

Clinton Township Board of Trustees - Special Meeting
January 2, 2018 - 7:00 a.m.

The purpose of this meeting was to re-organize the Clinton Township Board of Trustees for 2018. The Fiscal Officer called the meeting to order and all members of the Board answered roll call (Trustee James Distel, Trustee Dennis Baugher, and Trustee Dennis Moyer). Also present was guest Dennis Kingseed.

The meeting minutes of the December 26, 2017 meeting were read and approved.

The Fiscal Officer asked for nominations for Chairman of the Board. Trustee Baugher nominated Trustee Dennis Moyer for Chairman. Trustee Distel seconded the motion. The roll call followed: Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

Chairman Moyer asked for nominations for Vice Chairman. Trustee Baugher made the motion to nominate James Distel for Vice Chairman. Trustee Moyer seconded the motion. The roll call vote followed: Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

The regular meetings of the Clinton Township Board of Trustees for 2018 will be held on Mondays, every two weeks beginning January 8, 2018 at 7:00 pm, with the exception of the following holidays: Memorial Day (meeting to be held on May 29, 2018 instead of May 28, 2018), Labor Day (meeting to be held on September 4, 2018 instead of September 3, 2018), and Christmas Eve and Christmas Day (meeting to be held on December 26, 2018 instead of December 24, 2018).

EMPLOYEES: Trustee Distel made the motion that the Board rehire “at will” employee James Lang as a road worker. This was seconded by Trustee Baugher. Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

Trustee Distel motioned to set the hourly wage for the road crew lead man at \$20.50 per hour. Mr. Lang will execute the duties of lead man as listed in the job description. Road workers will be paid every two weeks beginning January 8, 2018 corresponding to the meeting dates of the Board of Trustees. Road workers will receive 11 1/2 paid holidays:

New Years Day	ML King Day	President Day	Memorial Day
Independence Day	Labor Day	Columbus Day	Veteran’s Day
Thanksgiving Day	Day After T-Giving	½ day Christmas Eve	Christmas Day

Trustee Baugher seconded this motion: Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

LEAVE:

Trustee Baugher made the following motion regarding vacation, sick leave, and over time:

Vacation

Mr. Lang will receive 19 days paid vacation in 2018. This is in line with the Board’s policy of 7 days’ vacation the first year worked, 10 days the second year worked, and one additional day per year for each year worked after the second year. Maximum vacation for an employee is 20 days per year. No

vacation can be carried over to the following year. When an employee ceases employment for any reason, all vacation days that the employee has earned at that time will be paid. There will be no severance pay when an employee ceases employment. For any new employee there will be a 120-day probationary period, and there will be no sick leave in effect until after the probationary period is over. Employees are to notify the Board before taking vacation time. Vacation time can be used in ½ day increments only.

Sick Leave

Starting January 1, 2018, full-time road workers will accumulate 10 days of sick leave at the rate .833 days per month. James Lang can accumulate a maximum of 1500 hours of sick leave. Sick leave must be used in 1 hour increments. If Mr. Lang retires or in the event of his death while employed, 25% of accumulated sick pay will be paid, up to \$7,500.00. Any new full time employee hired after January 1, 2014 will be capped at 520 hours of maximum accumulated sick leave with a maximum payout of 25% of their accumulated sick leave. A return to work physician's slip will be required for an employee who is absent for more than four consecutive work days.

Over Time

Time worked over 40 hours in a work week will be considered over time and paid at one and one-half (1.5) times the employee's regular rate of pay. This motion was seconded by Trustee Distel. Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

The Board discussed hiring extra help. Trustee Baugher moved that the Board pay all extra help on a part-time basis to plow snow and any other work that the Board deems necessary. Pay rates will be determined based on the experience of the employee. Part-time employees are not eligible for OPERS membership, vacation time, sick leave, health insurance reimbursement, dental insurance or life insurance. This was seconded by Trustee Distel. Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

FIRE DEPT

The Board considered the Fire Department wages and salaries. Trustee Distel moved that the Board set the following amounts as the wages and salaries for 2018: fireman will be paid \$6.50 per run for the first hour with an additional \$6.50 for each additional hour. They will also receive \$6.50 per meeting attended. Annual salaries will be: Chief: \$3600.00 - Asst. Chief \$600.00 - Captains \$350.00 - Mechanic \$450.00 - Safety \$325.00.

