

MINUTES REORGANIZATIONAL MEETING FOR 2013

The annual reorganizational meeting of Milton Township Board of Trustees was called to order by Chairman Weimer at 1:00 PM. Following the Pledge of Alligence the Fiscal Officer called the roll. Mr. Weimer, Mr. Tomaino, Mr. Campbell, Fiscal Officer Schulz, Police Chief Saltsman, Road & Cemetery Coordinator Lloyd, Fire Chief Maynard and Zoning Inspector Kurilla were present.

Chairman Weimer turned the meeting over to Fiscal Officer Schulz who asked for nominations for Chairperson for 2013. **Mr. Tomaino nominated Mr. Weimer as Chairman, 01-15-13-S1**, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Weimer took over as Chairman and asked for nominations for Vice Chairman, **Mr. Tomaino moved to nominate Mr. Campbell as Vice Chariman, 01-15-13-S2**, seconded by Mr. Weimer and passed with 3 ayes.

DEPARTMENT REPORTS –

ROAD - CEMETERY – RECYCLING

Mr. Lloyd stated that he would present his report at tonights regular meeting.

POLICE DEPARTMENT

Chief Saltsman suggested that the Trustees consider a wage increase of \$.35, for all police department employees \$.35 is the amount the minimum wage was increased.

The Trustees stated that they will discuss promotions and wage increases in executive session.

FIRE DEPARTMENT

Chief Maynard stated that he would present his report at tonights meeting

ZONING DEPARTMENT-

Mr. Kurilla reported that in 3 months and 2 weeks he had completed a comprehensive review of the entire Milton Township Zoning Resolution and it would be available for presentation to the Trustees at the February meeting for their review.

Mr. Kurilla also explained to the Trustees that there were many ways they could proceed to the next step to review his recommendations and take action on those recommendations.

Mr. Kurilla also reported that everything was moving forward on the Land Reutilization Program. The 2 homes on Recreation Drive may be used for Burn Practice if all details can be worked out and approved by the necessary agencies. Milton Township will follow Austintown Township lead on the procedures to follow for the raizing of the other homes on the list for demolition.

REORGANIZATIONAL ISSUES:

MR. CAMPBELL MOVED THAT THE BOARD OF TRUSTEES SHALL CONDUCT ITS MEETINGS IN FULL COMPLIANCE WITH THE OHIO SUNSHINE LAW AND ACCORDINGLY ESTABLISHES THE FOLLOWING RULES FOR THE SCHEDULING AND NOTICE OF ALL MEETINGS;

REGULAR MEETINGS OF THE BOARD OF TRUSTEES SHALL BE HELD ON THE THIRD TUESDAY OF EVERY MONTH AT 7:00 PM. BEGINNING JANUARY 15TH 2013. THE FEBRUARY MEETING WILL BE HELD ON THE 5TH (2/5/13). NOTICE OF SAID MEETING SHALL BE POSTED ON THE TOWNSHIP SIGN ON MILTON AVE AND/OR PUBLISHED IN THE YOUNGSTOWN VINDICATOR AGENDA SECTION 24 HOURS IN ADVANCE, AND SHOULD THE REGULAR MEETING DATE NEED TO BE CHANGED, NOTICE WILL BE PUBLISHED AT LEAST 24 HOURS IN ADVANCE ON THE TOWNSHIP SIGN AND IN THE VINDICATOR.

