

NEWTON TOWNSHIP BOARD OF TRUSTEES  
4410 NEWTON FALLS BAILEY ROAD  
NEWTON FALLS, OH 44444  
ORGANIZATIONAL MEETING  
MINUTES  
JANUARY 06, 2016

*This meeting has been recorded and the following is a summary of the business conducted at the meeting.*

The Newton Township Board of Trustees held its 2016 Organizational Meeting at the Township Administration Building, 4410 Newton Falls Bailey Road in Newton Falls, OH with Trustees Page, Lutz and Nemet and Fiscal Officer Montgomery present. Montgomery led the Pledge of Allegiance and called the meeting to order at 4:00 p.m.

Also present were Dave Rapczak, Zoning Inspector, Mike Hall, Road Superintendent/Cemetery Sexton, Daniel Smith, Road/Cemetery Maintenance, Deputy Dallas Young, and 13 members of the general public.

Montgomery welcomed John Nemet on his return to the Board and verified receipt of his bond and oath in the fiscal office on December 29, 2015. Nominations were requested for Board Chairman.

**Chairman**

**16.01.01** Motion by Nemet to nominate Robert Page as 2016 Board Chairman. Lutz seconded.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**Vice-Chairman**

**16.01.02** Motion by Page to nominate Doreen Lutz as 2016 Vice-Chairman. Nemet seconded.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

Chairman Page took control of the meeting.

Motion by Lutz to enter Executive Session to discuss the employment, appointment, and compensation of public employees pursuant to ORC 121.22 (G)(1). Seconded by Nemet.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0 Time entered 4:03 p.m.

Page announced the meeting returned to Open Session at 4:25 p.m.

**Fire Board Appointment-Trustee**

**16.01.03** Motion by Page to appoint Nemet as 2016 Trustee representative to NF Joint Fire District Board. Lutz seconded.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**Committee Appointments**

**Page** Board of Health- Chairman only one to vote (authority must be granted for another vote in case of Chairman's absence).

Trustee in charge of purchase requests (review purchase requests daily)

Steering Committee (Comprehensive plan meetings)

Scott Street Project (ongoing projects and meetings)

**Lutz**

Trustee in charge of building (hall rental, maintenance, cleaning)

Emergency Management Association representative

Trustee liaison to Cemetery Association

**Nemet**

Soil & Water/Phase II Storm Water

Trustee liaison to Zoning Boards

**16.01.04** Motion by Nemet to accept 2016 Trustee Committee Appointments as agreed upon. Second by Lutz.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**Meetings**

The Newton Township Board of Trustees shall conduct its meeting in full compliance with the Ohio Sunshine Law and accordingly establishes the following rules for the scheduling and notice of all meetings:

1. Regular meetings of the Newton Township Board of Trustees shall be held on the **fourth Monday of every month at 6:30 p.m.** and notice of said meetings shall be posted on the Township Bulletin Board or sign for that purpose.
2. Special meetings- Notice of Special Meetings of the Newton Township Board of Trustees shall be given by posting advanced written notice of the same in a conspicuous place outside the Township Hall on a bulletin board or sign provided for that purpose. Additionally, notice of all Special Meetings shall be given to the Warren *Tribune Chronicle* and any other newspaper that requests the same at least 24 hours in advance of the meeting except in an emergency in which case the notice shall be given as soon as practicable.

3. Content of Notice: Notice of Special Meetings of the Board of Trustees shall contain the following information: (i) shall state: Notice of Special Meeting of the Newton Township Board of Trustees; (ii) Date; (iii) Time; (iv) Place; and (v) Purpose of the meeting.
4. Additionally, the Township will provide advance written notice of Special Meetings to anyone who provides the Township with pre-paid postage, self-addressed envelopes or post cards.

