

**Geneva Township
Organizational Meeting
December 23, 2020**

The 2021 organizational meeting of Geneva Township was held on December 23, 2020. Chairman Mills called the meeting to order at 9:00 am. Present were Mr. Mills, Mr. Russell, Mr. Brown and Fiscal Officer Mrs. Huff, Road Supervisor Tod Young and Road Employee Raymond Dresnek. It was moved by Mr. Russell, seconded by Mr. Brown, and unanimously approved that Mr. Mills be Chairman for the year 2021 and Mr. Brown be Vice Chairman for the year 2021.

Upon a motion by Mr. Mills and a second by Mr. Russell approving that the January through May regular meetings will be held on the second Wednesday of each Month at 7:30 pm, to be held at the Township meeting hall at 256 North Cedar Street, Geneva, Ohio. Starting with the June 2021 meeting, all regular meetings will be held at the address listed at 9:00am and will continue to meet at this time indefinitely.

Mr. Mills made the motion and a second by Mr. Russell, designated The Andover Bank as the primary depository with alternate depository being Star Ohio in accordance with depository laws. The motion was unanimously approved. Upon a motion by Mr. Russell, seconded by Mr. Mills that the annual salary for Trustees and Fiscal Officer as specified by Resolution 2001-08 will be paid in twelve equal payments, the motion was unanimously approved.

A Motion by Mr. Russell and a second by Mr. Mills and approved via roll call, approved the appointment of Tod Young as Road Superintendent from January 1, 2021 through December 31, 2021 at a rate of \$24.40 per hour. Mr. Brian Henry was appointed assistant Road Superintendent from January 1, 2021 through December 31, 2021 at a rate of \$23.40 per hour. Mr. Ramon Dresnek was appointed Road Worker from January 1, 2021 through December 31, 2021 at a rate of \$21.65 per hour. All raises will be effective the first full pay in January 2021. 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.

It was moved by Mr. Mills, seconded by Mr. Russell, approved that the paid Holidays shall be as follows: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, 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.

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.

Mr. Russell moved, seconded by Mr. Mills and approved that Ron Cerjan shall be employed as Zoning Inspector for the year 2020 and should be paid a Monthly Salary of \$900.00 per month. 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. Mills, seconded by Mr. Russell that the expense reimbursement for the Zoning Board and the Zoning Board of Appeals 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.

A Motion by Mr. Russell and a second by Mr. Mills and approved 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 eight 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.

Mr. Mills moved and a second by Mr. Russell 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.

Mr. Mills moved and Mr. Russell 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.

Mr. Russell made the motion, Mr. Mills the second to adopt Resolution 2015-07, a resolution covering Health coverage. Roll Call resulted in three yes votes. The Township will pay up to \$1000 per month for single coverage and \$1500 per month for Family coverage. Excess of those amounts would be shared

50-50 by the employee and the Township. Self-insured will be reimbursed for Health costs up to \$575.00 per month.

Mr. Brown moved and Mr. Russell seconded the appointment of representatives as follows:

Chamber of Commerce liaison – Robert Russell

Fire Prevention – Dale Arkenburg

NAD Board – Bob Russell (Shelley Huff – alternate)

Cemetery Board – Tim Mills (Denny Brown – alternate)

Erosion Control – Tim Mills, Shelley Huff

Utility Control – Bob Russell, Denny Brown

Record Commission – Tim Mills, Shelley Huff

Mr. Russell made the motion seconded by Mr. Mills and approved that the Township would absorb the cost of Road employee physicals and the time necessary to take said physicals.

Mr. Mills made the motion, Mr. Russell the second and approved the establishment of a rental fee for the Township Hall as follows: Fifty Dollars (\$50.00) per day, per use, a minimum of fifty (\$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.

New Business: Mr. Dresnek started the discussion on the departments equipment regarding the age and condition of two trucks. Trustee Brown wants the record to reflect that the equipment is safe and would like the department to review and recommend equipment that needs to be disposed or repaired. The trustees have requested a recommended replacement list by priority.

There being no further business the meeting was adjourned at 9:45 am.

Fiscal Officer