

**Wayne Township Board of Trustees
First Organization Meeting Minutes
January 2, 2024**

Call to Order: Harold Grosnickle at 10:30 a.m.

Roll Call: Harold Grosnickle, Teresa Hinnners, Jason Ritter, Sandra Borchers

Department Heads: Jason Browning, Al Carrier

Guests: Merrie Lou Abney

Prayer & Pledge: Waived

- Jason Ritter was sworn in. Sandra Borchers was already sworn in by Tammy Kennedy/Debbie Clepper.

20240102-01: Teresa Hinnners moved to pay all bills.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-02: Teresa Hinnners moved to approve Then & Now Certificates as needed.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-03: Jason Ritter moved to nominate Teresa Hinnners as the Chairman for the year 2024.

2nd by Harold Grosnickle

Vote: TH, JR, HG All Aye Motion Carried

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

20240102-04: Jason Ritter moved to nominate Harold Grosnickle as Vice Chairman for the year 2024.

2nd by Teresa Hinnners

Vote: TH, JR, HG All Aye Motion Carried

20240102-05: Harold Grosnickle moved to nominate Teresa Hinnners as liaison to the Fire Department for the year 2024.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-06: Harold Grosnickle moved to nominate Jason Ritter as liaison to the Road Department for the year 2024.

2nd by Teresa Hinnners

Vote: TH, JR, HG All Aye Motion Carried

20240102-07: Teresa Hinnners moved to nominate Jason Ritter as liaison to the Cemetery Department for the year 2024.

2nd by Harold Grosnickle

Vote: TH, JR, HG All Aye Motion Carried

20240102-08: Teresa Hinnners moved to nominate Harold Grosnickle as liaison to the Zoning Department for the year 2024.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-09: Teresa Hinnners moved to nominate Jason Ritter as the Wayne Township Representative to the Woodville Cemetery Board for the year 2024.

2nd by Harold Grosnickle

Vote: TH, JR, HG All Aye Motion Carried

20240102-10: Teresa Hinnners moved to schedule all Regular Trustee Meetings each month on the 1st Wednesday of the month at 7:00 p.m.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-11: Teresa Hinnners moved to schedule a Trustee meeting on the 3rd Wednesday of even numbered months to start at 10:30 a.m. (starting in February).

2nd by Harold Grosnickle

Vote: TH, JR, HG All Aye Motion Carried

20240102-12: Harold Grosnickle moved to have all Township Meeting Minutes posted on the Township website as soon as possible, no later than 45 days after the meeting.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-13: Teresa Hinnners moved to reimburse internet expense at 100% for the Fiscal Officer.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-14: Jason Ritter moved to pay for 100% of the cost of cell phones for Maintenance Supervisor, Fiscal Officer, Scott Nause and Fire Chief.
2nd by Harold Grosnickle

Vote: TH, JR, HG All Aye Motion Carried

20240102-15: Teresa Hinnners moved to cover OTA Conference expenses in addition to registration and one night stay, to \$50.00 per day for meals and mileage at the 2024 IRS rate (\$0.67 cents/mile).
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-16: Teresa Hinnners moved to have all mileage reimbursement for Board Officials outside the Township limits for Township business at the rate that conforms to IRS current mileage rates (\$0.67 cents/mile).
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-17: Teresa Hinnners moved to have Trustees paid on a 14 day pay period, with all funds coming from the General Fund.
2nd by Harold Grosnickle

Vote: TH, JR, HG All Aye Motion Carried

20240102-18: Teresa Hinnners moved that Township pay periods for all hourly employees will be on a 14 day pay period.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-19: 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 there.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-20: 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 Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-21: Teresa Hinnners moved to pay all Maintenance Department employees out of Road and Bridges, Cemetery, Fire 2111, and General Funds on a pro rate basis.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-22: Teresa Hinnners moved to pay Fire employees to be paid out of Fire and EMS Funds.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-23: Teresa Hinnners moved that in the year 2024 that a portion of our Fiscal Officer's wages be paid 70% out of General (1000), 15% out of Fire (2111), 5% out of Roads (2031), 5% out of Gas (2021), and 5% out of Cemetery (2041).
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-24: Teresa Hinnners moved that all department heads, Road, Fire, and Zoning, are not required at Township Board of Trustee Meetings.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-25: Jason Ritter moved to have all employees paid via direct deposit.
2nd by Teresa Hinnners

