

MINUTES REORGANIZATIONAL MEETING FOR 2015

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, Administrative Assistant Balsinger and Zoning Inspector Kurilla were present. 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 2015. Mr. Tomaino nominated Mr. Weimer as Chairman, 01-20-15-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, 01-20-15-S2, seconded by Mr. Weimer and passed with 3 ayes.

DEPARTMENT REPORTS –

POLICE DEPARTMENT

No report – Chief Schaeffer deferred to give his report at tonight’s regular meeting.

ROAD - CEMETERY – RECYCLING

No Report – Mr. lloyd deferred to give his report at tonight’ meeting.

FIRE DEPARTMENT

No Report - Chief Maynard advised that he would be in attendance at the Board’s regular meeting tonight and would provide his report at that time.

ZONING DEPARTMENT-

No report – Mr. Kurilla will report at tonight’s meeting..

REORGANIZATIONAL ISSUES:

MR. WEIMER 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 20TH 2015. 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-01-20-15-S3, seconded by Mr.Campbell and passed with 3ayes.

Mr. Weimer moved to appoint Trustee Campbell as Head of Zoning, Zoning Board & Appeals Board, Trustee Salary to be paid from General Fund, 01-20-15-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, 01-20-15-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 01-20-15-S6,** seconded by Mr. Campbell and passed with 3 ayes.

**Mr. Tomaino moved to appoint Trustee Campbell as Head of Fire Department, Trustee to be paid from General Fund, 01-20-15-S7** seconded by Mr. Weimer and passed with 3 ayes.

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

Mr. Kurilla reported to the Board that he had received letters of interest from the two expiring committee members, Mr. Maynard and Ms. Smolek, to fill another 5 year term.

**Trustee Campbell moved to fill the following Zoning Commission expiring term, by appointing Harold Maynard to a term for five years; and to fill the Appeals Board expiring term by appointing Ms. Smolek for 5 years; and to appoint Mr. Demes to fill the unexpired Term replacing Mr. Bales who resigned, also to appoint Mr. Tom Baclawski as alternate for one year to the Zoning Board, all at the recommendation of Mr. Kurilla, 01-20-15-S8,** seconded by Trustee Weimer and passed with 3 ayes.

- 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 Pirle
- ZONING BOARD WITH TERM EXPIRING 1/1/19 - Kevan Lloyd
- ZONING BOARD WITH TERM EXPIRING 1/1/20 - Harold Maynard

**Zoning Board Alternate #1 – Tom Baclawski one year term to expire 12/31/15**  
**At the next Zoning Commission meeting, the Commission will elect a Secretary.**

- 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 - Jarrod Demes
- ZONING APPEALS BOARD WITH TERM EXPIRING 1/1/20 - Sally Smolek

**Zoning Appeals Board Alternate one year term expiring 12/31/15**  
**Trustee Weimer moved to table the appointment of an alternate for the Zoning Appeals Board until Mr. Kurilla has an opportunity to review the applications, 01-20-15-S9,** 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. Weimer 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, 01-20-15-S10,** seconded by Mr. Campbell and passed with 3 ayes.

**Mr. Weimer 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, 01-20-15-S11, seconded by Mr.Campbell and passed with 3 ayes.

Mr. Campbell moved that the FIRE DEPARTMENT Reimbursement shall follow the Prosecutors Office advise that the volunteers would be paid any stipen or call response payment earned as employees and subject to deductions and townshp match of Social Security and Medicare. This program was used since 2013 and follows the Prosecutor’s office recommendation, 01-20-15-S12, seconded by Mr. Weimer and passed with 3 ayes.

Mr. Campbell moved TO CONTINUE A CLOTHING ALLOWANCE PROGRAM FOR ROAD DEPT AND POLICE DEPARTMENT PERSONNEL AS FOLLOWS: 01-20-15-S13; seconded by Mr. Tomaino and passed with 3 ayes.

