

***LEROY TOWNSHIP TRUSTEE MEETING
MINUTES***

YEAR-END ORGAZATIONAL MEETING

The Leroy Township Trustees met in special session on Dec. 27, 2023, at 4 p.m. at

The Leroy Township Community Room for the purpose of, Setting wages and appointments for the new year 2024. Commencing with the first of January 2024, or the first starting pay period of the new year 2024.

Present were: Heather Shelton, Jason Rodgers, Richard VanPelt, Trustees, Lexi Brown, Fiscal Officer, and assistant to Fiscal Officer, Sharon Rodgers, Fire Chief, Mike Toman, Fire Dept. Secretary, Vickey Doles, and Sara Jusko, office assistant.

Heather Shelton, Chairman opened the meeting.

ZONING:

Noel Sivertsen:

Motion by Heather Shelton to appoint Noel Sivertsen, as Leroy Township Zoning Inspector employee and set salary at \$9,888.00, per year, payable in monthly installments of \$824.00. 2nd by Jason Rodgers, all in favor.

ZONING SECRETARY:

Nancy Kranstuber:

Motion by Heather Shelton to re-appoint Nancy Kranstuber as zoning secretary and set her salary per meeting at \$50.00, with an additional \$13.75 for extra hours worked. Seconded by Jason Rodgers, all in favor.

ZONING BOARDS:

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

Motion by Heather Shelton 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 Rodgers, seconded the motion, all were in favor.

REAPPOINT OR REPLACE EXPIRING ZONING BOARD MEMBERS:

Motion by Heather Shelton to appoint Shawn Parker to the zoning appeals board for a 5-year term, commencing January 1, 2024, Seconded by Rich VanPelt, all in favor.

Motion by Heather Shelton to appoint Ron Baker to the zoning commission board for a 5-year term, commencing January 1, 2024, seconded by Rich VanPelt, all in favor.

ATTORNEY, RON GRAHAM

Motion by Heather Shelton to re-appoint Ron Graham, Attorney at Law to represent Leroy Township, at the rate of \$500.00 per month. Ron is to attend Zoning Commission meetings as requested and Board of Zoning Appeals. Also, the first Trustee meeting of each month or other meetings as requested by Trustees. The hourly rate remains at \$105.00 per hour. Seconded by Jason Rodgers, all in favor.

OFFICE STAFF: ALL PARTTIME:

CEMETERY SEXTON:

Sharon Rodgers

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

ASSISTANT FISCAL OFFICER:

Sharon Rodgers

Motion by Heather Shelton to set hourly rate at \$18.00. 2nd by Rich VanPelt.. All in favor. Jason Rodgers abstained.

WEB COORDINATOR:

Debbie Lefelhoc

Motion by Heather Shelton to appoint Debbie Lefelhoc as web coordinator, to be paid at \$16.00 per hour plus any additional office assistance work. Seconded by Rich VanPelt, all in favor.

ROAD DEPARTMENT SECRETARY & TOWNSHIP OFFICE ASSISTANT

Sara Jusko:

Motion by Jason Rodgers to set Sara Jusko's hourly rate to \$18.38, 2nd by Heather Shelton, all in favor.

JANITORIAL:

Al Hunt:

Motion by Rich VanPelt to leave Al Hunt's hourly rate at \$25.00, to clean the townhall twice a month, and \$50.00 to clean the community room once a week and the road garage office once a week, 2nd by Heather Shelton, all in favor.

RECREATION DIRECTOR:

Brandy Hanusosky:

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

FIRE DEPARTMENT:

Mike Toman:

Motion by Rich VanPelt to re-appoint Mike Toman, as part-time fire chief at a yearly salary \$21,000.00 payable bi-weekly, at \$807.70, Jason Rodgers seconded the motion, all in favor.

FIREFIGHTERS:

Recommendations by Chief as follows:

Full-time pay scale:

<u>Year</u>	<u>Firefighter</u>	<u>Medic</u>	<u>Lt. Medic</u>	<u>Captain Medic</u>	
<u>0</u>	<u>\$18.50</u>	<u>\$20.50</u>	<u>\$21.25</u>	<u>\$21.75</u>	
<u>6 months</u>	<u>\$19.00</u>	<u>\$21.00</u>	<u>\$21.75</u>	<u>\$22.25</u>	
<u>1 year</u>	<u>\$19.50</u>	<u>\$21.50</u>	<u>\$22.25</u>	<u>\$22.75</u>	
<u>2 years</u>	<u>\$20.09</u>	<u>\$22.15</u>	<u>\$22.92</u>	<u>\$23.43</u>	
<u>3 years</u>	<u>\$20.69</u>	<u>\$22.81</u>	<u>\$23.61</u>	<u>\$24.13</u>	

