

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_

20 \_\_\_\_\_

## 2016 REORGANIZATION MEETING JANUARY 4, 2016

Chairman Robert Toman called the January 4, 2016 Organizational meeting to order at 6:05 p.m. A roll call was taken to establish a quorum: Trustee Fredrick Houston - present, Vice Chairman William Spellman – present, Chairman 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 Toman and Vice-Chairman Spellman gave an overview of the reorganization meeting process.

Trustee Spellman made a motion at 6:09 p.m. to adjourn to Executive session to interview candidates for appointment to both the Township Zoning Board and the Township Zoning Board of Appeals. Trustee Houston seconded the motion. The roll call vote was Trustee Houston – yes, Trustee Spellman – yes, Chairman Toman – yes.

At 7:18 p.m., Trustee Spellman made a motion to return to open session. Trustee Houston seconded the motion. The vote was all in favor.

Trustee Houston nominated Trustee Spellman as 2016 Board Chairman. Trustee Toman seconded the motion. The vote was all in favor. The meeting was turned over to Chairman Spellman.

Trustee Spellman nominated Trustee Houston as vice chairman. Trustee Toman 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 and posted on the Township's website.

MAINTENANCE: \$20.50 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 \$.54 per mile as per Jan 1, 2016 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.  
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 and Fiscal Officer are given permission to attend all OTA conferences and meetings.

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January 4, 2016 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:** EFFECTIVE FEBRAURY 1, 2016  
\$10.00 EACH FIRE CALL  
\$5.00 DRILL, UP TO 3 PER MONTH  
FIRE FIGHTERS PAID QUARTERLY AS EMPLOYEES

**FIRE DEPARTMENT OFFICERS:** EFFECTIVE FEBRUARY 1, 2016  
SALARY PLUS STIPEND FOR CHIEF: \$550 MONTHLY  
CALL, DRILL AND/OR ASSISTANT CHIEF(S): \$1,000 YEAR  
TRANSPORTS BATTALION CHIEF: \$800 YEAR  
CAPTAIN: \$170 YEAR.  
LIEUTENANT(S): \$150 YEAR

**EMS SERVICES** EFFECTIVE FEBRUARY 1, 2016  
DIRECTOR: \$400 MONTHLY PLUS STIPEND(S)  
\$16.00 EACH EMS TRANSPORT, \$10 FOR CALL ONLY

**ZONING DEPARTMENT** ZONING INSPECTOR \$550 PER MONTH  
ZONING BOARD CHAIRMAN \$40.00/MEETING  
ZONING SECRETARY/MEMBER \$95.00/REG. MTGS.  
& \$35.00 FOR WORKSHOP MEETINGS.  
ZONING MEMBERS & ALTERNATE \$35 PER MEETING  
ZONING APPEALS CHAIRMAN \$40/MEETING  
ZONING APPEALS SECRETARY/MEMBER--95.00/MEETING  
ZONING APPEALS MEMBERS & ALTERNATE 35/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.

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January 4, 2016 Organizational Meeting Minutes – Continued

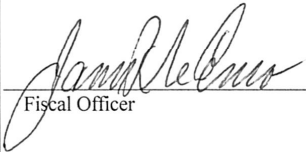
Trustee Toman made a motion to accept the reorganization minutes as read. Trustee Houston seconded the motion. The vote was all in favor.

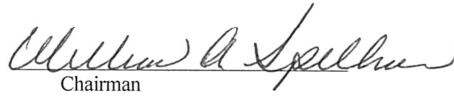
Chairman Spellman made the motion to appoint Trustee Houston and Trustee Toman to the Fire Fighter Dependent Board. Trustee Toman seconded the motion. The vote was all in favor.

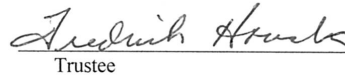
Fiscal Officer DeCenso advised the board, that they would need to approve a temporary appropriations resolution, which would enable him to pay bills and payroll until a final appropriation budget is approved. He requested \$1,163,143. Trustee Houston made a motion to approve a temporary appropriation measure in the amount of \$1,163,143. Trustee Toman seconded the motion. The vote was all in favor.

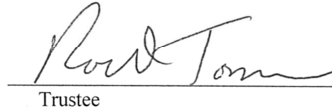
The next regular meeting is scheduled for Wednesday Jan 13, 2016 at 7:00 p.m. at the Town Hall.

At 9:13 p.m. Trustee Toman made a motion to adjourn. Trustee Houston seconded the motion. The vote was all in favor.

  
Fiscal Officer

  
Chairman

  
Trustee

  
Trustee