

**Geneva Township
Organizational Meeting
December 19, 2022**

The 2023 organization meeting of Geneva Township was held on December 19, 2022. Chairman Mills called the meeting to order at 3:31 PM. Present were Mr. Mills, Mrs. Miller, Mr. Brown, Fiscal Officer Caya, Road Employees Tod Young, Raymond Dresnek and Brian Henry. No Citizens were present.

Motion by Mr. Brown, seconded by Mrs. Miller, approved the January 3, 2022 Organization meeting minutes. Motion passed unanimously.

Motion by Mrs. Miller and a second by Mr. Brown approving that the 2023 regular meetings be held on the second Wednesday of each Month at 9:00 AM at the Township meeting hall at 256 North Cedar Street, Geneva, Ohio. Motion passed unanimously.

Mrs. Miller made the motion and a second by Mr. Brown, designated The Andover Bank as the primary depository with alternate depository being Star Ohio in accordance with depository laws. The motion was unanimously approved. Motion passed unanimously.

Motion by Mrs. Miller, seconded by Mr. Brown that there will be 12 holidays for 2023. Motion passed unanimously. The paid Holidays shall be as follows: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the day after Thanksgiving, and Christmas. Paid Vacation time shall be applicable to all full-time employees as follows: after one full year forty hours, after two full years eighty hours, after seven full years one hundred twenty hours, after twelve full years one hundred sixty hours. The employee with the approval of the Trustees may sell back up to forty (40) hours of vacation per year. Details of vacation and holidays from previous year will remain the same as follows:

Note 1: When a Holiday falls on Saturday, it will be celebrated on the preceding Friday. When the Holiday falls on Sunday, it will be celebrated on Monday.

Note 2: No more than two (2) consecutive weeks of Vacation may be taken without prior approval of the Board of Trustee's. Only one employee can be on Vacation at a time.

Note 3: Vacation time will be used in the year earned, unless otherwise approved by the Board of Trustee's.

Motion by Mr. Brown, seconded by Mrs. Miller and approved that Ron Cerjan shall be employed as Zoning Inspector for the year 2023 and should be paid a Monthly Salary of \$1,000.00 per month. Motion passed unanimously. Zoning inspector shall receive no fringe benefits, but shall receive Mileage per IRS Publication for the use of his Vehicle, when used for Township business and \$60.00 for each

court appearance in pursuit of his duties, as Zoning Inspector and he should file a monthly expense report with the Township Fiscal Officer for payment. It was moved by Mr. Russell, seconded by Mr. Brown that the expense reimbursement for the Zoning Board and the Zoning Board of Appeals will remain the same for 2022 and be set at Twenty-Five (\$25.00) per meeting with the exception of the Secretary of each Board who will receive Thirty-Five (\$35.00) per meeting. Zoning fees will be charged per the Zoning Manual. Mr. Russell made a motion, seconded by Mr. Brown that the Zoning Inspector salary will be revisited at the first Trustee meeting of year when all Trustees are present.

A Motion by Mrs. Miller and a second by Mr. Brown and approved that sick leave details shall remain the same for 2022 as sick leave shall be earned and used by full time employees as stated in RC-124.38 and RC-124.39. The employee shall be entitled to sick leave of 4.6 hours for each eighty (80) hours of service. Unused sick leave shall be cumulative without limit. When sick leave is used, it shall be deducted on the basis of one hour for each hour absent from previously scheduled work. In case of Death or Retirement, the employee with unused sick leave will be entitled to a cash payment in accordance with section 124.39B of the ORC. The cash payment will not exceed 25% of unused sick leave not to exceed 30 days (240 hours). In the event an employee has attained 35 years of service, he/she will be entitled to 50% (480 hours) of accrued sick time upon retirement. Motion passed unanimously.

A motion by Mrs. Miller moved and a second by Mr. Brown approved that all full-time employees called for Jury Duty shall receive their regular pay with a return of Jury Duty monies returned to the Township. Motion passed unanimously.

A motion by Mrs. Miller and Mr. Brown seconded that Trustees and Fiscal Officer attending conferences of the Township Association, Local Government Services or other Associations will be allowed up to \$225.00 a day for lodging, plus parking fees, registration fees, dues, mileage per the IRS Publication and \$75.00 per day misc. expenses. Motion passed unanimously.

A motion by Mrs. Miller, Mr. Brown the second that The Township will pay up to \$1100 per month for single coverage and \$1600 per month for Family coverage. Excess of those amounts would be shared 50-50 by the employee and the Township. Individuals that chose not to take the Township's Health care will be reimbursed at a rate of 25% of premium Health costs up to \$575.00 per month. Motion passed unanimously.

It was moved by Mrs. Miller, seconded by Mr. Brown that Tim Mills be Chairman for the year 2023. A motion by Mr. Brown, seconded by Mr. Mills that Tiffany Miller be Vice Chairman for the year 2023. Motion passed unanimously.

A Motion by Mr. Mills and a second by Mrs. Miller that the Assistant Road Superintendent be eliminated and approve \$1.10 per hour raise for 2023 for Tod Young and Brian Henry and \$1.85 per hour raise for Ray Dresnek. The rates are as follows for 2023:

Tod Young as Road Superintendent at a rate of \$26.50 per hour.

Brian Henry at a rate of \$25.50 per hour.

Ramon Dresnek at a rate of \$24.50 per hour.

Roll Call on passage, Mills – yes, Miller Yes, Brown – oppose.

All raises will be effective for hours worked as of January 1, 2023. The scheduled workday shall consist of eight (8) hours per day, with one-half hour for lunch, Monday thru Friday. All time worked in excess

of the scheduled work day shall be paid at one and one-half times the straight time rate only after eight (8) hours in a day or forty (40) hours in a week of completed work, except time worked on a paid Holiday, the rate shall be one and one-half times the straight time rate plus eight (8) hours paid for the Holiday. No worker shall work over sixteen (16) consecutive hours. The work schedule will be determined by the Road Superintendent.

Motion by Mrs. Miller, seconded by Mr. Brown the appointment of representatives as follows:

- Chamber of Commerce liaison – Tim Mills
- Fire Prevention – David Shook
- NAD Board – Tiffany Miller (Dennis Brown – alternate)
- Cemetery Board – Tim Mills (Dennis Brown – alternate)
- Erosion Control – Tim Mills, Dennis Brown
- Utility Control – Tiffany Miller, Denny Brown
- Record Commission – Tim Mills, Tammy Caya

Mrs. Miller made the motion seconded by Mr. Brown and approved that the Township would absorb the cost of Road employee physicals and the time necessary to take said physicals. Motion passed unanimously.

Mrs. Miller made the motion, Mr. Brown the second to start renting the Township Hall beginning 1-1-2023 and approved the establishment of a rental fee of One Hundred dollars (\$100.00) plus Fifty dollars (\$50.00) deposit at the discretion of the Fiscal Officer for cleanup, which will be returned upon satisfactory presence of the hall. Use of the Hall and applicable charges must be approved by the Fiscal Officer, nonprofit groups may be granted use without applicable fees. Motion passed unanimously.

New Business:

Resolution 2022-12 – Geneva Township Annual Appropriations. Mrs. Miller made the motion seconded by Mr. Brown and approved the Resolution for the 2023 Annual Appropriations. Motion passed unanimously.

There was a discussion on cold patching. Tim Mills will reach out the County and talk to Tim Martin.

There being no further business, meeting adjourned at 4:50 pm by a motion by Mrs. Miller, seconded by Mr. Brown.

Fiscal Officer, Tammy Caya