

CHATHAM TOWNSHIP BOARD OF TRUSTEES

ORGANIZATIONAL MEETING

January 2nd, 2018

Trustee Arters called the Meeting to order at 7:10PM.

ROLL CALL: Trustee Russ Arters, Trustee Joseph Aungst Trustee Denise Gumbita

The Pledge of Allegiance was recited

The Fiscal Officer certified the requirements of the sunshine law were met by notification and posting. This is an unapproved, unsigned copy of the 2018 Organizational/ Appropriation Meeting of Chatham Township Trustees. Once approved and signed, they will become the official minutes of record. The Township assumes no liability and does not certify that this a true copy of the minutes; likewise balances provided may have not been reconciled to the bank statement and are subject to change, until financial statements have been signed and approved, by the Board of Trustees.

ELECTION OF OFFICERS:

Fiscal Officer, Sarah Poling opened the floor for election of Trustee Chairperson for the Board of Trustees for the year 2018.

A Motion set forth by Trustee Aungst, duly seconded by Trustee Gumbita, moved to be adopted to appoint Trustee Arters to serve as Chairperson for the Board of Trustees during the year 2018.

Voting yes: Trustee Arters, Trustee Aungst, and Trustee Gumbita

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters, moved to be adopted, to appoint Trustee Aungst to serve as Vice Chairperson for the Board of Trustees for the year 2018.

Voting yes: Trustee Arters, Trustee Aungst, and Trustee Gumbita

TRUSTEE DIVISION OF SUBJECT AREAS:

A Motion was put forth by Trustee Arters, duly seconded by Trustee Aungst to accept, the division of subject areas as follows:

ROADS: 1. Arters 2. Gumbita, 3. Aungst

FIRE & RESCUE: Gumbita

CEMETERY: Aungst

TOWNSHIP KEY DISTRIBUTOR/KEY RECORD KEEPER: will be the designated Chairperson

RURAL WATER: Arters

PREVAILING WAGE: All

COMMUNITY CENTER: All

ZONING: Gumbita

INSURANCE: Aungst

ADA: All

OSHA, SAFETY AND RISK MANAGEMENT: All

NEWSLETTER: Arters

Records: charge .10 per page

Voting yes: All

GENERAL BUSINESS:

A Motion set forth by Trustee Aungst, duly seconded by Trustee Gumbita to hold the regular meetings on the second and fourth Tuesdays of the month at 7:00 p.m. at the Chatham Township Community Center, 6306 Avon Lake Rd. Chatham Township, with the second meeting to be cancelled if not needed or a Special Meeting established for checks and purchase orders, only.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst to establish the Official Trustee and Fiscal Officer business hours as designated as when the Trustees and Fiscal Officer are in Regular and Special Meetings.

Voting yes: All

A Motion set forth by Trustee Arters-, duly seconded by Trustee Gumbita to accept schedule of Public Meetings & Business hours.

Voting yes: All

PERSONNEL AND SALARIES:

ADMINISTRATION:

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita to set Trustees and Fiscal Officers Salary according to the schedule set forth by ORC in 2018, and establish the pay schedule to pay salaries following the month of service.

Voting yes: All

ROADS, CEMETERY AND PARK:

A Motion set forth by Trustee Aungst, duly seconded by Trustee Arters to retain hourly wage rate for Roads Supervisor, Ted Arters of \$22.00/hr, with comp time and individual insurance, including, dental, and life coverage.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita, to retain hourly wage rate for Assistant Roads Supervisor, Joseph Aungst of \$16.00/hr. with comp time and individual insurance, including, dental, and life coverage.

Voting yes: Arters and Gumbita; Abstained: Aungst

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst to hire a seasonal employee for Roads, Parks, and Cemetery Departments. Seasonal employee will be compensated at or above the base rate of \$8.30/hour, according to state minimum guidelines. Base rate for each individual will be determined by Trustees, based on *qualifications.

IE: *If holding a CDL License.