**16.01.05** Motion by Lutz to accept 2016 Regular Monthly Meeting Resolution. Second by Nemet.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**Employment and compensation of Township Employees**

**16.01.06** Motion by Lutz to appoint the following as full-time employees with benefits and set 2016 compensation as follows:

Road Supervisor and Cemetery Sexton Michael Hall \$19.35 per hour

Road Department/Cemetery Maintenance Daniel Smith \$16.75 per hour

Second by Nemet.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.07** Motion by Nemet to appoint Dennis Ball as part-time casual labor for 2016 at \$12.00 per hour. Second by Lutz.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.08** Motion by Nemet to appoint David Rapczak as 2016 Zoning Inspector at \$500 per month. Second by Lutz.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.09** Motion by Lutz to appoint Norma Webb as 2016 Zoning Secretary at \$15.00 per hour. Second by Nemet.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**Zoning Board and Zoning Board of Appeals-Appointments**

**16.01.10** Motion by Lutz to re-appoint the following, each to a five-year term:

Carol Rhodes-Zoning Board

Michael Serotko-Board of Zoning Appeals

Second by Nemet.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

(2016 Boards as appointed)

Zoning Board (term expires)	Board of Zoning Appeals (term expires)
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Barbara Gordon (12/16)	Joseph Dubos (12/16)
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Vickie Ball (12/17)	Richard Shiley (12/17)
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Dean Stanley (12/18)	Barbara Moody (12/18)
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Becky Shultz (12/19)	Marietta Beatty (12/19)
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Carol Rhodes (12/20)	Michael Serotko (12/20)
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**16.01.11** Motion by Lutz to approve the pay rate for members of the Zoning Board and Board of Zoning Appeals as follows with meetings to be held quarterly in 2016 at \$30 per meeting for board members and \$15 per meeting for alternates not sitting not actively sitting in for a board member. Second by Page.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**Fire Board Appointment-Resident Citizen**

**16.01.12** Motion by Nemet to appoint William Irons as the township resident representative to serve on the NF Joint Fire District Board of Trustees for a three year term ending 12-31-18. Second by Page.

Discussion: Page noted that both Kay Gary and Bill Irons applied for the position. He offered appreciation to Gary for her hard work and service to the township through the Cemetery Association and Board of Zoning Appeals. He added that this opportunity will allow Irons to also offer his service to the township.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**Employee Benefits-Full Time**

**16.01.13** Motion by Lutz to adopt current accepted policy for the year 2016 or until amended for employee vacation, sick leave, and holiday pay as stated below. The Board further requires that time logs are to be presented with time cards to document the amount of time each employee has worked in a particular area each day (road work, cemetery, etc.).

Vacation: 1-3 years full time employment = 1 week vacation

3-10 years full time employment = 2 weeks' vacation

10-15 years full time employment = 3 weeks' vacation

15-20 years full time employment = 4 weeks' vacation

Sick time to remain unchanged at 4.6 hours per pay period with continuous accrual.

Paid Holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day. Second by Nemet.

Discussion: Montgomery noted that this resolution carried forward from last year. The language for vacation matches the new handbook the was passed but the sick leave is retained at the current accrual rate pending further discussion regarding payroll procedures in the handbook.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.14** Motion by Nemet to maintain employee contribution of 10% of health insurance premiums. Second by Lutz.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.15** Motion by Page to continue with the annual safety boot allowance for all full-time Road Department personnel. Second by Nemet.

Discussion: Nemet felt the original allowance of \$100 per year was not enough due to the cost of safety boots. Page agreed the amount should be raised and the agreed to vote upon was **\$125 per year**.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

#### **Legal Counsel**

**16.01.16** Motion by Lutz to appoint Mark Finamore as Special Counsel at the rate of \$100 per hour and Cherry Poteet as Special Counsel at the rate of \$150 per hour as needed to be the secondary contact to the Trumbull County Prosecutor's Office. Second by Nemet.

Discussion: It was noted that Finamore is currently working on LaFarge legal matters for the township but plans to retire once those matters are resolved. Poteet was selected for any additional matters requiring Special Counsel. Page noted that anyone requesting to contact Special Counsel should have the approval of the Chairman. Lutz said Poteet requested a letter of engagement.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

#### **Contracted Services**

**16.01.17** Motion by Page to continue with the contract with the Trumbull County Sheriff's Office for fiscal year 2016. Second by Lutz.

