

**Wayne Township Board of Trustees
First Organizational Meeting
January 2, 2021**

Call to Order: Chairman Jason Ritter at 9:03 a.m.

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

Guests: Dave Moulden, Kelli Moulden, Chief Mark Greatorex

Prayer and Pledge: Jason Ritter

- Retired Chief Dave Moulden was presented tokens of appreciation from the Board of Trustees.

20210102-01: Warren Walker moved to pay all bills.

2nd by Teresa Hinnners

Vote: WW, TH, JR All Aye Motion Carried

20210102-02: Warren Walker moved to approve Then & Now Certificates as needed.

2nd by Teresa Hinnners

Vote: WW, TH, JR All Aye Motion Carried

20210102-03: Warren Walker moved to nominate Teresa Hinnners as Chairman for the year 2021.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

- Jason Ritter then turned the floor over to Teresa Hinnners, the new Chair.

20210102-04: Jason Ritter moved to nominate Warren Walker as Vice Chairman for the year 2021.

2nd by Teresa Hinnners

Vote: WW, TH, JR All Aye Motion Carried

20210102-05: Warren Walker moved to nominate Jason Ritter as liaison to the fire department for the year 2021.

2nd by Teresa Hinnners

Vote: WW, TH, JR All Aye Motion Carried

20210102-06: Warren Walker moved to nominate Jason Ritter as liaison to the Road Department for the year 2021.

2nd by Teresa Hinnners

Vote: WW, TH, JR All Aye Motion Carried

20210102-07: Warren Walker moved to nominate Teresa Hinnners as liaison to the Cemetery Department for the year 2021.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-08: Teresa Hinnners moved to nominate Warren Walker as liaison to the Zoning Department for the year 2021.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-09: Warren Walker moved to nominate Teresa Hinnners as the Wayne Township Representative to the Woodville Cemetery Board for the year 2021.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-10: Warren Walker moved to have all mileage reimbursement for Board Officials outside of the Township limits for Township business at the rate that conforms to IRS current mileage rates (\$0.58.5 cents/mile).

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-11: Teresa Hinnners moved to have Trustees paid on a 14 day pay period, with all funds coming from the General Fund.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-12: Teresa Hinnners moved that Township pay periods for hourly employees will be on a 14 day pay period, including Chief and Deputy Chief. This motion is to include Trustees, Zoning and Maintenance.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-13: Teresa Hinnners moved that completed timecards and sheets have totals turned in by Monday at 10:00 a.m. at the Fiscal Officer's Office following the 14 day pay period. Slide manila envelope under Clerk's office door if clerk is not here.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-14: Teresa Hinnners moved that all hourly and salary checks must include hourly breakdown and will be distributed by 12 Noon, Thursday following end of pay period.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-15: Teresa Hinnners moved to pay all Maintenance, Cemetery and Fire employee checks out of Road and Bridges, Cemetery and General Funds on a pro rate basis.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-16: Teresa Hinnners moved to pay Fire employee checks to be paid out of Fire and EMS Funds.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-17: Teresa Hinnners moved that in the year 2021 that a portion of our Fiscal Officer's wages be paid 60% out of General (1000), 20% out of Fire (2111), 5% out of Roads (2031), 5% out of Gas (2021), and 10% out of Cemetery (2041).

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-18: Teresa Hinnners moved to schedule all Regular Trustee Meetings each month at 7:00p.m. as follows: January 13 & 27, February 10, March 10 & 24, April 14, May 12 & 26, June 9 & 23, July 14 (public hearing), August 11 & 25, September 22, October 20, November 10, December 1 & 15.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-19: Teresa Hinnners moved to authorize and hire on an Emergency basis contract labor: Cemetery at \$15.00/hour, Roads \$15.00/hour when full time employees are not available, or assistance is needed.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-20: WW moved to approve Temporary Appropriations set and approved at the December 9, 2020 Meeting.