**ROAD DEPT:**  
**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.**

**POLICE DEPT:**

The Fiscal Officer provided a letter to Chief Schaeffer to be distributed to all the police officers describing Items which are eligible to be purchased through the clothing allowance program. **See attached**

**Police personnel are eligible for clothing allowance as follows:**

**Based on the hours worked in the previous calendar year the clothing allowance earned is as follows:**

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

**A new hire upon being hired full time will be eligible for \$650 at the time of full time employment.**

**A part time officer elivated from part time to full time will be eligible for the difference of their current clothing allowance up to the full time level of \$650.00 at the time of hirs as at full time status.**

**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 stand-ards 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 the officers pay check to pay the vendor.**

**ALL CLOTHINGALLOWANCE PURCHASES FOR POLICE AND ROAD DEPARTMENTS WILL BE MADE AT STORES WHERE ACCOUNTS HAVE BEEN SET UP BY THE FISCAL OFFICER TO BILL DIRECTLY TO THE TOWNSHIP OR THE TOWNSHIP CREDIT CARD. IF SOMETHING IS PURCHASED AT A NEW VENDOR ARRANGEMENTS MUST HAVE BEEN MADE BY THE FISCAL OFFICER WITH THAT VENDOR BEFORE THE PURCHASE IS MADE.**

**RATES, FEES AND CHARGES:**

**Mr. Campbelll moved to continue the following rates and fees for copies and zoning variances, 01-20-15-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 RENEW the following rates and policies for the Township cemeteries, 01-20-15-S15, seconded by Mr. Tomaino and passed with 3 ayes.

**CEMETERY RATES**

<b><u>RATES FOR GRAVES FOR RESIDENTS .....</u></b>	<b><u>\$ 400.00 PER LOT</u></b>
<b><u>RATES FOR GRAVES FOR NON- RESIDENTS .....</u></b>	<b><u>\$ 600.00 PER LOT</u></b>
<b><u>OPENING/CLOSING FOR CEMETERY GRAVES.....</u></b>	<b><u>\$ 500.00</u></b>
<b><u>OPENING/CLOSING FOR CEMETERY GRAVES AFTER</u></b>	
<b><u>2PM ON REGULARLY SCHEDULED WORK DAYS.....</u></b>	<b><u>\$ 600.00</u></b>
<b><u>OPENING/CLOSING FOR CEMETERY GRAVES ON SATURDAY,</u></b>	
<b><u>SUNDAY AND HOLIDAYS.....</u></b>	<b><u>\$ 800.00</u></b>
<b><u>OPENING/CLOSING FOR INFANTS AND CREAMATIONS.....</u></b>	<b><u>\$ 175.00</u></b>
<b><u>COST OF DISINTERMENT FOR SINGLE OPEN/CLOSE.....</u></b>	<b><u>\$ 500.00</u></b>
<b><u>COST OF DISINTERMENT FOR DOUBLE OPEN/CLOSE.....</u></b>	<b><u>\$1000.00</u></b>
<b><u>(BOTH OF THE ABOVE) PLUS COST FROM VAULT CO.</u></b>	
<b><u>FEES FOR CONCRETE FOUNDATIONS</u></b>	<b><u>SINGLE \$250.00    DOUBLE \$400.00</u></b>

Also, all Trustees are in agreement that any fees charged at the cemeteries 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 or any other Township employee. This work is to be done on Township time with Township equipment 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.

As in the past, the following 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 (grave) upon written request and approval from the Township may be permitted to transfer by deed, will or gifting 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 and only for the original purchase price of the lot or grave(s).”

**TOWNSHIP MAINTENANCE & OPERATION CONTRACTS:**

The current contract for mowing, trimming and leaf removal of Township cemeteries and properties, Mr. Weimer moved to table this matter until all bids have been reviewed, 01-20-15-S16, seconded by Mr. Campbell and passed with 3 ayes.

Mr. Tomaino 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 Administrative Assistant at her current hourly wage, 01-20-15-S17, seconded by Mr.Campbell and passed with 3 ayes.

Floor stripping, waxing and windows will be contracted out and done this year in the spring.

**TRAVEL EXPENSES & MILEAGE REIMBURSEMENT:**

Mr. Weimer moved to renew the current mileage reimbursement rate of \$.50 per mile for Township employees for business travel outside of the township and for all business miles in and out of the Township for volunteer fire Chief. Only pre- approved and authorized mileage reimbursements will be honored and paid, 01-20-15-S18, seconded by Tomaino and passed with 3 ayes.

Mr. Campbell moved to authorize travel expenses, parking, food and lodging for Township elected officials and any employees during the year while attending pre-approved and 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, 01-20-15-S19,seconded by Mr. Tomaino and passed with 3 ayes.

**GENERAL ADMINISTRATIVE POLICIES AND PROCEDURES FOR TRUSTEES AND FISCAL OFFICER:**

Mr. Campbell moved to request advances from the County Auditors office for payment of Property Taxes for Tax year 2014 Payment year 2015 per the schedule issued by the County Auditors office, 01-20-15-S20, See attached resolution, seconded by Mr. Tomaino and passed with 3 ayes.

