

The organizational meeting of Geneva Township Trustees was held on Dec. 26th, 2016. The meeting was called to order by Chairman Mills at 9:00 a.m. Present were Mr. Brown, Mr. Russell, Mr. Mills, and Fiscal Officer Long.

It was moved by Mr. Brown and seconded by Mr. Russell and unanimously approved that Mr. Mills be Chairman for the year 2017 and Mr. Russell be Vice Chairman for the year 2017.

Upon a motion by Mr. Mills, seconded by Mr. Brown approving that the second Wednesday of each month at 7:30 p.m. be the regular meetings of the trustees to be held at the township meeting hall at 256 N. Cedar Street Geneva, Ohio, with the exception of the months of June, July, August and September, which will have one meeting at 9:00 a.m. on the second Wednesday of each month, the motion was carried unanimously.

It was moved by Mr. Mills, seconded by Mr. Russell, unanimously approved that the Andover Bank be designated as primary depository with alternate depositories being Star Ohio, and Northwest Savings Bank as our investment accounts in accordance with depository laws. The motion was unanimously approved. Upon a motion by Mr. Russell, seconded by Mr. Mills that the annual salaries for trustees and fiscal officer as specified per resolution 2001-08 will be paid in twelve equal payments, the motion carried unanimously.

On a motion by Mr. Russell and a second by Mr. Brown and unanously approved the appointment of Jim Burhenne as Road Superintendent from January 1, 2017 through December 31, 2017 at a rate of \$21.50 per hour. Mr. Brian Henry be appointed assistant Road Superintendent from January 1, 2017 through December 31, 2017 at a rate of \$20.25 per hour. Mr. Tod Young be appointed as Road Worker from January 1, 2017 through December 31, 2017 at a rate of \$19.25 per hour. The scheduled work day shall consist of eight (8) hours per day commencing at 6:00 am until 2:30 pm from April 1 to Oct 31 and 7:00 am – 3:30 pm from Nov. 1 to March 31 or as otherwise scheduled with one half hour for lunch, Monday through 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) 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 in addition to the eight (8) hours paid for the Holiday. No worker shall work over sixteen (16) consecutive hours.

It was moved by Mr. Brown, seconded by Mr. Russell, unanimously approved that the paid holidays for Geneva Township highway employees should be as follows: New Years 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 and that paid vacation time shall be applicable to all full time employees

of Geneva Township 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 40 hours vacation per year.

Note 1: When a holiday falls on Saturday, the preceding Friday shall be celebrated as the holiday, when the holiday falls on Sunday, the following Monday will be celebrated as the holiday.

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

Note 3: A vacation for all qualified employees will be used within the year that the vacation is earned. Unless otherwise approved by the Board of Trustees.

It was moved by Mr. Russell, seconded by Mr. Brown and unanimously approved that Ron Cerjan Jr. shall be employed as zoning inspector for the year 2017 and should be paid a monthly salary of \$800.00. Payments should be made on a monthly basis. 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 pursuant of his duties as zoning inspector and he shall file a monthly expense report with the township fiscal officer for payment, the following month at the first meeting of the month within the year and year end expense reports being filed in December. It was moved by Mr. Mills, seconded by Mr. Russell that the expense reimbursement for zoning board and zoning board of appeals be set at Twenty-five dollars per member attending the meeting with the exception of the secretary of said boards, secretary shall receive Thirty-five dollars per meeting. Zoning fee's will be charged per Zoning Manual. Mileage reimbursement must be turned in by the 10<sup>th</sup> of the month.

Motion by Mr. Russell, seconded by Mr. Mills and unanimously approved that sick leave shall be earned and used by each full time employee of Geneva Township as stated in RC-124.38 and RC-124.39. The employee shall be entitled to sick leave of 4.6 hours paid for each paid eighty hours of service. Employee may use sick leave, upon approval by the board of trustees for absence due to personal illness, pregnancy, injury, exposure to contagious disease, which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. Unused sick leave shall be cumulative without limit when sick leave is used it shall be deducted from the employees credit 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, payment will be made in cash within accordance with section 124.39B

Note: The cash payment in the event of death or retirement shall not exceed one quarter of the total value of unused sick leave, not to exceed 30 days (240 hrs.). In the event the employee has attained 35 years of service, he will be entitled to 50% of accrued sick time upon retirement.

It was moved by Mr. Mills, seconded by Mr. Russell and unanimously approved that all regular full time employees called for jury duty shall receive regular pay with the return of jury duty monies to the township.

It was moved by Mr. Mills, seconded by Mr. Brown and unanimously approved that Trustee's and Fiscal Officer who attend convention of the Township Association, National Association of Townships, etc. will be allowed up to \$150.00 a day for lodging and also be allowed parking fees, registration fees, milage per IRS Publication for use of their personal vehicle, and \$75.00 per day misc. expense.

Resolution 2015-07, a resolution for Health Coverage was moved by Mr. Russell, and seconded by Mr. Brown and unanimously approved. Roll call: Mills – for, Brown – for, Russell – for. \$1000 single coverage, \$1500 family coverage limits. The employee would pay 50% of any amount over those limits. The self insured will be reimbursed for Hosp. costs up to \$475.00 per month.

Moved by Mr. Brown, seconded by Mr. Russell and unanimously approved to appoint representatives as follows:

Chamber of Commerce liaison – Tony Long  
Fire Prevention – Dale Arkenburg  
Ambulance Board – Bob Russell (Tony Long – alternate)  
Cemetery Board – Tim Mills (Denny Brown – alternate)  
Township Erosion Control – Lou Layman, Bill Douglas  
Township Utility Control – Bob Russell and Denny Brown  
Township Record Commission – Tim Mills and Tony Long

On a motion by Mr. Russell, seconded by Mr. Mills and unanimously approved, it was agreed that the township would absorb the cost of road employee physicals and the time necessary to take said physicals.

On a motion by Mr. Mills, seconded by Mr. Russell to establish a fee for rental of the township hall as follows: Rental fee for the hall of \$50.00 per day, per use, a minimum of \$50.00 deposit at the discession of the Fiscal Officer for clean up, which will be returned upon satisfactory presence of hall. Use of the hall plus applicable charges must be approved by the Fiscal Officer. At the discretion of the Fiscal Officer, non-profit groups may be granted use without applicable fees.

There being no further business the meeting was adjourned at 9:35.

Chairman \_\_\_\_\_ Fiscal Officer \_\_\_\_\_