SPECIAL MEETINGS: NOTICE OF SPECIAL MEETINGS OF THE BOARD OF TRUSTEES SHALL BE GIVEN TO THE YOUNGSTOWN VINDICATOR AT LEAST 24 HOURS IN ADVANCE OF THE MEETING, EXCEPT IN AN EMERGENCY IN WHICH CASE THE NOTICE SHALL BE GIVEN AS SOON AS PRACTICAL; AND

MINUTES DO NOT NEED TO BE READ IF PROVIDED TO TRUSTEES FOR REVIEW BEFORE THE MEETING-01-15-13-S3, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Campbell moved to appoint Trustee Campbell as Head of Zoning, Zoning Board & Appeals Board, Trustee Salary to be paid from General Fund, 01-15-13-S4, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Campbell moved to appoint Mr. Weimer as Head of Streets, Cemeteries, Grants and Recycling, Trustee Salary to be paid from the General Fund, 01-15-13-S5, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Campbell moved to appoint Trustee Tomaino as Head of Police and Township Buildings, Trustee Salary to be paid from General Fund 01-15-13-S6, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Campbell moved to appoint Trustee Campbell as Head of Fire Department, Trustee to be paid from General Fund, 01-15-13-S7 seconded by Mr. Tomaino and passed with 3 ayes.

All Trustees agreed to work together on all of the above departments.

Mr. Campbell moved not to fund the Developmental Planning Commission this year, 01-15-13-S8, seconded by Trustee Weimer, and passed with 3 ayes.

Trustee Tomaino made a motion to confirm the following Zoning Commission and Appeals Board appointments that were made at the December Meeting, 01-15-13-S9, seconded by Trustee Campbell and passed with 3 ayes.

- ZONING BOARD WITH TERM EXPIRING 1/1/16 – Patrick Kelley
- ZONING BOARD WITH TERM EXPIRING 1/1/17 – Kristi Oles
- ZONING BOARD WITH TERM EXPIRING 1/1/18 – Chad Pirtle
- ZONING BOARD WITH TERM EXPIRING 1/1/14 - Lori Croyle - secretary
- ZONING BOARD WITH TERM EXPIRING 1/1/15 - Harold Maynard

- Zoning Board Alternate #1 – Kevan Lloyd one year term to expire 12/31/13
- Zoning Board Alternate #2 – Tom Baclawski one year term to expire 12/31/13

- ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/16 – Ben Melnykovich
- ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/17 - Debbie Carson
- ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/18 – Sue Lemmon
- ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/14 - Dana Bates
- ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/15 - Sally Smolek

Zoning Appeals Board Alternate #1 Jarrod Demes - one year term expiring 12/31/13

Also, as in the past, when the alternates are in attendance and 5 regular members are not in attendance the alternate is eligible to vote on board issues.

Wages:

Mr. Campbell moved that the Trustees and Fiscal Officer are to be paid monthly salaries based upon the Townships Annual Budget per the ORC 505.24 and 507.09 AND if desire may enroll in the medical, dental, life and vision and AFLAC benefit programs which are offered to all full time employees, 01-15-13-S10, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Campbell moved that the ZONING BOARD AND BOARD OF APPEALS MEMBERS will be paid \$15.00 per meeting travel reimbursement, they will be paid semi-annually. The ZONING BOARD CHAIRMAN AND SECRETARY WILL BE PAID \$40 PER MEETING. The Board members must read and acknowledge in writing the ORC Chapter 202 pertaining to ethics and must sign attendance sheets in order to be reimbursed. These attendance sheets will be turned in with the minutes by the zoning & appeals board secretary who will prepare the minutes in a timely manner and deliver them to the Fiscal Officer for reimbursement, 01-15-13-S11, seconded by Mr.Tomaino and passed with 3 ayes.

A discussion took place regarding the amount of time that members of the volunteer fire department are putting in at this time due to the lack of participation and availability of Lane’s Ambulance service for Milton Township. Chief Maynard stated that 19 calls have been received already this year and 18 were medical and there were several that involved transporting. Fire Chief Maynard also stated that he has a meeting in the next few weeks with the Fire Chiefs Association members to address this issue because other communities are experiencing this same problem. **Trustee Tomaino moved to table this matter until after Chief Maynard’s meeting, 01-15-13-S12,** seconded by Mr. Campbell and passed with 3 ayes.