Voting yes: All

A Motion set forth by Trustee Aungst, duly seconded by Trustee Gumbita, to follow full time employee vacation schedule as follows:

1 year = 2 weeks paid vacation.

5 years = 3 weeks paid vacation.

10 years = 4 weeks paid vacation.

Note: Over 10 years: 1 day added per year; (in addition to the 4 wks).

Note: 1 additional week added in 2016 to Ted Arters – Road Department in lieu of a raise Resolution: 10-01262016

Voting yes: All

*Those with earned vacation of 2 weeks or more have the option of carrying 1 week over into next year. (Subject to review)

A Motion set forth by Trustee Aungst, duly seconded by Trustee Gumbita, to allow Roads Supervisor, Ted Arters, 18 days of sick pay in addition to carry over from prior year, accumulating at a rate of 6 hours per pay period.

Voting yes: All

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters, to allow Assistant Roads Supervisor, Joseph Aungst, sick pay in addition to carry over from prior year, accumulating at a rate of 6 hours per pay period.

Voting yes: Arters and Gumbita; Abstained: Aungst

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita, to acknowledge those holidays for Full Time Roads Dept., following guidelines as set forth in the ORC.

Comp time is to be made available to all full time employees in lieu of overtime, not to exceed 160 hours with option to carry the balance into the following year.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded Trustee Gumbita, to retain the services of B&R Septic as Waste Water Treatment Plant Operator, at a rate of \$300.00 per month.

Voting yes: All

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters to retain Sue Jurkowski as Cemetery Sexton with a flat rate of \$100 per month, to cover all of the following duties performed by the Cemetery Sexton: sale of, documentation of, and subsequent filing for: lots, niches, foundations, and burials.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst to retain Assure Vault, to be compensated at \$30.00 per month for site maintenance, additionally \$150.00 for an annual maintenance fee for licensing.

Voting yes: All

ZONING:

Zoning Inspector:

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters, to retain Chuck Porter as Township Zoning Inspector, at a pay rate of \$475 monthly.

Voting yes: All

ZONING BOARD OF APPEALS:

Terms for the following Zoning Board of Appeals members as follows:

Don Weigel: term expires the last day in 2019.

Laura Staten: term expires the last day in 2020.

Mike Webster: term expires the last day in 2021.

Jo Murr: term expires the last day in 2022.

Jared Bohley: term expires the last day in 2023

Danny Murphy: to serve as first alternate.

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst to appoint Jo Murr to a four-year term on the Appeals Board term ends the last day in 2022.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst to appoint Jared Bohley to a five-year term on the Appeals Board term ends the last day in 2023.
Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita to reappoint Heather Osborn as Zoning Appeals Board secretary with compensation to be \$120.00 per meeting, in addition to the position and wage as a Board member and secretary.
Voting yes: All

** When the Zoning Appeals secretary is unable to attend an Appeals meeting or hearing, compensation will be divided equally among the meeting preparer and the member taking the meeting minutes.*

ZONING BOARD OF COMMISSIONERS:

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Aungst to reappoint Heather Osborn as Zoning Board of Commissioners secretary with pay rate of \$20.00 per meeting.
Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita to reappoint Brad Romona to a five-year term on the Zoning Board of Commission.
Voting yes: All

Steve Arters: term expires last day in 2019.
Alvin Clapp: term expires last day in 2020.
Betty Clutter: term expires last day in 2021.
Brad Romano: term expires last day in 2022.
Laura Jordan: term expires last day in 2023.

