

ORGANIZATIONAL MEETING – January 25, 2016

The January 25, 2016 Organizational Meeting was called to order by Kay with the pledge of Allegiance.

Kay nominated Cheryl for Chairman. Scott 2nd it.
Cheryl nominated Kay for Vice Chairman. Scott 2nd it.

Cheryl will be the fire district representative.
Cheryl will be the park representative.
Kay and Scott will oversee the cemetery.
Cheryl will be Chairman and Scott will be Vice Chairman for security.

Meetings will be the 4th Monday of every month at 6:30 PM year round.

Gas Mileage Reimbursement Policy

Gas mileage reimbursement for business miles driven will be the rate set by the IRS.

Zoning Inspector – Lori Hartsel (Amended 03/28/16)

- \$450 Monthly Salary plus mileage or use the township truck for township business.
- Cell Phone
- PERS
- Write citations as needed.
- Required to keep an activity log.
- Required to automate certificates.
- Required to attend Appeals Board, Zoning Commission and Trustees Meetings.

Zoning Board & Appeals Members

- \$25 per meeting
- Gas mileage reimbursement for business miles driven outside of Ashland County.
- Paid as a board member meeting (\$25) for attending conferences.
- No additional compensation for conducting zoning business outside of a meeting. There has to be “time given” to the position, which may entail research, study and/or investigation into an issue, which cannot be compensated for. The “time given” may also entail meeting with a resident or the prosecutor to clarify an issue.

Zoning Board & Appeals Secretary

- \$50 per meeting.
- Gas mileage reimbursement for business miles driven outside of Ashland County.
- Paid as a board member meeting (\$25) for attending conferences.
- No additional compensation for conducting zoning business outside of a meeting. There has to be “time given” to the position, which may entail research, study and/or investigation into an issue, which cannot be compensated for. The “time given” may also entail meeting with a resident or the prosecutor to clarify an issue.

Zoning fees will remain in effect as they are now until pending review of the Zoning Commission.

Polk Cemetery Fees: (Amended 02/15/2016)

Single lots \$350 resident \$600 non-resident, 10% discount for multiple lots

Open-Close \$450 during the week \$575 during weekend

Cremation \$150 during the week \$275 during weekend

New Headstones require a base three foot (3') deep and three inches (3") wider on all sides.

Road Crew (Amended 03/28/2016)

Herb Wiles: Full-time position.

Pay will increase to \$15.00 per hour. Time and ½ on anything over 40 hours per week. No comp time.

3 weeks paid vacation & 3 sick days which must be used within the year. No carry over.

Request for 5 or more consecutive days off, needs prior approval.

Will be given a year-end bonus provided he is able to carry out the road crew duties through the year as outlined in township road crew handbook.

On the day of the Trustees meeting, Herb can come in 2 hours late & be paid for the 2 hours since he attends the meeting in the evening. If bad weather, he can use the 2 hours within a timely matter.

Need to keep a daily log with date, time and duty.

Permanent Part-time help \$9.00 per hour, not to exceed \$10.00 per hour. No benefits. No overtime. At this time our part-time road guys are Justin Rood at \$9.00 per hour & Jimmy Hall at \$10.00 per hour.

Emergency help \$9.00 per hour. No benefits. No overtime.

Trustees and Fiscal Officer Wages will be set by the State of Ohio.

Conference reimbursement and other expenditures that a trustee or person expects to be reimbursed must present an itemized receipt.

No reimbursement for liquor.

Food and beverage limitation - \$50 per day.

If traveling with a significant other – your expenses must be separate from theirs.

Any reimbursement request must be documented with an itemized receipt. The food and beverage limitation value is a guide to prevent a person from overspending on what has been budgeted. The food and beverage limitation does not mean an individual will receive \$50 per day in cash nor does it mean that a person is entitled to receive in cash the difference of \$50 minus what they spent.

Kay made a motion to accept decisions and adjourn. Scott 2nd it & Cheryl in agreement.

Signature: _____ Date: 02/15/2016
Cheryl Welch

Signature: _____ Date: 02/15/2016
J. Scott Markley

Signature: _____ Date: 02/15/2016
Kay Wright