Mr. Campbell moved TO CONTINUE A CLOTHING ALLOWANCE FOR ROAD DEPT PERSONNEL, AS FOLLOWS: AFTER A ONE YEAR PROBATIONARY PERIOD HAS BEEN SERVED – A ROAD DEPARTMENT EMPLOYEE IS ALLOWED UP TO \$350.00 PER YEAR PER EMPLOYEE TO BE USED TO PURCHASE APPROVED ITEMS INCLUDING SAFETY BOOTS, UNIFORM SHIRT, PANTS AND A JACKET.

ALL CLOTHING PURCHASES FOR POLICE AND ROAD DEPARTMENTS WILL BE MADE AT STORES WHERE ACCOUNTS HAVE BEEN SET UP TO BILL DIRECTLY TO THE TOWNSHIP OR THE TOWNSHIP CREDIT CARD. THE ONLY EXCEPTIONS TO THIS WILL BE IF PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE FISCAL OFFICER BEFORE THE PURCHASE IS MADE, AND THE FISCAL OFFICER WILL PAY THE SUPPLIER DIRECTLY, 01-15-13-S13, seconded by Mr.Weimer and passed with 3 ayes.

RATES, FEES AND CHARGES:

Mr. Campbell moved to continue the following rates and fees for copies and zoning variances, 01-15-13-S14, seconded by Mr. Tomaino and passed with 3 ayes.

RECORDS REQUESTS OR COPIES MADE ON THE TOWNSHIP COPIER \$.10 PER COPY, PER PAGE, and a MINIMUM OF \$5.00 FOR COPIES OF POLICE AND FIRE REPORTS, FINGER PRINT AND BACKGROUND REPORTS.

ZONING VARIANCE FEE - \$525.00

Mr. Campbell moved to keep the following rates for the Township cemeteries, 01-15-13-S15, seconded by Mr. Tomaino and passed with 3 ayes.

CEMETERY RATES

<u>RATES FOR GRAVES FOR RESIDENTS</u>	<u>\$ 400.00 PER LOT</u>
<u>RATES FOR GRAVES FOR NON- RESIDENTS</u>	<u>\$ 600.00 PER LOT</u>
<u>OPENING/CLOSING FOR CEMETERY GRAVES.....</u>	<u>\$ 500.00</u>
<u>OPENING/CLOSING FOR CEMETERY GRAVES AFTER</u>	
<u>2PM ON REGULARLY SCHEDULED WORK DAYS.....</u>	<u>\$ 600.00</u>
<u>OPENING/CLOSING FOR CEMETERY GRAVES ON SATURDAY,</u>	
<u>SUNDAY AND HOLIDAYS.....</u>	<u>\$ 800.00</u>
<u>OPENING/CLOSING FOR INFANTS AND CREAMATIONS.....</u>	<u>\$ 175.00</u>
<u>COST OF DISINTERMENT FOR SINGLE OPEN/CLOSE.....</u>	<u>\$ 500.00</u>
<u>COST OF DISINTERMENT FOR DOUBLE OPEN/CLOSE.....</u>	<u>\$1000.00</u>
<u>(BOTH OF THE ABOVE) PLUS COST FROM VAULT CO.</u>	

FEES FOR CONCRETE FOUNDATIONS SINGLE \$250.00 DOUBLE \$400.00

Also, all Trustees are in agreement that any fees charged at the cemeteris for concrete or foundations for head stones are to be paid to the township. These fees are not to be paid to the Cemetery Sexton directly. This work is to be done on township time and the funds are to be deposited into the cemetery fund. Any deviation from this practice and the employee will be charged with "Theft in Office" and will be terminated immediately and may be prosecuted to the full extent of the law.

Also, a disclaimer will be added to any future sales of cemetery lots and this will also apply to any graves previously sold by Milton Township:

"An owner of a Milton Township cemetery lot can deed or will said lot to another individual for the sole purpose of burying human remains of an individual, but said lot can not be sold to any other person, trust, individual or organization. An owner of a Milton Township cemetery lot can only sell said lot back to Milton Township for the original purchase price of the grave(s)."

