

MINUTES REORGANIZATIONAL MEETING FOR 2014

The annual reorganizational meeting of Milton Township Board of Trustees was called to order by Chairman Weimer at 10:00 AM. Following the Pledge of Alligence the Fiscal Officer called the roll. Mr. Weimer, Mr. Tomaino, Mr. Campbell, Fiscal Officer Schulz, Police Chief Schaeffer, Road & Cemetery Coordinator Lloyd, and Zoning Inspector Kurilla were present. Administrative Assistant Balsinger is maning the phones, but available if needed. Fire Chief Maynard absent due to working in Cleveland.

Chairman Weimer turned the meeting over to Fiscal Officer Schulz who asked for nominations for Chairperson for 2014. Mr. Tomaino nominated Mr. Weimer as Chairman, 01-14-14-S1, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Weimer took over as Chairman and asked for nominations for Vice Chairman, Mr. Weimer moved to nominate Mr. Campbell as Vice Chariman, 01-14-14-S2, seconded by Mr. Tomaino and passed with 3 ayes.

DEPARTMENT REPORTS –

POLICE DEPARTMENT

Chief Schaeffer reported a good year and lots of improvements. Thank you to the Board for permitting and funding the improvements in the police department.

ROAD - CEMETERY – RECYCLING

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

POLICE DEPARTMENT...continued

Seargent Anna Terry was asked to work with Chief Schaeffer to prepare a budget that would cover the increases in benefit expenses for the full time officers and still maintain the 24 hour coverage for the township.

Chief Schaeffer also met with Officer Ron Crum to review the Grants for 2014, which should provide for an additional \$8,771.49, for the departments budget. Reserves and part timers will be used for call offs in lieu of paying overtime for fulltime officers this will be a savings of between \$9.80 - \$11.67 per hour. Also discussed using part timers for holidays instead of full time officers which will generate a cost savings even though all parties receive double time.

Training – In 2013 the department did not spend all of its’s allocated training budget and the Chief expects to save the same if not more in 2014 in training expenses. The department will not be sacrificing training but will use local area training in lieu of overnight stays also on-line courses will be used. In addition, volunteer training with local experts will be used and the Jackson/Milton Schools will be used to hold the training sessions.

A lengthy discussion on the how to cut expenses followed, some of the ideas discussed were scheduling of full timers vs part time officers, possible overlapping in hours to do administrative work, etc. all will be discussed further but it is the general consensus that a breakeven budget will be reached.

FIRE DEPARTMENT

Chief Maynard - no report, as he was unable to attend.

ZONING DEPARTMENT-

Mr. Kurilla reminded the Trustees about the special Hearing at 6:30 tonight, where the Trustees will hear testimony regarding the recommended text amendment to the Milton Township Zoning Resolution. If it is approved, it will become effective 30 days from today. At that point a total retyping of the book and an amendment to the map to reflect the lake front district will have to be done.

REORGANIZATIONAL ISSUES:

MR. TOMAINO 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 14TH 2014. 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-01-14-14-S3, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Weimer moved to appoint Trustee Campbell as Head of Zoning, Zoning Board & Appeals Board, Trustee Salary to be paid from General Fund, 01-14-14-S4, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Weimer moved to appoint Mr. Weimer as Head of Streets, Cemeteries, Grants and Recycling, Trustee Salary to be paid from the General Fund, 01-14-14-S5, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Weimer moved to appoint Trustee Tomaino as Head of Police and Township Buildings, Trustee Salary to be paid from General Fund 01-14-14-S6, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Tomaino moved to appoint Trustee Campbell as Head of Fire Department, Trustee to be paid from General Fund, 01-14-14-S7 seconded by Mr. Weimer and passed with 3 ayes.

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

Mr. Campbell moved to accept the resignation of Secretary, Lori Croyle who respectfully declined reappointment to the Commission, 01-14-14-S8, seconded by Mr. Weimer and passed with 3 ayes

Trustee Tomaino moved to confirm the following Zoning Commission and Appeals Board Appointments, 01-14-14-S9, seconded by Trustee Campbell and passed with 3 ayes.

ZONING BOARD WITH TERM EXPIRING 1/1/15 – Harold Maynard

ZONING BOARD WITH TERM EXPIRING 1/1/16 – Pat Kelley

ZONING BOARD WITH TERM EXPIRING 1/1/17 – Kristi Oles

ZONING BOARD WITH TERM EXPIRING 1/1/18 - Chad Pirlle

ZONING BOARD WITH TERM EXPIRING 1/1/19 - Kevan Lloyd

Zoning Board Alternate #1 – Tom Baclawski one year term to expire 12/31/14

At the next Zoning Commission meeting, the Commission will elect a Secretary.

ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/15 – Sally Smolek

ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/16 - Ben MeInykovich

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 1/1/19 - Dana Bates

Zoning Appeals Board Alternate #1 Jarrod Demes - one year term expiring 12/31/14

Trustee Weimer moved to table the appointment of a second alternate until Mr. Kurilla has an opportunity to meet with the applicants,01-14-14-S10, seconded by Trustee Tomaino and passed with 3 ayes.
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 and if desire may enroll in the medical, dental, life and vision and AFLAC benefit programs which are offered to all full time employees, 01-14-14-S11, seconded by Mr.Weimer and passed with 3 ayes.

Mr. Tomaino 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, 01-14-14-S12, seconded by Mr.Weimer and passed with 3 ayes.

Mr. Weimer moved that the FIRE DEPARTMENT Reimbursement shall follow the Proceurotor's Office advise that the volunteers would have to paid as employees and subject to deductions and townshp match of Social Security and Medicare. The same program as used in 2013 is recommended, 01-14-14-S13, seconded by Mr. Campbell and passed with 3 ayes.

**Mr. Tomaino moved TO CONTINUE A CLOTHING ALLOWANCE FOR ROAD DEPT PERSONNEL, AS FOLLOWS:
AFTER A ONE YEAR PROBATIONARY PERIOD HAS BEEN SERVED – A ROAD DEPART-
MENT 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.**

Police personnel are eligible for clothing allowance as follows: after one full year of employment the following schedule will apply:

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|-------------------------------|---|
| <u>Under 250 Hours</u> | <u>They will earn \$ 0.00 for clothing allowance</u> |
| <u>250 Hours to 450 hours</u> | <u>They will earn \$300.00 for clothing allowance</u> |
| <u>450 Hours and over</u> | <u>They will earn \$450.00 for clothing allowance</u> |
| <u>Full Time Officers</u> | <u>They will earn \$650.00 for clothing allowance</u> |

Only approved items will be covered under this policy, each officer must have the items they wish to purchase approved BEFORE they make the purchase. If an item is purchased without approval and is deemed not acceptable by IRS standards then the officer will be responsible to pay for the item with after tax dollars as a deduction to his pay. If an officer goes over the clothing allowance limit, the difference will be deducted from their pay to pay the vendor.

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, 01-14-14-S14, seconded by Mr.Campbell and passed with 3 ayes.

RATES, FEES AND CHARGES:

Mr. Weimer moved to continue the following rates and fees for copies and zoning variances, 01-14-14-S15, 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, 01-14-14-S16, seconded by Mr. Tomaino and passed with 3 ayes.

CEMETERY RATES

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| <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> | |
| <u>FEES FOR CONCRETE FOUNDATIONS</u> | <u>SINGLE \$250.00 DOUBLE \$400.00</u> |

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 prosected to the full extent of the law.

Mr. Tomainio moved for a disclaimer to be added to any future sales of cemetery lots and this will also apply to any graves previously sold by Milton Township 01-14-14-S17, seconded by Mr. Campbell and passed with 3 ayes

“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 **Mr. Weimer moved to approve the 2nd year of the contract with J5 Property Management for mowing, trimming and leaf removal for all Township Cemeteries and properties, see attached bid, 01-14-14-S18.** seconded by Mr. Campbell and passed with 3 ayes.

Mr. Weimer moved to continue to contract out cemetery grave digging and road berming services with approved independent contractors on an as needed basis and to have the weekly and monthly cleaning of the Township buildings done by the Police Secretary at her current hourly wage, 01-14-14-S19, seconded by Mr. Tomaino and passed with 3 ayes.

Floor stripping, waxing and windows will be contracted out as needed.

TRAVEL EXPENSES & MILEAGE REIMBURSMENT:

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, 01-14-14-S20, seconded by Tomaino and passed with 3 ayes.

And:

Mr. Campbell moved 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 authorizemembership 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, 01-14-14-S21, seconded by Mr. Tomaino and passed with 3 ayes.

