

NEWTON TOWNSHIP BOARD OF TRUSTEES
4410 NEWTON FALLS BAILEY ROAD
NEWTON FALLS, OH 44444
ORGANIZATIONAL MEETING MINUTES
JANUARY 04, 2021

The Newton Township Board of Trustees held its 2021 organizational meeting on Monday, January 04, 2020, at the Township Administration Building, 4410 Newton Falls Bailey Road in Newton Falls, OH with Trustees Augusta, Nemet, Lutz, and Fiscal Officer Montgomery present. Augusta led the Pledge of Allegiance and called the meeting to order at 6:30 p.m.

ALSO PRESENT: Mike Hall, road superintendent and cemetery sexton; one member of the general public

21.01.01 Lutz nominated Augusta for 2021 board chairman. Seconded by Nemet. The nomination was accepted/nominations closed.

Roll Call Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.02 Nemet nominated Lutz for 2021 vice-chair of the board. Seconded by Augusta. The nomination was accepted/nominations closed.

Roll Call Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.03 Augusta moved to appoint Nemet as representative of the Newton Township Board of Trustees on the NF Joint Fire District Board for the year 2021. Seconded by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.04 Augusta moved to accept 2021 appointments as follows:

Board of Health-Augusta

TCCOG- Augusta

Trustee in charge of building-Lutz

Trustee in charge of purchase requests-Nemet

Emergency Management Association-Nemet

Soil & Water/Phase II Storm Water-Augusta

Scott Street Project-All Board members will share responsibilities

Cemetery liaison-Lutz

Zoning liaison-Nemet

Lutz seconded the motion.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.05 Augusta moved to adopt the 2021 Open Meeting Resolution as presented:

The Newton Township Board of Trustees shall conduct its meeting in full compliance with the Ohio Sunshine Law and accordingly establishes the following rules for the scheduling and notice of all meetings:

1. Regular meetings of the Newton Township Board of Trustees shall be held on the fourth Monday of every month at 6:30 p.m. and notice of said meetings shall be posted on the Township Bulletin Board or sign for that purpose.
2. Special meetings- Notice of Special Meetings of the Newton Township Board of Trustees shall be given by posting advanced written notice of the same in a conspicuous place outside the Township Hall on a bulletin board or sign provided for that purpose. Additionally, notice of all Special Meetings shall be given to the *Warren Tribune Chronicle* and any other newspaper that requests the same at least 24 hours in advance of the meeting except in an emergency in which case the notice shall be given as soon as practicable.
3. Content of Notice: Notice of Special Meetings of the Board of Trustees shall contain the following information: (i) shall state: Notice of Special Meeting of the Newton Township Board of Trustees; (ii) Date; (iii) Time; (iv) Place; and (v) Purpose of the meeting.
4. Additionally, the Township will provide advance written notice of Special Meetings to anyone who provides the Township with pre-paid postage, self-addressed envelopes or post cards.

Seconded by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

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21.01.06 Nemet moved to approve 2021 employee appointments and compensation as follows: (rates effective 1-04-2021):

Full time employees with benefits

Mike Hall - road supervisor/cemetery sexton \$21.63 /hr. (increase of \$.63)
Dan Smith – road/cemetery maintenance \$19.31 /hr. (increase of \$.56)

Part-time casual labor as needed

Frank Hrbolich \$12.36 /hr. (increase of \$.36)

Part-time seasonal position TBD

\$9.27/hr. (increase of \$.27)

Zoning Department part-time appointments

Zoning Inspector

Rodney Hedge \$600.00 /month (rate includes comp for personal vehicle use)
(increase of \$50/mo.)

Zoning Secretary

Susan Montgomery \$ 15.45 /hr. (increase of \$.45/hr.)