TOWNSHIP MAINTENANCE & OPERATION CONTRACTS:

The current contract for mowing, trimming and leaf removal of Township cemeteries and properties has expired and Mr. Lloyd has received bids for this work from potential contractors. After a review of the bids, **Mr. Weimer moved to accept a 2 year bid from J5 Property Management for mowing, trimming and leaf removal for all Township Cemeteries and properties, see attached bid, 01-15-13-S16,** seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Tomaino moved to continue to contract out cemetery grave digging and road berming services with approved independent contractors, 01-15-13-S17, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Weimer moved to continue to have the WEEKLY AND MONTHLY CLEANING of the Township buildings done by the Police Secretary at her current hourly wage, 01-15-13-S18, seconded by Mr. Tomaino and passed with 3 ayes. Floor stripping, waxing and windows will be contracted out as needed.

TRAVEL EXPENSES & MILEAGE REIMBURSEMENT:

Mr. Weimer moved to keep the current mileage reimbursement rate of \$.50 per mile for Township employees Business travel outside of the township and for all business miles in and out of the Township for volunteer fire fighters, zoning inspector (if an employee of the Township), or anyone that uses their personal vehicle in the course of township business. Only approved and authorized mileage reimbursements will be honored and paid.

And:

To authorize travel expenses, parking, food and lodging for Township Officers and employees during the year while attending authorized training session, seminars, conferences and meetings and to authorize membership in the OTA and attendance to the OTA STATE and Local Government conferences. Food and lodging will only be reimbursed if there is an overnight stay, 01-15-13-S19, seconded by Mr. Campbell and passed with 3 ayes.

GENERAL ADMINISTRATIVE POLICIES AND PROCEDURES FOR TRUSTEES AND FISCAL OFFICER:

Mr. Campbell moved to authorize, implement AND/OR continue the following GENERAL ADMINISTRATIVE POLICIES, 01-15-13-S20, seconded by Mr. Tomaino and passed with 3 ayes.

ACCEPT FARMERS NATIONAL BANK OF CANFIELD AS THE TOWNSHIP DEPOSITORY.

ALL TOWNSHIP FUNDS WILL BE DEPOSITED INTO THE SWEEP ACCOUNT and CERTIFICATES OF DEPOSIT TO EARN INTEREST.

POST ALL CHECKING ACCOUNT, SWEEP ACCOUNT AND CD INTEREST EARNED INTO THE GENERAL FUND OR AS DEFINED BY THE ORC.

AUTHORIZE THE FISCAL OFFICER TO RE-ALLOCATE APPROPRIATION LINE ITEMS WITHIN A FUND DURING THE MONTH AS NECESSARY AND REQUEST A RESOLUTION FOR APPROVAL OF THE SUPPLEMENTAL APPROPRIATIONS AT THE END OF EACH MONTH OR AT THE NEXT REGULAR MONTHLY MEETING.

AUTHORIZE THE FISCAL OFFICER TO ISSUE SUPER BLANKET CERTIFICATES FOR UP TO \$15,000.00

AUTHORIZE A PETTY CASH FUND OF \$150.00 –
POLICE SECRETARY TO BE CUSTODIAN OF \$75.00
FIRE CHIEF TO BE CUSTODIAN OF \$50.00
FISCAL OFFICER TO BE CUSTODIAN OF \$25.00

ALL AUTHORIZED CREDIT CARDS USERS ARE REQUIRED TO ADHERE TO THE CREDIT CARD POLICY OR THE PRIVILIGES WILL BE REVOKED.

AUTHORIZE DEPARTMENT HEADS TO MAKE TOWNSHIP PURCHASES OF UP TO \$250. 00 WITHOUT A DIRECT AUTHORIZATION BY A TRUSTEE OR FISCAL OFFICER. ALL OTHER PURCHASES ARE TO BE DISCUSSED WITH AND APPROVED BY A TRUSTEE OR FISCAL OFFICER.