Part-time pay scale:

Firefighter-EMT	\$18.00	Executive Captain	\$22.50
Firefighter-Intermediate	\$19.00	Assistant Chief	\$23.00
Paramedic	\$20.00	Fire Chief	\$24.50
Lieutenant	\$20.75		
Senior Lieutenant	\$21.00		

Rich VanPelt made a motion to accept the firefighter's raises as proposed by the fire chief, 2nd by Jason Rodgers, all in favor.

FIRE DEPT. SECRETARY FULLTIME:

Vickey Doles:

Motion by Jason Rodgers to appoint Vickey Doles, as safety officer. Her yearly salary is \$1,200.00, payable in December of each year. 2nd by Rich VanPelt, all in favor.

Motion by Rich VanPelt to set the fire department's full time secretary hourly rate at \$22.00 per hour. Heather Shelton 2nd the motion, Rich and Heather aye, Jason Rodgers, nay. Jason stated he feels this is to large of a percentage. He stated Vickey does excellent work, it's not a reflection on her personally or her performance.

ROAD DEPT. FULLTIME:

Motion by Jason Rodgers to re-appoint **Joe Radmore . as Road Dept. Supervisor,** seconded by Rich VanPelt, all in favor.

Motion by Jason Rodgers to keep George Orsulic's hourly rate the same.. 2nd by Rich VanPelt,. All in favor.

Jason Rodgers noted that Road Supervisor's hourly rate was increased to \$25.00 per hour, at the meeting in November of 2023, effective with the beginning of the first pay period in January 2024.

PARTTIME SEASONAL ROAD EMPLOYEES:

First year per hour. Motion by Jason Rodgers starting rate for seasonal part-time \$16.00 per hour, or at least minimum wage. If the part-time seasonal employee has a CDL he will be paid \$18.00 per hour. This rate can be adjusted depending on experience. Motion seconded by Rich VanPelt, all in favor.

After the first year any employee increases will be based on individual evaluation and given to the Trustee in charge of the road superintendent for consideration.

2nd by Rich VanPelt, all in favor.

Motion by Heather Shelton, to pay all expenses incurred by the Trustees, and Fiscal Officer, (including a new Fiscal Officer who's term doesn't start until April 1st. 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 VanPelt, all in favor.

Motion by Heather Shelton, 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 employee has to spend the night for related township business, Seconded by Rich VanPelt, 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, etc.) Seconded by Rich VanPelt, all in favor.

Bids to be advertised twice, once in the News Herald and once on the township web site, which will meet the bidding requirements. Bids to be opened at the first meeting in February the 12th, at 6:00 p.m.

The following departments will be headed by:

Road Dept: Jason Roders

Fire Dept. Rich VanPelt

Cemeteries: Rich VanPelt

Park: Heather Shelton

Zoning: Heather Shelton

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

Meeting dates for the year 2024, shall be as follows @ 6:00 P.M. All meetings will be held at the Townhall unless notification is made of alternate site.

January 8th approve temporary appropriations and payroll and/or bills.

Time:6 P.M.

January:	8	July:	15
January	22	August:	12
February:	12	September:	9
February	26	October:	7
March:	11	October:	21
March:	25	November	4
April:	8	November	18
April:	22	December	2
May:	6	December	18
May:	20		
June:	17		

Motion by Heather Shelton, to accept meeting dates, seconded by Jason Rodgers, all in favor.

Motion by Heather Shelton, to appoint Richard VanPelt as chairman for the years 2024 and 2025, seconded by Jason Rodgers, all in favor.

Motion by Heather Shelton to accept payroll, and appointments for 2024, resolution 24-01 seconded by Rich VanPelt, poll of the vote: Shelton, aye, VanPelt, aye, Rodgers, aye (with exception of V. Doles raise).

Motion by: Heather Shelton, to pay all bills, 2nd by Jason Rodgers, all in favor.

NEXT MEEETING MONDAY, JANUARY 8TH, AT 6 P.M. PLACE Leroy Township Hall.

There being no further business, Heather Shelton, made a motion to adjourn, 2nd by Jason Rodgers, all in favor.

Heather Shelton, Chairman

Alexandra C. Brown, Fiscal Officer