Discussion: Page noted that Deputy Dallas Young is currently assigned to the township.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

Note: the annual report submitted by Deputy Young for 2015 included a total of 1.222 calls.

**16.01.18** Motion by Nemet to continue with the current contract with Cintas for 2016. Second by Lutz.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

It was noted that the RUMA Coordinator position has been disbanded at this time and no fee is due to the county unless the program is re-established.

#### **Fee Schedules**

**16.01.19** Motion by Lutz to retain current fee schedules for the following:

Cemetery

Zoning

Hall Rental

Second by Page.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

#### **Travel/Entertainment/Membership Expenses**

**16.01.20** Motion by Lutz to authorize membership in the Ohio Township Association for the Trustees and Fiscal Officer and attendance at the Annual Ohio Township Convention with expenses paid according to policy in addition to the costs associated with the monthly meetings of the Trumbull Township Association. OTA membership will also be paid for the Road Superintendent/Cemetery Sexton. Second by Page.

Discussion: Nemet requested that the membership be added for the Road Superintendent.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.21** Motion by Page to reimburse/pay authorized travel expenses of Township Officials during the year including reimbursement for meals (\$40 max) during overnight travel, parking, and lodging (single rate, less taxes). Second by Nemet.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.22** Motion by Lutz to reimburse mileage at the rate established by Federal IRS guidelines (.54 per mile) for all officials while attending to authorized Township business outside of the Township. Second by Page.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.23** Motion by Nemet to authorize Fiscal Officer Montgomery to attend the 2016 Local Government Official's Conference in addition to all applicable training for the Uniform Accounting Network. Second by Lutz.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.24** Motion by Lutz to authorize the Fiscal Officer to pay all payroll withholding (Federal, State, OPERS, Local) and Bureau of Workers Compensation premiums electronically via ACH in 2016. Second by Nemet.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.25** Motion by Nemet to approve 2016 first quarter blanket certificates 1-23 as presented. Second by Lutz.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.26** Motion by Lutz to maintain current Dental and Vision coverage options for all elected officials and full-time employees. Second by Nemet.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.27** Motion by Lutz to authorize John Nemet, as Newton Township Trustee, to apply for a credit card through the fiscal office in the amount of \$500.00 with Farmers National Bank on behalf of Newton Township Trustees. The fiscal officer shall deactivate the card of his predecessor, Gregory M. Dubos, whose office he has replaced. Second by Page.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

Motion by Lutz to amend the November 23, 2015 minutes as presented. Second by Page.

Discussion: It was noted that the resolution numbers were reassigned since one was duplicated on the original copy.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

**16.01.28** Motion by Nemet that the Fiscal Officer shall take care of the mail and have priority over the PO BOX with the Chairman as the secondary as needed. Second by Page.

Discussion: Montgomery said she will keep a log of incoming mail and requested authority as clerk to collect and distribute the mail. Lutz felt that all trustees should also have a key.

Roll Call: Page, Yes Lutz, NO Nemet, Yes MOTION CARRIED 3-0

A brief discussion was held regarding the Personnel Policies and Procedures Manual that was adopted at the December 28, 2015 meeting. Montgomery said that several changes that were made to payroll procedures in the manual that she was not made aware of and some of the items cannot be implemented. It was agreed upon by the Board that Montgomery is to continue processing payroll as she is currently until the payroll language can be further reviewed.

Don Keefer, 3993 Selkirk-Bush Road, was dissatisfied with the .75 raises given to full time employees and felt it should have been more.

Motion by Nemet to adjourn the meeting. Second by Page.

Roll Call: Page, Yes Lutz, Yes Nemet, Yes MOTION CARRIED 3-0

Meeting was adjourned at 5:13 p.m.

Approved by the Newton Township Board of Trustees as submitted January 25, 2016.

Susan D. Montgomery, Fiscal Officer