AUTHORIZE TRUSTEE RUSS WEIMER TO SIGN ALL NECESSARY ISSUE II, OPWC and CDBG GRANT PAPERWORK AND ACT AS GRANT CONTACT PERSON FOR THE TOWNSHIP.

AUTHORIZE THE FISCAL OFFICER AND TRUSTEE TOMAINO TO CO-SIGN CREDIT APPLICATIONS ON BEHALF OF THE TOWNSHIP FOR CHARGE ACCOUNTS FOR UP TO \$2,500.00.

CONTINUATION OF THE EMPLOYEE RECOGNITION PROGRAM: (ORC 505.05) ALL EMPLOYEES ARE ELIGIBLE,

RECOGNITION PROGRAM PROVIDES AUTHORITY TO PURCHASE FOOD, COFFEE AND REFRESHMENTS (NO ALCOHOL) AND OTHER AMENITIES DURING THE COURSE OF THE YEAR AS THE TRUSTEES DEEM APPROPRIATE. THIS AUTHORITY MY ALSO BE UTILIZED TO RECOGNIZE AND REWARD HARD WORK AND/OR SPECIAL ACCOMPLISHMENTS BY A TOWNSHIP EMPLOYEE, THE REWARD MAY BE IN THE FORM OF A CASH BONUS, GIFTS, ADDITIONAL PAID LEAVE OR OTHER ADDITIONAL BENEFITS, SO LONG AS THE COSTS OF THE PROGRAM DO NOT EXCEED THE TOTAL AMOUNT OF COMPENSATION FIXED BY THE BOARD OF TRUSTEES FOR THE DEPARTMENT.

THE TRUSTEES WILL MAKE THE FINAL DETERMINATION OF OUTSTANDING PERFORMANCE AND THE AMOUNT AND TYPE OF BENEFIT AWARDED. ALL BENEFITS WILL BE PAID OUT OF THE GENERAL FUND WITH A MAXIMUM OF ALL EXPENDITURES OF \$3,500.00 FOR THE YEAR.

Mr. Campbell moved to set aside \$5,000.00 in the general fund to carry out zoning functions such as investigation, demolition cost, any necessary legal fees or expenses incurred to carry out and enforce zoning violations, and to cover zoning expenses which occur during the year, 01-15-13-S21, seconded by Mr.Tomaino passed with 3 ayes.

Rental of Township Buildings:

Trustee Weimer moved to continue the policy of not renting out the Fire Station for private use due to the liability and no alcohol in township buildings, the limited parking and the cost of utilities.

However, the accessory building on Mahoning Ave. will be offered for rent to the public, as per the attached rental agreement. Mr. Weimer added that the Township will offer the accessory building at no cost to local NON-PROFIT organizations and groups, however any organization, group or renters whether they pay a rental fee or not will be responsible for cleaning and must adhere to all other terms of the rental agreement,01-15-13-S22, seconded by Trustee Tomaino and passed with 3 ayes.

Mr. WEIMER MOVED TO CONTINUE THE FIRE DEPARTMENT DISPATCHING CONTRACT WITH TRUMBULL COUNTY 9-1-1 @ \$400 PER MONTH, 01-15-13-S23, seconded by Mr. Campbell and passed with 3 ayes.

Trustee Tomaino moved to approve the “NEW EMPLOYEE” packages which were prepared by the Fiscal Officer and distributed to all the department heads, 01-15-13-S24, seconded by Trustee Campbell and passed with 3 ayes.

At approximately 2:30 PM Mr. Campbell moved to go into executive session to discuss pay rates and employee benefits, 01-15-13-S25, seconded by Mr. Tomaino and passed with 3 ayes.

At approximately 3:55 PM Mr. Campbell moved to go back into regular session, 01-15-13-S26, seconded by Mr. Tomaino and passed with 3 ayes.