Vote: TH, JR, HG All Aye Motion Carried

20240102-26: Teresa Hinnners moved that all overtime for Road, Cemetery and Zoning Departments needs to be notified to the Department Liaison.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-27: Jason Ritter moved to authorize and hire on an emergency basis contract labor: Cemetery at \$20.00/hour, Roads at \$20.00/hour when full time employees are not available, or assistance is needed.
2nd by Teresa Hinnners

Vote: TH, JR, HG All Aye Motion Carried

20240102-28: Teresa Hinnners moved that as of today, if any supplemental appropriation moves have been missed that we accept and adopt the entire 2023 printout of the entire year's changes for supplemental appropriations.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-29: Teresa Hinnners moved to have a printout for 3 Trustees of the Appropriation Status, and Revenue Status provided by the Fiscal Officer at the first meeting of the month.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-30: 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.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-31: Harold Grosnickle moved to allow emergency maintenance repairs for the Maintenance Supervisor of up to \$1,000.00.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-32: Teresa Hinnners moved that all monies under \$1,000.00 received by the Township Clerk or any other Trustee or Department Heads be deposited within 48 hours upon receipt per business days. Over \$1,000.00 shall be deposited within 24 hours per business days by the Fiscal Officer. All deposits shall be placed in the safe at 6320 building.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-33: Harold Grosnickle moved to allot 28 hours per week for the Zoning Administrator.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-34: Teresa Hinnners 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 quarterly basis.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

- Took break at 11:51 and returned at noon.

20240102-35: Teresa Hinnners moved to have Wayne Township pay 90% of the Individual Coverage HRA Health Insurance Premium for full time employees and Board members for 2024.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-36: Harold Grosnickle moved to offer dental and vision for all full time employees and board members.
2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-37: Harold Grosnickle moved to go into Executive Session at 12:15 pm under 121.22(G)1 for the purpose of employment, wages, promotions and disciplinary of Township Staff.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

- Overlay – Board discussed staff performance and annual wage increases. Returned at 1:30 pm.

20240102-38: Harold Grosnickle moved to increase hourly wage for the following full time Fire & Rescue employees: \$15.25 for EMT, \$15.50 for Advanced EMT, \$17.00 for Medic.

2nd by Teresa Hinnners

Vote: TH, JR, HG All Aye Motion Carried

20240102-39: Harold Grosnickle moved to increase Chief Greatorex to \$28.00/hour and Assistant Chief Williams to \$20.25/hour.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-40: Harold Grosnickle moved to increase the pay of Michelle Race to \$23.00 per hour for Instructor and Training Academy Administration. Increase the POC pay of Captain Ted Dietrich to \$13.75 per hour.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-41: Harold Grosnickle moved to increase the wage of AI Carrier to \$18.00 per hour, with a maximum of 20 hours per week.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

- The Board discussed Zoning and the need for flexibility of hours.

20240102-42: Harold Grosnickle moved to increase the pay of Zoning Administrator, AI Carrier, to \$18.00 per hour and a maximum of 56 hours per pay period.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-43: Harold Grosnickle rescinds his motion of AI Carrier limited to 20 hours per week.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-44: Harold Grosnickle moved to increase the wage to \$30.00/hour for Maintenance Supervisor, Jason Browning, and \$23.00/hour for Scott Nause.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

- The Board discussed the vacation rate for employees with over 15 years of service. Personnel Policy Manual stops at 15 years and Mr. Browning has 20 years of service as of May 2023.

20240102-45: Jason Ritter called a special meeting for January 10 at 10:30 for the purpose of 2024 appropriations.

2nd by Harold Grosnickle

Vote: TH, JR, HG All Aye Motion Carried

20240102-46: Jason Ritter moved to appoint Cheryl Cox to the Board of Zoning Appeals.

2nd by Teresa Hinnners

Discussion

Vote: TH-No, JR, HG 2/3 Aye Motion Carried

20240102-47: Teresa Hinnners moved to approve the first amendment of the Jackson Township EMS coverage. \$15,400 as a retainer, increase thru 2024 to \$20,400 accepted based as written on first amendment.

2nd by Jason Ritter

Vote: TH, JR, HG All Aye Motion Carried

20240102-48: Harold Grosnickle moved to adjourn at 2:20 p.m.
2nd by Jason Ritter

Vote: TH, JR, HG

All Aye

Motion Carried

Teresa Hanners, Chairman

Harold Grosnickle, Vice Chairman

Jason Ritter, Trustee

Sandra Borchers, Fiscal Officer