The Fire Chief will not be compensated for runs, but will be paid \$10.00 for each meeting of the Board of Trustees attended. Any fireman who is qualified by certification and performs building inspections will be compensated at \$6.50 per hour. Trustee Baugher seconded this motion and the roll call vote followed: Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

ZONING DEPT

In the matter of zoning fees and compensation for 2018: Trustee Distel moved to set the compensation for Zoning Inspector Frank Laney at \$3,300.00 per year to be paid monthly. He will be compensated at the rate of \$15.00 per permit issued and \$10.00 per meeting attended.

All members of the Zoning Board of Appeals and the Zoning Commission will be reimbursed \$10.00 per meeting attended and the secretaries of these boards will receive \$40.00 per meeting attended.

Zoning fees for variances and changes will be \$225.00 for Residential properties and \$275.00 for commercial and industrial properties.

Zoning (building) permit fees for residential properties will be as follows:

Residential New Construction:	\$100.00	Condominiums New Construction:	\$150.00
Apartment House per unit	\$40.00	Utility Buildings (under 125 sq. ft.)	\$25.00
Utility Buildings (over 125 sq. ft.)	\$40.00	Additions	\$35.00
Pools (above ground, inc. fence fee)	\$40.00	Pools (in-ground, inc. fence fee)	\$55.00
Fences	\$25.00	Permit extension for 6 months (one time)	\$25.00
Misc. research fee	\$25.00		

Commercial (building) permit fees will be as follows:

Building 500 sq. ft. and under	\$100.00
Building between 501 and 1000 sq. ft. (initial fee)	\$150.00
Buildings over 1000 sq. ft. (after initial fee)	\$25.00 per 1000 sq. ft.
Additions 1000 sq. ft. and under (initial fee)	\$100.00
Additions over 1000 sq. ft. (after initial fee)	\$25.00 per 1000 sq. ft.
Fences	\$100.00

Industrial (building) permit fees will be as follows:

Building 500 sq. ft. and under	\$100.00
Building between 501 and 1000 sq. ft. (initial fee)	\$150.00
Buildings over 1000 sq. ft. (after initial fee)	\$50.00 per 1000 sq. ft.
Additions 1000 sq. ft. and under (initial fee)	\$100.00
Additions over 1000 sq. ft. (after initial fee)	\$50.00 per 1000 sq. ft.
Fences	\$100.00

Communication Towers	\$250.00
Signs (32 sq. ft. and under)	\$50.00
Signs (over 32 sq. ft.)	\$100.00

Trustee Baugher seconded this motion and the roll call vote followed: Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

Trustee Distel made the motion to selected Trustee Baugher and Fiscal Officer Bates to be on the Clinton Township Policy and Records Committees. This was seconded by Trustee Moyer. Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

Trustee Moyer will see that the annual inventories of the road and fire departments will be completed.

Trustee Baugher made a motion authorizing the Fiscal Officer to make online payments of bills and payroll liabilities on behalf of the Township. The Board will review these bills and liability payments at their regular meetings. This was seconded by Trustee Distel. Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

At the request of the Fiscal Officer, Trustee Baugher made the motion for temporary appropriations to be established in order to maintain the functions of the township until permanent appropriations are approved. Seconded by Trustee Distel: Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

Trustee Distel made the motion to establish the 2018 mileage reimbursement rate at .545 cents per mile. This was seconded by Trustee Baugher. Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

There being no other business to come before the Board at this time, Trustee Distel made the motion to adjourn the meeting at 8:12 a.m., seconded by Trustee Baugher. Mr. Moyer – yes, Mr. Distel – yes, Mr. Baugher – yes.

Dennis Moyer, Ch., Trustee

James Distel, Trustee

Dennis Baugher, Trustee

Jennifer Bates, Fiscal Officer