MR. WEIMER MOVED TO APPOINTMENT & HIRE THE FOLLOWING FULL TIME TOWNSHIP EMPLOYEES AND REGULAR PART-TIME AND SEASONAL EMPLOYEE CLASSIFICATIONS AND CONTRACTED EMPLOYEES: 01-15-13-S27, seconded by Mr. Campbell and passed with 3 ayes.

DEPARTMENT HEADS –

FULL TIME POLICE CHIEF
CONTRACTED ZONING INSPECTOR
VOLUNTEER FIRE CHIEF

OTHER JOB CLASSIFICATIONS

PART TIME POLICE SECRETARY-THROUGH CALLOS
PART TIME LIEUTENANTS
PART TIME DETECTIVES
PART TIME SARGEANT
PART TIME LABORERS & CASUAL LABORERS
PART TIME INTERMITTENT POLICE OFFICER
PART TIME PATROLMAN
FULL TIME CORPL PATROL SUP
FULL TIME PATROL OFFICER
FULL TIME SARGENT DETECTIVE
FULL TIME LIEUTENANT

CONTRACTED JOB CLASSIFICATIONS

PART TIME BUILDING AND GROUND MAINTENANCE
PART TIME ROAD AND CEMETERY COORDINATOR
PART TIME POLICE SECRETARY
CONTRACTED EMPLOYEES AS NEEDED
PART TIME SEASONAL EMPLOYEES

The Township will hire part time and seasonal CONTRACTED labor through an employment agency such as the Callos Company for all road, cemetery, recycling and secretarial duties and as the need arises.

WAGES AND COMPENSATION:

Mr. Tomaino moved to continue the wages for the police department at this time with no change, 01-15-13-S28, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Weimer moved to increase the road department pay rate through Callos as follows, 01-15-13-S29, Seconded by Mr. Campbell and passed with 3 ayes:

CALLOS CONTRACTED EMPLOYEE-ROAD & CEMETERY COORDINATOR	11.50
ASSISTANT TO COORDINATOR	11.00
CASUAL LABORER THROUGH CALLOS	9.00
PART TIME ZONING INSPECTOR – QUARTERLY CONTRACT \$5,400.00	

THE TRUSTEES ASKED THAT THE FISCAL OFFICER LOOK INTO WORKING WITH CALLOS TO EXPLORE THE POSSIBILITY OF MAKING AN HOURLY CONTRIBUTION INTO AN IRA FOR FULL TIME CALLOS ROAD DEPARTMENT EMPLOYEES.

Mr. Tomaino moved to authorize the following paid holidays for full time employees only, 01-15-13-S30, seconded by Mr. Campbell, and passed with 3 ayes.

PAID HOLIDAYS FOR FULL TIME EMPLOYEES:

FULL-TIME EMPLOYEE WILL BE PAID FOR THE FOLLOWING HOLIDAYS AT THEIR REGULAR RATE IF THEY DO NOT WORK THE HOLIDAY

NEW YEARS DAY	LABOR DAY
MARTIN LUTHER KING DAY	COLUMBUS DAY
PRESIDENT’S DAY	VETERAN’S DAY
MEMORIAL DAY	THANKSGIVING DAY
INDEPENDENCE DAY	CHRISTMAS DAY

IF A HOLIDAY FALLS ON SUNDAY, IT WILL BE OBSERVED ON THE FOLLOWING MONDAY.
IF A HOLIDAY FALLS ON SATURDAY, IT WILL BE OBSERVED ON THE PRECEDING FRIDAY.