First alternate to Zoning Commission: Heather Osborn
Second alternate to Zoning Commission:

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita, to pay Zoning Commission Board members and the Appeals Board members a compensation of \$20.00 per meeting attended, and to pay them at the Settlement Meeting held in December. Additionally, Board members will be compensated for County Planning Training Meetings attended: \$20 per meeting.
Voting yes: All

CHATHAM TOWNSHIP COMMUNITY CENTER DEPT:

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita to acknowledge that the Chatham Township Community Center Department will incorporate current members of the Department as employees of Chatham Township without wage compensation and be represented at all Trustee Regular meetings, by a liaison who will report on CTCC activities and concerns.
Voting yes: All

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters, to retain Janet Newcomer as Township Community Center Scheduler, at a flat pay rate of \$175.00 per month.
Voting yes: All

FIRE DEPARTMENT:

Fire Department Event Resolution: A motion was put forth by Trustee Aungst duly seconded

by Trustee Arters, to allow the Fire Department/ Township Vehicles sent to parades and other events outside of the township. All in Favor Resolution #01-01022018 documents the motion to allow the vehicles to parades and events as determined by the township officials. Roll Call: Trustee Arters: yes; Trustee Aungst: Yes; Trustee Gumbita: yes

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Aungst, to retain William Disbrow as Fire Chief with a pay rate of \$725 per month.
Voting yes: All

A Motion set forth by Trustee Aungst, duly seconded by Trustee Arters to retain Tim Vaughn as Assistant Fire Chief with a pay rate of \$625.00 per month.
Voting yes: All

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters to approve the following Hourly Pay Scale.

Tier 1: \$10.50/hr.

Work Hours

36 hr. Volunteer FF

Tier 2: \$11.50/hr.

EMT-B

Firefighter 1

Tier 3: \$12.50/hr.

Firefighter 1/EMT-B

Firefighter 2

Tier 4: \$13.50/hr.

Firefighter 2/EMT-B

Tier 5: \$14.50/hr.

Paramedic

- Fire Chief and Asst. Fire Chief are not compensated for call response.
- The Chief, and/or the A. Chief, acting on his behalf, has the final say on all time sheets submitted, and must include one of their signatures.
- The Chief has the ability to place members on higher tiers based on specialty certifications and training. (Fire inspector, Fire instructor)
- Members of the FD will be paid their Tier wage while performing to their training level on calls. Members will be paid Tier 1 rates for approved station work, duties, training and meetings.
- Standby/station staffing will be paid Tier 1 level. Members so paid are to remain on station until culmination of the call or released by acting OIC.
- Senior officer on the run will be held responsible for hours on calls and be held accountable for times submitted.
- Line Officers (Captains, Lieutenants) remain in their tier for duty work, trainings, etc. due to the increased expectations/responsibilities placed upon them.
- No hourly wage will be paid to those attending Chatham Township Fire Association Meetings.
- Wages will be paid on a quarterly basis
- Wages are subject to revision with Board of Trustees
- Minimum increments for recording hours worked are 1/2 hour increments

Voting yes: All

SCHEDULE OF FEES:

ZONING:

A Motion set forth by Trustee -----, duly seconded by Trustee ----- to accept Zoning Fees as follows:

Single family home: \$250 up to 2000 total sq ft including garage and excluding basements and porches, then \$10 per 100 sq ft, thereafter.

Addition: \$150 up to 1000 sq ft of living then \$10 per 100 sq ft thereafter.

Accessory Building: \$150 for 200 to 2000 sq. ft., then \$10 per 100 sq. ft. thereafter.

Commercial new: \$250 plus 5 cts, per sq ft.

Commercial additional: \$250 plus 5 cts, per sq ft.

Storage units: \$250 plus 5 cts, per sq ft.

Lot splits: \$25 for first, \$15 for each additional.

Commercial signs: \$50.

Antennas: no fee.

Decks & porches: over 200 sq ft: \$50.

Pools: \$50. (Above or in ground)

Ponds: \$50.

Variance/conditional: \$400.

Culverts: \$35.

Zoning Book: \$10 (if mailed; \$13)

Voting yes: All

A Motion set forth by Trustee Aungst, duly seconded by Trustee Gumbita waiving all zoning fees pertaining to current Churches in Chatham Township.

Voting yes: All

CEMETERY:

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst, to accept Cemetery fees as follows:

Grave Cemetery sites for Chatham Township residents: \$150 per site (2 gravesites \$300)

Cemetery sites to nonresidents: \$1,200 per site increasing at multiples of \$1,200 (2 gravesites = \$2,400).