GENERAL ADMINISTRATIVE POLICIES AND PROCEDURES FOR TRUSTEES AND FISCAL OFFICER:

Mr. Campbell moved to authorizeze, implement AND/OR continue the following GENERAL ADMINISTRATIVE POLICIES, 01-14-14-S22, 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 TO 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. Weimer 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, 01-14-14-S23, seconded by Mr.Campbell passed with 3 ayes.

Rental of Township Buildings:

Trustee Tomaino 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 Community 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,01-14-14-S24, seconded by Trustee Campbell and passed with 3 ayes.

Mr. WEIMER MOVED TO CONTINUE THE FIRE DEPARTMENT DISPATCHING CONTRACT WITH TRUMBULL COUNTY 9-1-1 @ \$400 PER MONTH, 01-14-14-S25, seconded by Mr.Campbell and passed with 3 ayes.

Trustee Weimer moved to approve the “NEW EMPLOYEE” packages which were prepared by the Fiscal Officer and distributed to all the department heads, 01-14-14-S26, seconded by Trustee Campbell and passed with 3 ayes.

At approximately 11:00 PM Mr. Weimer moved to go into executive session to discuss pay rates and employee benefits, 01-14-14-S27, seconded by Mr. Campbell and passed with 3 ayes.

At approximately 12:15 PM Mr. Weimer moved to go back into regular session, 01-14-14-S28, 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: 01-14-14-S29, 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 DETECTIVES
PART TIME LABORERS & CASUAL LABORERS
PART TIME INTERMITTENT POLICE OFFICER
PART TIME PATROLMAN
FULL TIME CORPL PATROL
FULL TIME PATROL OFFICER
FULL TIME SARGENT

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. Weimer moved to continue the wages for the police department at this time with no change and table the matter until the next meeting, 01-14-14-S30, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Weimer moved to increase the Police Secretary current rate to \$10.50 and five paid personal days to be used at her discretion, 01-14-14-S31, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Weimer moved to increase the Road Department Coordinator's pay to \$12.00 and Road Dept Assistant to \$11.50 plus \$1.00 for retirement paid at year end for all hours worked during the year; 01-14-14-S32, seconded by Mr. Campbell and passed with 3 ayes.

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| CALLOS CONTRACTED EMPLOYEE-ROAD & CEMETERY COORDINATOR | 12.00 |
| ASSISTANT TO COORDINATOR | 11.50 |
| CASUAL LABORER THROUGH CALLOS | 9.00 |

Mr. Campbell moved to contract with Michael Kurilla as a Zoning Consultant for a quarterly fee of \$5,400. Mr. Kurilla will provide his own vehicle, liability insurance and workers compensation. He will set his hours at his discretion . This contract will be reviewed and renewed on a quarterly basis, 01-14-14-S33, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Tomaino moved to authorize the following paid holidays for full time employees only, 01-14-14-S34, seconded by Mr. Campbell, and passed with 3 ayes.

PAID HOLIDAYS FOR FULL TIME EMPLOYEES:

IF A FULL TIME EMPLOYEE WORKS THE HOLIDAY THEY WILL BE PAID TIME 2 TIMES THEIR REGULAR HOURLY RATE.

IF A FULL TIME EMPLOYEE DOES NOT WORK THE HOLIDAY THEY WILL BE PAID 1 TIME THEIR REGULAR HOURLY RATE.

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| 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 EMPLOYEES WHO WORK THE HOLIDAY WILL RECEIVE 2 TIMES THEIR REGULAR HOUR RATE.

OTHER PAY CLASSIFICATIONS AND EMPLOYEE REQUIREMENTS:

Mr. Tomaino moved to look into Item #1, Police Department employees being paid a minimum of 4 hours for court appearance, but to continue the following policies, 01-14-14-S35, seconded by Mr. Campbell 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. Campbell moved to continue the vacation, sick and health benefits for FULL TIME EMPLOYEES AND AFLAC coverage for full and part time employees as follows, 01-14-14-S36, seconded by Mr. Tomaino and passed with 3 ayes.

FRINGE BENEFITS

VACATION: FULL TIME EMPLOYEES ONLY

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| 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. CAMPBELL MOVED TO APPOINT SPECIAL LEGAL COUNSEL, 01-14-14-S37, seconded by Mr Tomaino 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. TOMAINO 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, 01-14-14-S38, seconded by Mr. Campbell and passed with 3 ayes.

At approximately 1:00 PM Mr. Weimer moved to adjourn, 01-14-14-S39, seconded by Mr. Campbell and passed with 3 ayes.







Date February 18, 2014