POLICE DEPT. EMPLOYEES WILL OBSERVE THE HOLIDAY ON THE ACTUAL DAY OF THE WEEK ON WHICH THE HOLIDAY FALLS

PART TIME OR FULL TIME EMPLOYEES WHO WORK THE HOLIDAY WILL RECEIVE TIME PLUS TIME FOR HOURS WORKED. (NOT IN ADDITION TO THE FULL TIME HOLIDAY PAY FOR FULL TIME EMPLOYEES)

OTHER PAY CLASSIFICATIONS AND EMPLOYEE REQUIREMENTS:

Mr. Tomaino moved to continue the following policies, 01-15-13-S31, seconded by Mr. Weimer and passed with 3 ayes.

1. POLICE DEPARTMENT EMPLOYEES ARE TO BE PAID A MINIMUM OF 4 HOURS FOR COURT APPEARANCE, FULL TIME POLICE ARE TO SCHEDULE COURT DURING THEIR REGULARLY SCHEDULED HOURS.
2. REQUIRE MEETING ATTENDANCE AND REPORTING FOR ALL DEPARTMENT HEADS OR DEPARTMENT REPRESENTATIVES AT MONTHLY TRUSTEE MEETINGS. THE DEPARTMENT HEADS OR REPRESENTATIVES SHOULD BE PREPARED TO REPORT ON THE PREVIOUS MONTHS ACTIVITIES AND THE UPCOMING MONTHS EVENTS FOR THEIR DEPARTMENT. A WRITTEN REPORT WILL BE PROVIDED TO THE TRUSTEES AND FISCAL OFFICER.
3. POLICE DEPT. EMPLOYEES WHEN WORKING OVI OR TASK FORCE WILL BE PAID THE AMOUNT THAT WILL BE REIMBURSED BY THE COUNTY OR DEPARTMENT THAT IS SPONSORING THE OVI:
OVI STAFFING WILL BE AS FOLLOWS:
 - 1ST. - FULL TIME OFFICERS, THAT QUALIFY- IN ROTATION
 - 2ND - PART TIME EMPLOYEES IN ROTATION
 - 3RD - NON- MILTON TOWNSHIP OFFICERS

Mr. Tomaino moved to continue the vacation, sick and health benefits for FULL TIME EMPLOYEES AND AFLAC coverage for full and part time employees as follows, 01-15-13-S32, seconded by Mr. Weimer and passed with 3 ayes.

FRINGE BENEFITS

VACATION: FULL TIME EMPLOYEES ONLY

1 WEEK AFTER	1 YEAR OF FULL-TIME EMPLOYMENT
2 WEEKS AFTER	2 YEARS OF FULL-TIME EMPLOYMENT
3 WEEKS AFTER	5 YEARS OF FULL TIME EMPLOYMENT
4 WEEKS AFTER	20 YEARS OF FULL TIME EIMPLOYMENT.

VACATION LEAVE MUST BE TAKEN WITHIN THE ANNIVERSARY YEAR, OR IT IS LOST. ALL VACATION REQUESTS MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE. VACATIONS ARE SUBJECT TO THE APPROVAL OF YOUR IMMEDIATE SUPERVISOR.

SICK PAY: FULL TIME EMPLOYEES ONLY –

FULL TIME EMPLOYEES WILL EARN ONE AND ONE QUARTER DAYS OF SICK LEAVE PER MONTH WORKED WITH A MAXIMUM OF 720 TOTAL ACCUMULATED HOURS. AT RETIREMENT OR TERMINATION THE EMPLOYEE WILL BE PAID FOR 50% OF THE ACCRUED SICK TIME EARNED UP TO A MAXIMUM OF 360 HOURS OR 45- 8 HOUR DAYS AT THEIR CURRENT HOURLY RATE.

IF YOU ARE OFF SICK AND UNABLE TO COME TO WORK YOU MUST CALL YOUR IMMEDIATE SUPERVISOR OR THE RESPONSIBLE TRUSTEE FOR YOUR DEPARTMENT BEFORE THE SCHEDULED START OF YOUR WORK DAY. YOU MUST CALL YOUR SUPERVISOR EVERY DAY THAT YOU ARE NOT GOING TO BE AT WORK. AFTER 3 DAYS OFF YOU MUST HAVE A DOCTORS VERIFICATION TO COME BACK TO WORK. AFTER 3 DAYS OFF WITHOUT NOTIFICATION TO YOUR SUPERVISOR YOU WILL BE TERMINATED.