Opening and Closing: \$550 for each; \$100 for the burial of ashes into columbarium or ground and \$550 for ashes to be buried in a full coffin.

Open & Close for infants: \$150

Saturday Burials: additional \$150 fee (including ashes).

Niches: \$600 for resident, and \$1,000 for a non-resident.

Floating Footers: \$.60 per sq. inch

No Sunday Burials.

Maximum purchase per family: Two lots equivalent to four grave sites; Additional sites may be purchased, (resident or non-resident) at a cost of \$1,200.00 per site or to be decided at the discretion of the Township Trustees.

Maximum Burials per grave site: 1(one) coffin and 4(four) ashes
Voting yes: All

CHATHAM TOWNSHIP COMMUNITY CENTER:

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters to accept the rates and fees as previously established for Township Community Center as follows:

MEETING ROOMS: \$35 flat fee for 3 hours or less, plus \$10 for each hour thereafter.

GYMNASIUM: for "Sporting Events, \$15 per first hour and \$10 for each hour thereafter.

For "non sport related events", \$125 flat fee for 4 hours or less, plus \$25 for each additional hour, thereafter.

Kitchen Fee: \$25 (extra user fee)

Deposit fees: Security Deposit: \$25.00

Security Deposit/Event having alcohol: \$125.00

Key Deposit: \$40.00

Gymnasium Deposit: \$75.00

Rentals may occasionally be negotiated, with terms and/or rates decided by the Board of Trustees.
Voting yes: All

GENERAL:

POLICIES:

Township Cell Phones:

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Aungst, to adopt the cell phone policy for employees who are provided a cell phone and for those phones within Township equipment under Township expense. Policy states; Chatham Township Trustees find it both a proper public purpose and necessary to carry on the work of this community in an efficient manner to provide cell phones to the Zoning Inspector and in Squad Vehicle Twp equipment, as they are deemed needed. All in favor

*Calls made and received, are to be Township business related.

** An itemized bill will be obtained from phone carrier. Bill will be monitored by Trustees and personal calls made or received on the Township cell phone will be charged to the individual carrying the cell phone.*

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita, to adopt the Township Credit Card policy as follows:

Township Trustees find it is a proper public purpose and necessary to efficiently carry on business of the Township for the use of credit cards by elected officials and authorized employees for Township purchases, and services. Personal use is not permitted and both the Fiscal Officer and Trustees will monitor the bills for irregularity. All users must present a requisition form to the Fiscal Officer prior to purchase. A reimbursement form with purchase receipt must be given to Fiscal Officer within 3 days of purchase.

Voting yes: All

REIMBURSEMENTS:

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Aungst to allow Trustees to attend one conference per year with reimbursement for conference/registration fee, along with a lodging at the discretion of Trustees per conference and meal allowance up to \$40.00 per day. Additional

trainings and conferences at discretion of Trustees.

Voting yes: All

A Motion set forth by Trustee Gumbita duly seconded by Trustee Aungst, to allow Township Fiscal Officer to attend necessary conferences and trainings with reimbursement for conference or training registration fee along with a lodging at the discretion of Trustees per conference and meal allowance up to \$40.00 per day.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Gumbita to retain the reimbursement rate for mileage at .545 cents per mile. Reimbursements will be for all Officials and Trustees, and fire personnel for “necessary” travel to and from origin, calculated outside of the Township, (IE: meetings, trainings and conferences personnel under **ORC Section 505.24,8** Reimbursements)

Voting yes: All

A Motion set forth by Trustee Arters, and duly seconded by Trustee Gumbita, to acknowledge past **Resolution #01-12262017** which states: Per ORC section 505.60 and 505.601 Township will provide health insurance to full-time employees and dependents, elected officials and dependents, as the Board so decides, under one or more group insurance policies and under current HSA plan adopted by the Township.

According to the ORC section 505.60, the Township will pay the portion for the officials and the full-time employees. If the official or the full-time employee elects to have coverage of their dependents, they will be responsible for that portion of the premium.