Second by Augusta.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.07 Augusta moved to approve the following zoning appointments:

Zoning Commission (5 yr. term ending 12-31-2025) Patti Hanzes

Board of Zoning Appeals (5 yr. term ending 12-31-2025) Tom Vickers

Board of Zoning Appeals-Alternate (term undefined) Keith Callihan

Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.08 Nemet moved to approve the pay rate for members of the Zoning Commission and Board of Zoning Appeals as follows with meetings to be held quarterly in 2021:

\$35 per meeting attended for board members

\$20 per meeting for alternates while attending a meeting but not actively sitting in for a board member

Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.09 Augusta moved to retain current accepted policy for the year 2020 or until amended for employee vacation, sick leave, and holiday pay as stated below. The Board further requires that time logs are to be presented with time cards to document the amount of time each employee has worked in a particular area each day (road work, cemetery, etc.).

Vacation: 1-3 years full time employment = 1 week vacation

3-10 years full time employment = 2 weeks' vacation

10-15 years full time employment = 3 weeks' vacation

15-20 years full time employment = 4 weeks' vacation

Sick time to remain unchanged at 4.6 hours per pay period with continuous accrual.

Paid Holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

Second by Nemet.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.10 Lutz moved to continue with the annual safety boot allowance of \$150 for all full-time Road Department personnel in 2020. Second by Nemet.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

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21.01.11 Nemet moved to appoint Special Counsel as follows to be the secondary contact to the Trumbull County Prosecutor's Office:

First-Cherry Lynne Poteet @ \$125/hour

Second-Mark Finamore (Turner, May & Shepherd) @ \$100/hour

Second by Augusta.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.12 AUTHORIZE THE FISCAL OFFICER TO REQUEST AN ADVANCE OF REAL ESTATE TAX SETTLEMENTS PAYABLE IN 2021 FROM THE COUNTY AUDITOR

WHEREAS, The Ohio Revised Code allows a taxing authority to request advance payment from the County Auditor of funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Newton Township, Trumbull County, Ohio:

Section 1. That the Auditor and the Treasurer of Trumbull County, in accordance with Ohio Revised Code Section 321.34, be required to draw and pay to the Newton Township, upon written request of the Fiscal Officer to the County Auditor, funds due and any RE settlement derived from taxes or other sources payable to the County Treasurer to the account of Newton Township and lawfully applicable for purposes of the current fiscal year.

Section 2. That the Fiscal Officer is hereby authorized to transmit a certified copy of this Resolution to the Auditor of Trumbull County, Ohio.

Section 3. That this Resolution shall take effect and be enforced from and after the earliest period allowed by law.

Nemet moved to adopt Resolution 21.01.12 Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.13 Nemet moved to authorize membership in the Ohio Township Association for the Trustees, Fiscal Officer and Road Supervisor/Cemetery Sexton and approve attendance at the Annual Ohio Township Convention with expenses paid according to policy in addition to the costs associated with the monthly meetings of the Trumbull Township Association. Second by Lutz.

Discussion: Noting that the conference will be held virtually this year, Augusta and Montgomery will attend.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.14 Lutz moved to reimburse/pay authorized travel expenses of Township Officials during the year including reimbursement for meals (\$40 maximum) during overnight travel, parking, and lodging (single rate, less taxes). Second by Augusta.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.15 Augusta moved to reimburse mileage at the rate established by Federal IRS guidelines (\$ 0.56 per mile) for all officials while attending to authorized Township business outside of the Township. Second by Nemet.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.16 Lutz moved to authorize Fiscal Officer Montgomery to attend all available 2021 Local Government Official's Conference and Uniform Accounting System trainings. Second by Nemet.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.17 Nemet moved to authorize the Fiscal Officer to pay all payroll withholding (Federal, State, OPERS, Local, OBWC, ODJFS, AOS, and any other payments deemed necessary via ACH in 2021. Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.18 Nemet moved to enter into a contractual agreement with Niles Foundation Co. through December 31, 2021 to pour cemetery foundations at \$0.70 per square inch. Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

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21.01.19 Nemet moved to approve 2021 membership in the Trumbull County Zoning Inspector's Association in the amount of \$30.00. Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.20 Nemet moved to approve Distribution #2/Final Distribution of funds for the OPWC CF28X 2020 Road Program (Caprice and Malibu Dr.) the amount of \$3,255.31 direct payment to R.T. Vernal, Inc. and OPWC fund distribution of \$4,844.69. Second by Lutz.