2nd by TH

Vote: WW, TH, JR All Aye Motion Carried

20210102-21: Teresa Hinnners moved to allow the Fire and Rescue Chief to incur expenses for Repairs and Supplies (per purchase) as necessary without Board approval up to \$2,000.00. New items over \$1,000.00 must have a Board approval, expenses made, to notify the Board at next Regular Meeting.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-22: Teresa Hinnners moved to permit the Fiscal Officer to pre-register herself and 3 Trustees, for the Virtual Winter Conference attendance. \$65.00 per person. Approved on 12/30/2020.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-23: Teresa Hinnners moved that all monies under \$1,000 received by Township Clerk or any other Trustees or Department Heads be deposited within 48 hours upon receipt per business days. Over \$1,000 shall be deposited within 24 hours per business days by the Fiscal Officer.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-24: Jason Ritter moved to establish a Budget Committee comprised of 3 Trustees, 1 Fiscal Officer and at least 2 other residents of the Township to be reviewed on a semi-annual basis.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-25: Teresa Hinnners moved to advertise on the website for residents that wish to serve on the Budget Commission.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-26: Jason Ritter moved that the Township will provide Health Insurance for the Full time employees. The Township will pay \$600.00 single, \$800.00 employee plus one, \$1,400.00 for family per month.

2nd by Warren Walker

Vote: WW, TH, JR 3 Aye Motion Carried

20210102-27: Teresa Hinnners moved to have Wayne Township pay 80% of all current Health Insurance Premiums for the Fiscal Officer until time of renewal for 2021.

2nd by Jason Ritter

Vote: WW, TH, JR All Aye Motion Carried

20210102-28: Jason Ritter moved to offer a monthly bonus in lieu of health insurance provided by the township per month, paid bi-weekly as follows: Mark Greator - \$600/month, Chris Williams - \$800/month, Jason Browning - \$1400/month.

2nd by Warren Walker

Vote: WW=yes TH-No, JR=yes 2/3 Aye Motion Carried

- Board tabled discussion on Doug Brown bonus
- Board discussed supplemental appropriation, cash balance of funds, and appropriations.
- Discussion: The Township wishes not to use the streetlights and will not pay for them. Legal Counsel will be consulted as per getting them turned off. Trustee Walker shared contact Chad Schaeffer Duke Representative.

20210102-29: Jason Ritter moved to transfer the Duke Energy Village Street Light account to Wayne Township Board of Trustees, with the intent to turn the lights off withing the area known as Newtonsville. Wayne Township will not provide street lights.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-30: Jason Ritter moved to go into Executive Session at 10:43 a.m. under ORC121.22g (1) to consider the appointment, employment, discipline, promotion or compensation of public employee or official. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting. Session is to discuss compensation for employees for the year 2020.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

20210102-31: Jason Ritter moved to return to Regular Session at 12:50 p.m.

2nd by Warren Walker

Vote: WW, TH, JR All Aye Motion Carried

- Overlay - discuss staff performance, hourly rates and compensation of all township personnel.

20210102-32: Warren Walker moved to freeze wages until further notice for all employees.

2nd by Teresa Hinnners

Vote: WW, TH, JR All Aye Motion Carried

20210102-33: Jason Ritter moved to have a printout of the Appropriation Status and Revenue Status provided by the Fiscal Officer at the first meeting of the month.

2nd by Warren Walker

Vote: WW, TH, JR

All Aye

Motion Carried

20210102-34: Jason Ritter moved that all department heads, Roads and Zoning, are not required at Township Board of Trustee meetings unless asked. Reports to be given by liaison at regular meetings.

2nd by Warren Walker

Vote: WW, TH, JR

All Aye

Motion Carried

20210102-35: Jason Ritter moved that the Fire/EMS Chief does not need to attend 2nd meeting or special meetings unless asked.

2nd by Warren Walker

Vote: WW, TH, JR

All Aye

Motion Carried

20210102-36: Warren Walker moved that the Zoning Inspector is not required to attend the Wayne Township Zoning Commission Meetings unless asked by the Board of Trustees to attend.

2nd by Jason Ritter

Vote: WW, TH, JR

All Aye

Motion Carried

20210102-37: Warren Walker moved to establish an Economic Development Steering Committee to review Economic Development of Wayne Township.

2nd by Jason Ritter

Vote: WW, TH, JR

All Aye

Motion Carried

Old Business:

- Discussion related to moving of Fiscal Officer and Zoning Offices to Newtonsville, along with records, including those in the old Edenton building. Move possible once phone and new locks are installed.
- Board wants to clean up and remove/sell all obsolete/unnecessary equipment.

20210102-38: Jason Ritter moved to adjourn at 1:11p.m.

2nd by Warren Walker

Vote: WW, TH, JR

All Aye

Motion Carried

Teresa Hanners, Chairperson

Warren Walker, Vice Chairperson

Jason Ritter, Trustee

Sandra Borchers, Fiscal Officer