

**YEAR-END ORGANIZATIONAL MEETING Resolution 23-01\_\_\_\_\_**

**The Leroy Township Trustees met in special session on Dec. 28, 2022, at the Leroy**

**Township Community Room** for the purpose of:

Setting wages and appointments for the new year 2023. Commencing with the first of January 2023. Or the first ending pay period of the new year 2023.

Present were: Heather Shelton, Jason Rodgers, Richard VanPelt, Trustees, Lexi Brown Fiscal Officer, Sharon Rodgers Assistant to Fiscal Officer, Fire Chief Mike Toman, and Vickey Doles FD Secretary.

**Heather Shelton, Chairman (2<sup>nd</sup> yr.) opened the meeting.**

**ZONING:**

**REAPPOINT NOEL Siverston as an EMPLOYEE**

Motion by **Heather Shelton** to hire Noel Sivertsen as Leroy Township Zoning Inspector part-time employee and set salary at \$9,600.00 payable in monthly installments of \$800.00. 2<sup>nd</sup> by Jason, all in favor.

**OFFICE ASSISTANT TO:**

Motion by **Heather Shelton** to appoint Sara as the Township Office assistant (staying as RD Secretary, and now helping with zoning, Fiscal Office, and Cemeteries) at an hourly rate of \$ 17.50, not to exceed 30 hours per week. 2<sup>nd</sup> by Rich, All in favor.

Motion by **Jason Rodgers** to give Sara Jusko paid holidays off when the holiday is observed on a Monday or Friday. 2<sup>nd</sup> by Heather. all in favor

**ZONING SECRETARY:**

Motion by **Heather Shelton** to re-appoint Nancy Kranstuber as zoning secretary and set her salary per meeting as \$50.00, with an additional \$13.50 for hours worked. seconded by Jason, all in favor.

**ZONING BOARDS:**

Motion by **Heather Shelton** to set reimbursement of \$ \$50.00 per meeting for both zoning boards, seconded by Rich, all in favor.

**Heather Shelton** made a motion that the Zoning Commission meet seven times for the year, with one additional floater date if needed. Dates to be set by the zoning commission. Jason seconded the motion; all were in favor.

**REAPPOINT OR REPLACE EXPIRING ZONING BOARD MEMBERS:**

**ZONING APPEALS: TIM TOMAN TERM EXPIRES 12/31/22**

**ZONING COMMISSION: ALTERNATE: ANGELA KOTECK TERM EXPIRES 12/31/22**

**REPLACE DAN HIMMELMAN, RESIGNED**

Motion by **Heather Shelton** to appoint Tim Toman to the zoning appeals board for a 5-year term, commencing January 1, 2023. Seconded by Jason, all in favor.

Motion by **Heather Shelton** to appoint Angela Koteck to the Zoning Commission Board for a 5-year term, commencing January 1, 2023. Seconded by Jason, all in favor.

**ZONING ATTORNEY, RON GRAHAM**

Motion by **Heather Shelton** to re-appoint Ron Graham, Attorney at Law to represent Leroy Township. Current rate is \$475.00 per month, to attend Zoning Commission meetings and as requested and Board of Zoning Appeals, also the first Trustee meeting of each month or other meetings as requested by Trustees. Ron's Hourly rate remains at \$105.00 per hour. 2<sup>nd</sup> by Jason, all in favor.

**OFFICE STAFF: ALL PARTTIME:**

**CEMETERY SEXTON:**

Motion by **Rich VanPelt**, to reappoint Sharon Rodgers -cemetery sexton. seconded by Heather, all in favor. Jason Rodgers abstained.

**FISCAL OFFICE ASSISTANT:**

Motion by **Heather Shelton** to set hourly rate at \$17.50. 2<sup>nd</sup> by Rich. All in favor. Jason Rodgers abstained.

**WEB COORDINATOR:**

Motion by **Heather Shelton** to appoint Debbie as web coordinator, 2<sup>nd</sup> by Rich, to be paid as part of office hours, all in favor.

**OFFICE ASSISTANT:**

Motion by **Heather Shelton** to set office assistant's hourly rate at \$15.50. 2<sup>nd</sup> by Rich VanPelt, all in favor.

**JANITORIAL:**

Motion by Rich VanPelt to set Al Hunt's hourly rate at \$25.00 to clean the town hall twice a month, and \$50.00 to clean the community room once a week and the road garage office once a week. 2<sup>nd</sup> by Heather, all in favor.

**RECREATION DIRECTOR:**

Motion by **Heather Shelton** to re-appoint Brandy Hanusosky as recreation director with a yearly stipend of \$500.00, 2<sup>nd</sup> by Jason, all in favor.

**FIRE DEPARTMENT:**

Motion by **Rich VanPelt** to re-appoint Mike Toman, as part-time fire chief at a yearly salary INCREASE to \$18,000.00 payable bi-weekly, seconded by Jason, all in favor.