Discussion: Hall confirmed that the work was complete and they did a good job.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

OLD BUSINESS

The Joint Resolution is in the process is being revised before presented to the Board. Nemet noted that the Village will consider increasing their annual by \$10,000 and asked if the Township Board would consider raising its annual contribution to \$65,000 if the fiscal officer was comfortable with that. This would take most of the net revenue generated by the Township through the tax levy on an annual basis. Montgomery reviewed the actual revenue received and fees paid since 2015 to demonstrate the levy could support a \$65,000 annual payment and stay within net revenues for the short-term future. The current \$20,000+ balance in the Township's Fire Fund would be retained and be a buffer if revenues decrease and the annual receipts do not support the annual payment to the District so monies will not need to be transferred from the General Fund. With the Village potentially providing an additional contribution, Lutz and Augusta indicated they would be in favor of supporting the increase. Nemet said the Chief reviewed the District's need for additional funding and said this was the right thing to do since the District revised Joint Resolution should be prepared for the next meeting. Moving forward, Nemet said the District is considering a more ethical way of funding the District through a direct levy that would replace the individual contribution of the Village and Township and the Township's current levy would be removed.

NEW BUSINESS

Lutz moved to suspend the reading of the October 26, 2020 monthly meeting minutes and approve as submitted. Second by Nemet.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

Augusta moved to suspend the reading of the November 07, 2020 special meeting minutes and approve as submitted.

Second by Nemet. **Roll Call:** Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

Augusta moved to suspend the reading of the November 18, 2020 special meeting minutes and approve as submitted.

Second by Lutz. **Roll Call:** Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

Augusta moved to suspend the reading of the November 20, 2020 emergency meeting minutes and approve as submitted. Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.21 Nemet moved to approve payment listing and pay bills as presented (2020 payments through 250-2020 and 24571) and list to be issued in 2021 as attached. Warrants over \$2500; Dave Allman Home Improvement \$19,400.00; Falls Electric & Maintenance \$7,168.00 (does not include Gen Fund expense); Medical Mutual \$5,883.68; Mike C Plumbing LLC \$9,300.00; RT Vernal Paving, Inc. \$3,255.31; OPWC Final disbursement CF28X \$4,844.69; OTARMA \$10,695.00. Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.22 Augusta moved to submit a vote for Marsha Funk and Nick Schwab for four year terms on the OTARMA Board of Directors. Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

21.01.23 Augusta moved to retain the Cemetery Fee Schedule adopted in 2019. Second by Lutz.

Roll Call: Augusta, Yes Nemet, Yes Lutz, Yes MOTION CARRIED 3-0

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PURCHASE OF GRAVE

Resident - \$450.00
Non-Resident - \$1,400.00

COST OF GRAVE OPENING

Resident - \$450.00
Non-Resident (Purchased grave as resident) - \$550.00
Non-Resident - \$1,400.00

CREMATION BURIAL

Resident \$125.00
Non-Resident \$350.00

INFANT BURIAL -

Resident and Non-Resident \$100.00

ADDITIONAL CHARGES FOR BURIAL (after hours)

Weekdays after 4:00 p.m. - \$250.00
Weekends and Holidays before 12:00 noon - \$250.00
Weekends and Holidays after 12:00 noon - \$100.00 per hour

USE OF CHAPEL

Resident and Non-Resident \$85.00

CHARGE FOR FOOTER/FOUNDATION

\$.70 per square inch based upon actual materials poured

FOOTER FOR FLAT MARKER

Resident and Non-Resident \$150.00

COMMENTS

Richard Curtis, Scott Street, was concerned that the Township would consider increasing their contribution by a greater percentage than the Village. The Board noted they are aware of the contribution variance and the only true way to equitably fund the District is with a District-wide levy.

Lutz moved to adjourn the meeting. Second by Nemet.

Roll Call: Nemet, Yes Lutz, Yes Augusta, Yes MOTION CARRIED 3-0

The meeting adjourned at 7:19 p.m.

These meeting minutes have been lawfully approved as submitted on this date: January 28, 2021.

Respectfully submitted
Susan D. Montgomery
Fiscal Officer

Official copy available by request.