Voting yes: All

A Motion set forth by Trustee Gumbita duly seconded by Trustee Aungst, to reimburse Township Cemetery Sexton, Fiscal Officer, Zoning Inspector, and Fire Chief for mileage reimbursement of .545 cents per mile within and outside of Township **excluding** travel to and from Township Trustee meetings, Township Zoning Appeals and Zoning Commission meetings, according to the ORC. Township Trustees will make determination of necessity.

Voting yes: All

SERVICES:

A Motion set forth by Trustee Arters duly seconded by Trustee Aungst, to retain the services of Republic Waste Systems for the Township Garage and C. Martin Trucking for Memorial Hall for trash removal.

Voting yes: All

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Aungst that charges for tapes/transcripts of taped meetings and will be determined by current costs by a commercial copy or transcripts professional. Postage charges to be prepaid by party requesting such.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst, to utilize the Chatham Township Travel Expense Record form with meal reimbursement at \$40.00/day for all Departments and Officials.

Voting yes: All

A Motion set forth by Gumbita, duly seconded by Trustee Aungst, to allow Roads Supervisor and Fire Chief to make immediate and necessary purchases up to \$1,000 in current year, without Trustees approval.

Voting yes: All

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters to allow CTCC Department to make immediate necessary Community Center purchases, without Trustees' approval, not to exceed \$100.00 per quarter year.

Voting yes: All

A Motion set forth by Trustee Gumbita, and duly seconded by Trustee Aungst to acknowledge past Resolution #60-01052016 to utilize web/internet services to advertise for various sales of equipment or materials owned by the Township.

All in favor

A motion set forth by Trustee Arters, duly seconded by Trustee Gumbita to request ALL 2018 advances from the County Auditor's office **Resolution # 02-01022018**. Roll Call Vote: Trustee Arters: yes; Trustee Aungst: yes; Trustee Gumbita, yes.

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst, to designate the official billing address and the official address for the Township Trustees and Fiscal Officer as P.O. Box 99, Spencer, Ohio 44275

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst, to establish a Township Grievance Committee. The members will include Chairpersons from the Appeals Board and Zoning Commission, Fire Chief, Roads Superintendent, and all 3 Trustees. Current Trustee Chairperson will serve as Committee Chair.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst to be adopted, to retain a records retention committee as set forth in the ORC, consisting of Fiscal Officer and Chairperson, to meet once during the year.

Voting yes: All

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst, to retain the Audit Committee for the 2-year period, 2017-18, as previously determined by Trustees as follows:

- Township Fiscal Officer,
- 3 Trustees,
- a non-elected Official,
- 1 or 2 members at-large.

Voting yes: All

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters, to adopt all establish policies as presented.

Voting yes: All

A Motion set forth by Trustee Gumbita, duly seconded by Trustee Arters, to allow additions and amendments to the 2018 Organizational Meeting, to be instated at the last meeting in January 2018.

Voting yes: All

Township keys were distributed by Chairman Arters.

Trustee Arters expressed a need to run CTCC and MH differently. Encouraged fellow Trustees to attend Ethics Training at OTA conference. Trustee Arters gave fellow trustees resources for Roberts

Rules of Order and Ohio Sunshine Law. Trustee Arters stated that he was going to be in contact with Mike Lyons at the Prosecutors' Office about the running of the buildings.

Trustee Arters stated his intentions for meetings to be orderly. Fiscal Officer Poling was asked to assist with the agendas for Regular Trustee Meetings. Trustee Arters stated he would like Regular Trustee Meetings to take place on a main floor of a Township Building so that they are accessible.

A Motion set forth by Trustee Arters, duly seconded by Trustee Aungst to adjourn the 2018 Organizational Meeting at 8:37pm.

Voting yes: All

TRUSTEES:

Russ Arters

Joseph Aungst

Denise Gumbita

FISCAL OFFICER _____

Sarah Poling

Date Signed _____

Date Approved _____