



Jerusalem Township Board of Trustees Organizational Meeting
Held on January 3, 2019

The Board of Trustees of Jerusalem Township met in non-regular session to hold the annual organizational meeting on the above date at 6:00 p.m. in the Office of the Trustees, 9501 Jerusalem Road, Curtice, Ohio 43412

Trustee Dave Bench opened the meeting with a moment of silence followed by the pledge of allegiance. The members as listed during roll call:

Dave Bench, present
Beau Miller, present
Mark Sattler, present

1. Nomination for Chairman: Nominations are now open on the floor for the position of chairman for the Jerusalem Township Trustees for 2019. Mark Sattler nominated Beau Miller to serve as chairman of the Jerusalem Township Trustees. Dave Bench seconded the motion with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

2. Nomination for Vice-Chairman: The nominations are now open for vice-chairman for the board of trustees for 2019. Dave Bench nominated Mark Sattler. Beau Miller seconded the motion, with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

3. Meeting schedule: Beau Miller took over the meeting and said that a motion was needed to keep the meeting of the board of trustees on the 2nd and 4th Tuesdays of the month with no breaks in the summer and a start time of 7:00 p.m. Mark Sattler made the motion to approve the proposed meeting schedule. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes

Beau Miller, yes

Motion carried.

4. Meeting procedures. Mark Sattler made a motion that in 2019, we take roll call and the meetings should be done by Roberts Rules of Order. Therefore, the fiscal officer, when present, will take roll call. When motions are made, the chairman will say (for benefit of the audio recording of the minutes) who made the motion and who seconded it. Also, we will rotate the roll call alphabetically allowing everyone a chance to vote first and to vote last. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

5. Duties and responsibilities: Dave Bench made a motion that Beau Miller will be responsible for hall rentals, Mark Sattler will head up the cemetery, Dave Bench will head roads and bridges, and trustee board members will serve to assist in these responsibilities. In addition, Mark Sattler will review our Township website periodically to ensure it is current. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

6. Oversight of Township Personnel: Mark Sattler made a motion that all three Trustees, Dave Bench Beau Miller and Mark Sattler share oversight of the township personnel. Beau Miller seconded the motion with roll call:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

7. Oversight of Township Solid Waste Program: Beau Miller made a motion that all three Trustees, Dave Bench, Mark Sattler and Beau Miller share oversight of the township solid waste program. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

8. Audit Committee: Mark Sattler made a motion to retain Mr. Bench, Joel Moszkowicz, Ray Gall, Joyce Schmidt and Katie Larson on the Audit Committee. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Mark Sattler, yes

Beau Miller, yes

Motion carried.

9. Compensation method for Trustees and Fiscal Officer: Beau Miller made a motion to adopt the resolution determining that the Trustees and the Fiscal Officers compensation expense for 2019 will be allocated to the various department cost centers based on the percentage method. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

10. Salaries for Trustees and Fiscal Officer: Mark Sattler made a motion to match the State of Ohio mandate of wages for the Trustees and the Fiscal Officer. The salaries are set by the Ohio General Assembly of the State of Ohio. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

11. Health benefits: The Chairman stated that the next motion will authorize the payment of medical, dental, vision and life insurance. Mark Sattler made a motion that we continue providing medical, life, dental, and vision insurance for officers, eligible employees, spouses and immediate dependents. The insurance will be Medical Mutual through Sprouse Insurance with HSA 4000/8000. The township will, through an HSA debit card, pay the first \$2,500.00 in deductible for individual coverage and \$5,000 for family coverage. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

12. Travel Policy: Mark Sattler made a motion that we keep the Jerusalem Township travel policy currently in place (including section 6.5 of the Personnel Policies and Procedures manual). Township Officials (in elected positions) using their personal vehicles for Township business (outside the Township) will be reimbursed at the 2019 Federal Mileage rate of \$0.58 a mile. Other Township employees will be reimbursed for approved department travel when using their personal vehicle at the 2019 Federal Mileage rate of \$0.58 a mile. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

13. Township Credit Cards: We have three separate credit cards, one for the Road and Bridge director with a line of credit of \$3000.00, one for the Fire Chief with a line of credit of \$3000.00 and one shared between the Trustees with a line of credit of \$3000.00. Beau Miller made a motion to keep the Jerusalem Township credit card limits in place along with the above lines of credit for the Chief, Road and Bridge Director and Trustees. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

14. Vehicle policy: Beau Miller made a motion that we continue the Jerusalem Township vehicle policy (including section 12.10 of the Personnel Policies and Procedures manual pertaining to the use of Township equipment and section 12.3 regarding driving records and safe vehicle operation). Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

15. Compensation for Roads and Bridges Employees: Dave Bench made a motion to increase the Road Superintendent Kevin Chapman and employee Eric Schuffenecker's wages by 1.5% in 2019. Mr. Chapman's 2019 wage per hour will be \$26.40 Mr. Schuffenecker's wage per hour will be \$19.67. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

16. Wage rate for Temporary Help: Beau Miller made a motion that general labor rate of pay for temporary help is to be set at \$12.75 an hour and temporary help with a valid CDL license is set at \$15.00 an hour. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

17. Pay cycle: Beau Miller made a motion to pay Mr. Chapman and Mr. Schuffenecker in a 14 day pay cycle for the 2019 year. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

18. Roads listing – County, Township: Mark Sattler made a motion that the updated listing of Township roads and County roads (Attachment 1) be approved, posted and distributed to Township employees and officers for reference during the 2019 year. Jerusalem Township is responsible for maintenance and repair of those roads designated “Township.” Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

19. Roads and Bridges representation at Township meetings: Mark Sattler made a motion that Mr. Chapman or Mr. Schuffenecker attend each Township Trustee meeting to provide information regarding the maintenance of the township. The individual attending will be compensated 2 hours of pay at time and a half for the meeting attendance. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

20. Zoning Inspector compensation: Mark Sattler made a motion that for the 2019 year, the zoning inspector, Linda Rossler be paid \$ 860.00 per month with an additional hourly wage of \$ 21.50 per hour over 40 hours a month. Seconded by Beau Miller with roll call as follows:

Dave Bench, abstain
Mark Sattler, yes
Beau Miller, yes

Motion carried.