**FIREFIGHTERS**

**FIRE CHIEF: RECOMMENDATIONS: No raises at this time.**

**(FIREFIGHTERS PAY: (all received \$1.00/hr raise in 2022)**

**Mike has requested due to coverage problems, that during the months of May through October, any firefighter (full or part-time) who works over 72 hrs. in a four week pay cycle, will receive a bonus of \$150.00.**

**Rich VanPelt made a motion that a bonus of \$150.00 per four week pay cycle will be given to any firefighter full or parttime that works over 72 hrs. in the four week pay cycle from May to Oct 2023. 2<sup>nd</sup> by Heather, all in favor.**

**FIRE DEPT. SECRETARY FULLTIME:**

Motion by **Jason Rodgers** to appoint **Vickey Doles, as safety officer**. Her yearly salary is \$1,200.00. Payable in December of each year. 2<sup>nd</sup> by Rich, all in favor.

**ROAD DEPT. FULLTIME:**

Motion by **Jason Rodgers** to re-appoint Rich VanPelt III. as road dept. supervisor, seconded by Heather, all in favor. Richard VanPelt Sr. Trustee abstained.

Rich makes \$27.17 per hr., Joe Radamore \$21.22 per hr. (3<sup>rd</sup> yr.), George Orsulic \$16.56 per hr. starting 2<sup>nd</sup> yr. They received a 3.5% raise last year. When George obtains his CDL his pay rate will go up a \$1.00 per hr.

Motion by **Jason Rodgers** to increase George Orsulic's hourly by \$.50 to \$17.06, and/or increase of \$1.00 per hr. once he obtains his CDL. 2<sup>nd</sup> by Heather, All in favor.

Motion by **Jason Rodgers** to increase Rich VanPelt and Joe Radamore full time road dept. employees by \$0.50 per hour, 2<sup>nd</sup> by Heather, all were in favor. Richard VanPelt Sr., Trustee abstained.

**PARTTIME SEASONAL ROAD EMPLOYEES:**

**(CURRENTLY STARTING \$13.50/HR.)**

Motion by **Jason Rodgers** starting rate for seasonal parttime \$16.00 (with Drivers License) or at least minimum wage. Seasonal part-time will be for the months May-September.

There was much discussion on this topic and the Fiscal Officer recommended that was too large of an increase for their budget and advised against that large of an increase.

Rich 2<sup>nd</sup>, Jason and Rich were in favor, Heather was not due to the Fiscal Officers recommendation.

Motion by Heather to pay all expenses incurred by the Trustees, and Fiscal Officer, and/or other employees related to township business if absolutely necessary, including. hotel expenses, mileage at the Federal rate, and maximum of \$50.00 per day for food. Seconded by Rich, all in favor.

**GENERAL TOWNSHIP**

Motion by Heather to reimburse any employees, mileage at the federal rate, hotel, food and any other expenses related to official township business necessary to maintain current status or continuing education. Lunches will be reimbursed only if employees must spend the night for related township business, Seconded by Rich, all in favor.

Motion by **Jason Rodgers** to advertise for bids for all materials for the road dept. (limestone, cold and hot patch, dust control, cinders, salt, fuel. Seconded by Rich, all in favor.

Bids are to be advertised twice, once in the News Herald and once on the township web site, which will meet the bidding requirements. Bids are to be opened at the second meeting in February the 20th, at 6:30 p.m.

**The following departments will be headed by:**

Road Dept: Jason Rodgers

Fire Dept: Rich VanPelt

Cemeteries: Rich VanPelt

Park: Heather Shelton

Zoning: Heather Shelton

Motion by Rich, seconded by Heather, all in favor.

**Meeting dates for the year 2023 shall be as follows @ 7:00 P.M.**

**January 9<sup>th</sup> approves temporary appropriations and payroll and/or bills. Time: 7**

January: 9<sup>th</sup> & 23<sup>rd</sup>

July: 10<sup>th</sup>

February: 6<sup>th</sup> & 20<sup>th</sup>

August: 21<sup>st</sup>

March: 6<sup>th</sup> & 20<sup>th</sup>

September: 11<sup>th</sup> & 25<sup>th</sup>

April: 3<sup>rd</sup> & 17<sup>th</sup>

October: 9<sup>th</sup> & 23<sup>rd</sup>

May: 8<sup>th</sup> & 22<sup>nd</sup>

November: 13<sup>th</sup> & 27<sup>th</sup>

June: 5<sup>th</sup>

December: 4<sup>th</sup>

Motion by Heather, to accept meeting dates, seconded by Rich, all in favor.

Motion by Heather to accept payroll, and appointments for 2023, resolution 23-01, seconded by Rich. Poll of the vote: Heather aye, Jason aye, Rich aye.

Motion by: Heather, to pay all bills, 2<sup>nd</sup> by Rich, all in favor.

NEXT MEEETING MONDAY, JANUARY 9<sup>TH</sup>, 6pm Town Hall.

There being no further business, Heather made a motion to adjourn, 2<sup>nd</sup> by Rich, all in favor.

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Heather Shelton, Chairman

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Alexandra Brown, Fiscal Officer