ZONING MEMBERS & ALTERNATE \$40 PER MEETING
ZONING APPEALS CHAIRMAN \$45/MEETING
ZONING APPEALS SECRETARY/MEMBER \$100/MEETING
ZONING APPEALS MEMBERS & ALTERNATE

\$40/MEETING

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 \$75, KEY DEPOSIT \$25, PAVILION RENTAL
\$25

HOLD HARMLESS: ANY ORGANIZATION USING ANY TOWNSHIP PROPERTY
MUST SIGN THE HOLD HARMLESS FORM. ANY PERSON
RENTING TOWNSHIP HALL OR FIRE HALL MUST SIGN
HOLD HARMLESS FORM.

PUBLIC RECORD: THERE WILL BE A PUBLIC RECORDS POLICY, AND
RECORDS RETENTION POLICY, POSTED AND
AVAILABLE FOR REVIEW.

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.

Trustee Toman made a motion to accept the reorganization minutes as read. Trustee Spellman seconded the motion. The roll call vote was all in favor.

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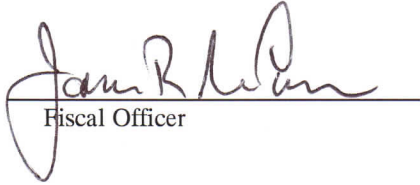
Held _____ 20 _____


January 7, 2017 Organizational Meeting Minutes – Continued

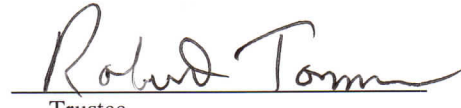
Trustee Spellman made the motion to appoint Trustee Spellman and Trustee Toman to the Fire Fighter Dependent Board. Trustee Toman seconded the motion. The roll call vote was all in favor.

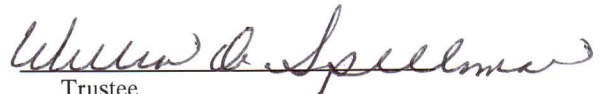
The next regular meeting will follow after a short break.

At 9:30 am, Trustee Toman made a motion to adjourn. Trustee Spellman seconded the motion. The roll call vote was all in favor.


Fiscal Officer


Chairman


Trustee


Trustee