

## BATH TOWNSHIP BOARD OF TRUSTEES

December 30, 2015

The Reorganization Meeting for the year 2016 was called to order by the Fiscal Officer, Mrs. Brown. Other township personnel present were Mr. Martin, Mr. Pitstick, Mr. Ross, Mr. Heizer, Mr. Trimbach, Mr. Partee, and Mr. Treon.

Mr. Ross nominated Tom Pitstick to serve as Chairman; seconded by Mr. Martin. Roll call: three ayes, no nays; motion carried. Mr. Martin nominated Mr. Ross to serve as Vice Chairman; seconded by Mr. Pitstick. Roll call: three ayes, no nays, motion carried. Mr. Pitstick then continued with the business of the reorganization meeting.

Mr. Martin made a motion to approve a temporary appropriation totaling \$707,450: General Fund \$136,500; Motor Vehicle License Fund \$500; Gasoline Tax Fund \$1,350; Road Fund \$88,950; Cemetery Fund \$114,150; Fire Fund \$365,000; and Permissive MVL Fund \$1,000; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried. (Note: a temporary appropriation is to cover only the first quarter until the permanent appropriation is approved.)

**Resolution 1-2016:** Providing for an hourly wage schedule for the employees and the salary method to pay the trustees: There are no changes in the step increases that occur on an employee's anniversary date. However, the phrase "unless the Board decides otherwise" was added. The Trustees' salaries will be paid using the salary method and be paid solely from the General Fund per ORC Section 505.24. Mr. Martin made a motion to approve the resolution; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried. The effective date is December 26, 2015 so that all days in the next pay period have one pay rate.

The Board then reviewed a spreadsheet showing the current hourly wage and the step increase plus a 25 cent/hour raise for each employee and comparing a 2015 weekly payroll to a 2016 weekly payroll. Mr. Martin made a motion to accept the proposed 25 cent increase in the hourly wage; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried. Mr. Pitstick made a motion that based on their experience the two employees hired during 2015 received their step increase effective December 26, 2015; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried. Mr. Ross made a motion to make the rate of compensation for temporary help to be "up to \$11.75 per hour" which will provide Mr. Treon a 25 cent raise as well; seconded by Mr. Martin. Roll call: three ayes, no nays, motion carried.

**Resolution 2-2016:** Providing for the appointment of the Road Supervisor and Laborers: Vern Heizer will receive an hourly wage of \$24.00 plus \$7,000 per year supervisory pay, paid monthly; Michael Burchett \$21.00; Michael Rhoades \$19.00; and Robert Harris \$19.00. The hourly rate for temporary help is "up to \$11.75" per hour. Mr. Martin made a motion to approve the resolution; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried.

**Resolution 3-2016:** Providing for the appointment of the Cemetery Supervisor and Laborers: Travis Harrell \$19.00; and Matt Trimbach \$15.75; Pat Partee \$15.75. The hourly rate for temporary help is "up to \$11.75." Mr. Martin made a motion to approve the resolution; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried. (See Resolution 6-2016 for Cemetery Supervisor compensation.)

**Resolution 4-2016:** Providing for paid vacations, holidays, and sick leave, and health, vision, and dental premiums, and other fringe benefits: Mr. Martin recommended changing Section 2 listing Holidays to read "Veterans' Day or in lieu thereof the Friday after Thanksgiving." Concerning Section 9 that states that a Class A Ohio Commercial Driver's License is required, Mr. Martin recommended changing the wording to say "a new employee must have an Ohio Commercial Driver's License-Class A if on the Road crew and Class B if on the Cemetery crew. Mr. Ross recommended striking the sentence in Section 11 that states that an employee must maintain a Commercial Driver's License Class A unless the Board waives the requirement for just cause. In Section 14, Mrs. Brown recommended stating that all accumulated leave must be exhausted before approved disability leave without pay begins and deleting the last sentence that states an employee must contribute a portion of insurance premiums during an approved unpaid disability leave and in Section 6 stating that overtime that is less than a whole hour cannot be used as compensatory time, but must be paid out as overtime. In Section 16 concerning clothing allowance, Superintendents is changed to Road Supervisor. Mr. Martin made a motion to approve Resolution 4-2016 as amended and adopting Mrs. Brown's recommendations; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried.

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**Resolution 5-2016:** Providing for the appointment of a Zoning Clerk: appointing Teresa Phillips and deleting the paragraph providing for compensation at the rate of \$50.00 per meeting for attending meetings requested by the Board of Trustees other than regular Zoning Commission and Zoning Board of Appeals meetings. Mr. Ross made a motion to approve as amended; seconded by Mr. Martin. Roll call: three ayes, no nays, motion carried.

**Resolution 6-2016:** Providing for the full-time appointment of a Secretary/Office Manager and Cemetery Supervisor: Teresa Phillips will receive an hourly wage of \$20.00 plus \$5,000 per year supervisory pay, paid monthly. Mr. Ross made a motion to approve; seconded by Mr. Martin. Roll call: three ayes, no nays, motion carried.

**Resolution 7-2016:** Providing for the appointment of a Member of the Zoning Commission and fixing the rate of compensation: Ken Normand to be reappointed to the five-year term ending December 31, 2020. Mr. Martin made a motion to approve; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried. Mr. Pitstick noted that the Trustees need to think about appointing alternates to the Zoning Commission and Board of Zoning Appeals.

**Resolution 8-2016:** Providing for the appointment of a Member of the Board of Zoning Appeals and fixing the rate of compensation: Jim Heider to be reappointed to the five-year term ending December 31, 2020. Mr. Martin made a motion to approve; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried. It was noted that the 2014-2018 term is opened.

**Resolution 9-2016:** Providing for post-retirement compensation of accumulated sick leave and vacation pay: no changes. Mr. Ross made a motion to approve; seconded by Mr. Martin. Roll call: three ayes, no nays, motion carried.

**NEW BUSINESS:** Mr. Martin made a motion to hold the regular meetings of the Board on the first, third, and fifth Wednesdays at 7:00 pm at the township building; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried. The next meeting will be January 6, 2016.

The annual inventory must be submitted to the County Engineer by January 11, 2016. Mr. Pitstick plans to do a walk-through with the department supervisors. Mr. Trimbach asked what they should do with the old unusable equipment. Mr. Heizer asked about an old grinder. The Board agreed that the items could be scraped—items with salvage value will be taken to a recycler.

Mr. Ross asked that the annual Employee Performance Evaluation be added to the pending items list as a reminder. He pointed out that the performance review has nothing to do with wages. It is intended as a positive working tool to gauge where the employees are in their performance levels in various areas of their jobs.

Mr. Ross made a motion to appoint Mr. Pitstick as the Bath Township representative to the Regional Planning & Coordinating Commission of Greene County; seconded by Mr. Martin. Mr. Martin made a motion to appoint Mr. Ross as the alternate; seconded by Mr. Pitstick. Roll call on both motions: three ayes, no nays, motion carried.

Mr. Ross made a motion to adjourn to Executive Session to discuss appointment and compensation of employees and asked Mr. Heizer to stay; seconded by Mr. Martin. Roll call: three ayes, no nays, motion carried.

Mr. Pitstick called the regular session back to order. There being no further business Mr. Pitstick moved for adjournment; seconded by Mr. Ross. Roll call: three ayes, no nays, motion carried.

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Elaine M. Brown, Fiscal Officer

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Tom Pitstick, Chairman