Mr. Campbell moved to authorize, implement AND/OR continue the following GENERAL ADMINISTRATIVE POLICIES, 01-20-15-S21, 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 AND IN ACCORDANCE WITH 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 \$225.00 –  
ADMINISTRATIVE ASSISTANT TO BE CUSTODIAN OF \$75.00  
FIRE CHIEF TO BE CUSTODIAN OF \$50.00  
ROAD DEPT TO BE CUSTODIAN OF \$75.00  
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 BEFORE A PURCHASE IS MADE.**

**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 MAY 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 AND IN COMPLIANCE WITH IRS CODE.

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 \$10,000.00 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, 01-20-15-S22, 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 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,01-20-15-S23, 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, 01-20-15-S24, 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, 01-20-15-S25, seconded by Trustee Campbell and passed with 3 ayes.

At approximately 10:45 AM Mr. Tomaino moved to go into executive session to discuss employment of public employees, pay rates and employee benefits, 01-20-15-S26, seconded by Mr. Campbell and passed with 3 ayes.

At approximately 11:30 AM Mr. Weimer moved to go back into regular session, 01-20-15-S27, seconded by Mr. Campbell and passed with 3 ayes.

MR. WEIMER MOVED TO HIRE THE FOLLOWING FULL AND PART TIME TOWNSHIP EMPLOYEES AND PART-TIME AND SEASONAL EMPLOYEE CLASSIFICATIONS AND CONTRACTED EMPLOYEES: 01-20-15-S28, seconded by Mr. Campbell and passed with 3 ayes.

**TOWNSHIP EMPLOYEES:**

**DEPARTMENT HEADS –**

FULL TIME POLICE CHIEF  
VOLUNTEER FIRE CHIEF

**OTHER JOB CLASSIFICATIONS**

PART TIME DETECTIVES  
PART TIME INTERMITTENT POLICE OFFICER  
PART TIME PATROLMAN  
FULL TIME CORPROL  
FULL TIME PATROL OFFICER

**PART TIME OR FULL TIME CONTRACTED JOB CLASSIFICATIONS**

- BUILDING AND GROUND MAINTENANCE
- ROAD AND CEMETERY COORDINATOR
- ROAD AND CEMETERY HELPER
- ADMINISTRATIVE ASSISTANT
- OTHER CONTRACTED EMPLOYEES AS NEEDED
- PART TIME AND SEASONAL EMPLOYEES
- RECYCLING COORDINATOR

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

**WAGES AND COMPENSATION:**

**Mr. Campbell moved to increase all wages by \$.25 per hour for all Township Employees AND contracted employees (CALLOS EMPLOYEES) and to continue the following benefit policies, 01-20-15-S29 ,** seconded by Mr. Tomaino and passed with 3 ayes.

**CALLOS CONTRACTED EMPLOYEE- NEW RATES AS FOLLOW AS OF 1/1/15:**

ROAD & CEMETERY COORDINATOR, includes \$1.00 per hour at year end for IRA	13.25
ASSISTANT TO COORDINATOR, includes \$1.00 per hour at year end for IRA	12.75
CASUAL LABORER THROUGH CALLOS-as needed	9.00
ADMINISTRATIVE ASSISTANT	10.75

See attached Township Employee Pay Schedule for police

**CONTRACTED EMPLOYEE ADMINISTRATIVE ASSISTANT BALSINGER WILL BE ELIGIBLE FOR 5 PAID PERSONAL DAYS PAID THROUGH THE CONTRACTED EMPLOYER AT 7 HOURS PER DAY SINCE SHE DOES NOT QUALIFY FOR ANY FULL TIME BENEFITS (HOLIDAY PAY OR VACATION PAY) FROM THE CONTRACTED EMPLOYER -CALLOS.**

**Mr. Campbell moved to hire Officer Daniel Tickerhoof and Officer Louis Oxley, currently employed part time police officers as full time officers effective as of 1/20/15, at the hourly rate of \$14.25. Both officers will be on a 90 probationary period which allows for the Township or the employee to terminate the employment of Mr. Tickerhoof or Mr. Oxley without cause during that time period, 01-20-15-S30,** seconded by Mr. Tomaino and passed with 3 ayes.

**Mr. Campbell moved to contract with MK Consulting, to perform Zoning duties for a quarterly fee of \$5,400.00. Mr. Kurilla will provide his own vehicle, gas, liability and auto insurance and workers compensation. He will set his hours at his discretion but must meet the needs of the Township. This contract will be reviewed and renewed on a quarterly basis, 01-20-15-S31,** seconded by Mr. Weimer and passed with 3 ayes.

