

**Wayne Township Board of Trustees  
Special Meeting  
January 16, 2019**

**Call to Order:** Chairperson, Jason Ritter at 7:03 p.m.

**Roll Call:** Jason Ritter, Teresa Hinnners, Warren Walker – absent, Sandra Borchers

**Guests:** Michael Weinstein, Sue Allen, Tony Schwab, David Moulden, Jason Browning

**Prayer & Pledge:** Waived

- The purpose of this meeting.
  - Personal Allowable Leave Time Adjustment
  - Financial Contract with Patriot Engineering
  - Financial Contract with Village of Newtonsville
- Mr. Weinstein, Patriot Engineering, brought the final paperwork needed to be signed to finalize State Route 727 Gas Tank Clean up Grant. \$15,401.39.
- Mr. Schwab, Village of Newtonsville, wishes to have the Township continue salting and plowing Village Streets totaling 1 mile.

**20190116-01S:** Jason Ritter moved to have the Township Road Department salt and plow Village Streets this weekend.

2<sup>nd</sup> by Teresa Hinnners

**Vote: JR, TH**

**Both Aye**

**Motion Carried**

**20190116-02S:** Jason Ritter moved to change Personnel Handbook 5.01B from 2 days Personal Time to 24 hours to be paid at first pay period. 32 hours can be carried over but not to exceed 56 hours per year. Jason Ritter moved to change the Personnel Handbook 5.01B from 2 days Personal time to 24 hours to be paid at the first pay period 32 hours can be carried over but not to exceed 56 hours per year, to allow for more flexibility for our 24-hour shift employees.

2<sup>nd</sup> by Teresa Hinnners

**Vote: JR, TH**

**Both Aye**

**Motion Carried**

- 5.01
  - B. "Full Time employees shall be entitled to 24 hours personal time with pay per calendar year. \* A maximum balance, stated below, has been established. Hours will not accumulate beyond the maximum. Employees must request personal leave day use as far in advance as possible. The granting of the leave shall be subject to the operational needs of the employee's department but shall not be unreasonably denied. The 24 hours will be awarded on the first day of the first pay period in January each calendar year and may be used throughout the year."

**NOTE: Maximum Balance 56 accumulated hours**

- Asterisk: if an employee has personal day balance above 32 hours as of the last pay period of the year, the employee shall receive pay equal to the number of hours above 32 multiplied by the employee's hourly rate. Any accrued personal leave balance shall be paid to the employee upon retirement.
- No New Business

**20190116-03S:** Jason Ritter moved to adjourn at 7:47 p.m.

2<sup>nd</sup> by Teresa Hinnners

**Vote: JR, TH**

**Both Aye**

**Motion Carried**

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**Jason Ritter, Chairman**

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**Teresa Hinnners, Vice Chairperson**

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**Warren Walker, Trustee**

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**Sandra Borchers, Fiscal Officer**