HEALTH BENEFITS: FULL TIME EMPLOYEES ONLY

FULL TIME EMPLOYEES ARE ELIGIBLE FOR MEDICAL, DENTAL, VISION AND LIFE INSURANCE BENEFITS FOR EMPLOYEES AND THEIR DEPENDENTS (AS ALLOWED BY THE HEALTH CARE PROVIDER). CURRENTLY THESE BENEFITS ARE AVAILABLE AT NO COST TO THE EMPLOYEE. HOWEVER, WITH THE CONSTANT INCREASE IN MEDICAL AND HEALTH CARE COSTS THERE MAY COME A TIME WHEN THESE BENEFITS CAN NO LONGER BE PROVIDE WITHOUT A COST TO THE EMPLOYEE. THESE BENEFITS WILL BE REVIEWED AND REEVALUATED ON THE ANNIVERSARY DATE OF THE PROGRAM, ONCE EACH YEAR.

AFLAC BENEFITS FOR FULL AND PART TIME EMPLOYEES

AFLAC – CANCER, SHORT TERM DISABILTIY, ACCIDENT AND PERSONAL SICKNESS IS OFFERED TO ALL TOWNSHIP EMPLOYEES INCLUDING THOSE CONTRACTED EMPLOYEES. THE TOWNSHIP WILL PAY 50% OF THE PREMIUM AND THE EMPLOYEE WILL HAVE A PAYROLL DEDUCTION OF PRE OR POST TAX OF THE OTHER 50% OF THE PREMIUM. EMPLOYEES ARE ELIGIBLE TO SIGN UP DURING THE ANNUAL ENROLLMENT PERIOD WHICH IS OCTOBER 1, AFTER THEIR 90 PROBATIONARY PERIOD.

AN OPT OUT OF INSURANCE PROGRAM WILL BE OFFERED FOR FULL TIME EMPLOYEES OF \$1,200 PER YEAR, FOR FAMILY COVERAGE.

AN OPT OUT OF INSURANCE PROGRAM WILL BE OFFERED FOR FULL TIME EMPLOYEES OF \$600 PER YEAR FOR SINGLE COVERAGE.

MR TOMAINO MOVED TO APPOINT SPECIAL LEGAL COUNSEL, 01-15-13-S33, seconded by Mr. Weimer and passed with 3 ayes.

WHEREAS, the Township desires to retain and use special legal counsel in addition to the legal services provided by the county prosecutor, for legal advise and representation in township legal matters when necessary because of conflict of interest, prosecutor’s availability and case load, and or the special expertise of the special legal counsel; now therefore

BE IT RESOLVED, that the Township appoint **Attorney Mark S. Finamore** as special legal council for the township on an as needed basis to be paid an hourly rate of \$100.00 for legal services provided the town ship.

MR. WEIMER MOVED TO PROVIDE FOR THE TRUSTEES TO MAKE ANY REVISIONS, REWRITES OR UPDATES TO THE CURRENT MILTON TOWNSHIP HANDBOOK WHICH MAY BE NECESSARY TO COMPLY WITH STATE AND FEDERAL REGULATIONS, AND AS THE TRUSTEES DEEM NECESSARY, 01-15-13-S34, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Weimer moved that the Police Face Book Page currently being posted to will NO longer have a “Public Comments” area and the police secretary will be the only person permitted to update and post on the page for the Township, 01-15-13-S35, seconded by Mr. Campbell and passed with 3 ayes.

At approximately 4:15 PM Mr. Weimer moved to adjourn, 01-15-13-S36, seconded by Mr. Campbell and passed with 3 ayes.

Re

Date 02/07/2013

Def 1.2

J. Campbell