Trustee Tomaino also stated that full time employment for the police department requires that testing for police procedure knowledge, personality, psychological, and required physical testing for health benefits are done before the appointments are made but because Officers Tickerhoof and Oxley were already on the police roster for quite some time and there was an immediate need to fill the shifts vacated by Officers Terry and Barb and so as not to loose the opportunity of the Grant these testing requirements will be completed during the 90 day probationary period.

**Mr. Tomaino moved to authorize the following paid holidays for full time Township employees only, to be paid as follows, 01-20-15-S32,** seconded by Mr. Campbell, and passed with 3 ayes.

**PAID HOLIDAYS FOR FULL TIME MILTON TOWNSHIP 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.

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 HOURLY RATE.

CONTRACTED EMPLOYEES WILL BE PAID HOLIDAYS IN ACCORDANCE WITH THE CONTRACTED EMPLOYERS POLICIES.

**OTHER PAY CLASSIFICATIONS AND EMPLOYEE REQUIREMENTS:**

**Mr. Tomaino moved to continue the following policies, 01-20-15-S 33** , 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 WHEN POSSIBLE.
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:
  - 1<sup>ST</sup>. - FULL TIME OFFICERS, THAT QUALIFY- IN ROTATION
  - 2<sup>ND</sup> - PART TIME EMPLOYEES IN ROTATION
  - 3<sup>RD</sup> – NON- MILTON TOWNSHIP OFFICERS IF NECESSARY

**Mr. Campbell moved to continue to have the Township provide vacation, sick time and health benefits for FULL TIME TOWNSHIP EMPLOYEES ONLY**

**AND to continue AFLAC coverage for full and part time employees AND contracted employees as follows, 01-20-15-S34,** seconded by Mr. Tomaino and passed with 3 ayes.

**FRINGE BENEFITS**

**VACATION: FULL TIME TOWNSHIP 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 TOWNSHIP EMPLOYEES ONLY –**

FULL TIME TOWNSHIP 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 OF EMPLOYMENT FROM MILTON TOWNSHIP 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. AT TERMINATION OF EMPLOYMENT ANY ACCUMULATED SICK HOURS OVER THE 360 HOURS OF REIMBURSED TIME WILL BE FORFEITED.

NO PART TIME EMPLOYEES ARE ELIGIBLE FOR SICK PAY ACCRUAL OR PAID SICK TIME OFF.

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 TOWNSHIP EMPLOYEES AND ELECTED OFFICIALS ONLY:**

FULL TIME TOWNSHIP EMPLOYEES AND ELECTED OFFICIALS ARE ELIGIBLE FOR MEDICAL, DENTAL, VISION AND LIFE INSURANCE BENEFITS FOR TOWNSHIP EMPLOYEES AND THEIR DEPENDENTS (AS ALLOWED BY THE HEALTH CARE PROVIDER) AND IN ACCORDANCE WITH THE AFFORDABLE CARE ACT (ACA). 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 PROVIDED 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 AND CONTRACTED EMPLOYEES:**

AFLAC – CANCER, SHORT TERM DISABILITY, ACCIDENT AND PERSONAL SICKNESS IS OFFERED TO ALL TOWNSHIP EMPLOYEES AND CONTRACTED EMPLOYEES IF PERMITTED BY THE CONTRACTING COMPANY. 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. TOWNSHIP EMPLOYEES AND CONTRACTED EMPLOYEES ARE ELIGIBLE TO SIGN UP DURING THE ANNUAL ENROLLMENT PERIOD WHICH IS OCTOBER 1, AFTER THEIR 90 PROBATIONARY PERIOD.

**MR. CAMPBELL MOVED TO APPOINT SPECIAL LEGAL COUNSEL, 01-20-15-S35,** 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 township.

**MR. TOMAINO MOVED TO AUTHORIZE THE TRUSTEES TO MAKE ANY REVISIONS, REWRITES OR UPDATES DURING THE YEAR TO THE CURRENT MILTON TOWNSHIP HANDBOOK AS NEEDED OR MAY BECOME NECESSARY TO COMPLY WITH STATE AND FEDERAL REGULATIONS, AND AS THE TRUSTEES DEEM NECESSARY, 01-20-15-S36,** seconded by Mr. Campbell and passed with 3 ayes.

**At approximately 11:45 AM Mr. Weimer moved to adjourn, 01-20-15-S37,** seconded by Mr. Campbell and passed with 3 ayes.

Date February 17, 2015

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    *Out 1.2*    

    *H. Cayle*