21. Zoning Inspector listing and attendance at Township Trustee meetings: Mark Sattler made a motion stating that the Zoning Inspector is to provide the Trustees with a written listing of all properties for which action is planned or in process. The listing will include two categories: properties identified due to violations of Zoning Regulations (including blight issues) and those properties recommended for acquisition and demolition. Each category is to be ranked in priority order (as assessed by the Zoning Inspector). The intent of the listing is for the Trustees to be aware of the Zoning actions planned or underway so that the Trustees have the opportunity to discuss upcoming actions with the Zoning Inspector as well as support the Zoning Inspector when such actions are implemented. Further, the accumulation of the category of properties recommended for acquisition and demolition will allow the Township to apply for future Land Bank grant(s) to help offset the demolition costs of such properties. This listing is to be provided to the Trustees at least monthly no later than the Friday before the first Board of Trustees meeting of the month (2nd Tuesday). The Zoning Inspector and/or an appointed board representative shall attend each Board of Trustees meeting to provide current information regarding Zoning issues to supplement the listing of issues. Seconded by

Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

22. Mileage rate: Mark Sattler made a motion to reimburse the zoning inspector for personal vehicle mileage at the current Federal Mileage Reimbursement rate. The 2019 Federal Mileage rate is \$0.58 a mile. In addition, the zoning inspector will provide proof of insurance to the Trustees as soon as possible and as requested through the year. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

23. Recreation Director compensation: Dave Bench made a motion to pay the recreational director Mike Skitwoski \$ 850.00 per month for the 2019 year. A monthly report is to be submitted for time tracking purposes. The Recreation director will also be responsible each year for the Township holiday party. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

24. Beau Miller made a motion stating that the Recreation Director and/or an appointed board representative attend the first board of trustees meeting every month to provide current information regarding the recreation board. This motion also confirms the appointment of the following members to the Board of Recreation:

Members, Board of Recreation:

Bob Graham – term expires July, 2019
Jim Measel – term expires July, 2020
Shela Stringham – term expires July, 2020
Cebie Tigermeier – term expires October, 2020
Julie Vincent – term expired – Mike is looking for 1-2 more board members

Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

25. Fire Department compensation: Mark Sattler made a motion to maintain the pay of the fire department and to also keep the rate of pay for fire inspectors performing inspections to \$ 17.20 an hour. The Fire Chief's pay will be \$ 21,930.00 per year, Assistant Chiefs pay will be \$ 18.36 an hour and per credit, Captains pay will be \$ 17.20 an hour and per credit, Lieutenants pay will be \$ 16.06 an hour and per credit, Fire Fighters and EMT's pay will be \$ 14.76 an hour and per credit. Probationary pay will be \$ 12.75 in 2019. General part-time labor pay will be \$ 12.75 an hour. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

26. Fire Department reporting and attendance at Trustee meetings: Beau Miller made a motion that the Fire Chief provide the Trustees with a written report of key statistics each month. The report is to include key statistics for the calendar month and year-to-date. The report is due no later than the Friday before the first Trustee meeting of the month (second Tuesday). The report is not intended to be burdensome but will contain key statistics including, but not limited to:

- The number of EMT calls for the month and YTD
- The number of Fire calls for the month and YTD
- The number of injuries to fire-fighters / EMTs while on-duty
- Information on extraordinary or otherwise noteworthy incidents or occurrences
- Any other information the Fire Chief believes is important to bring to the attention of the Trustees

The Fire Chief or Trustees may identify other relevant information to be added to the report during the year. The Fire Chief, or appointed representative is to attend each Trustee meeting to provide current information regarding fire department business. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

27. Fire Department pay frequency: Beau Miller made a motion to pay the fire department on a quarterly basis for 2019 for those members in Social Security and Medicare. Members covered by OPERS will have to be paid monthly due to new regulations. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

28. Board of Dependents Fund: Beau Miller made a motion to appoint Ben Pfeiffer, along with board members Mark Sattler and Beau Miller, Fire Chief Parasiliti and resident Linda Rossler to the board of dependents fund for the fire department in 2019. Seconded by Mark Sattler with roll call as follows.

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

29. Retirement plans: Mark Sattler made a motion that new Township employees may select OPERS or Social Security/Medicare for their retirement package. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

30. Transient Lodging Taxes: Mark Sattler made a motion to ratify and enforce the 3% Transient Lodging Tax permitted by the 1967 Ohio law and amended by House Bill 94 in 2001. This 3% tax applies to all lodging establishments with guests staying less than 30 days. This includes hotels, motels, lodges, bed & breakfasts and tourist homes. The necessary documents will be provided to all such establishments in our Township and will be available on the Township web site. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

31. Website maintenance: Mark Sattler made a motion that Jerusalem Township continue to use Neon Goldfish (support@neongoldfish.com, KenFranzen@neongoldfish.com) to host and maintain our website for a fee of \$200.00 monthly or \$2,400 annually. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

32. Township Facebook: Beau Miller made a motion that a Township Facebook account be created to facilitate timely communication with township residents who use this medium of communications (50% or more). The Facebook account will use the e-mail address of "info@twp.jerusalem.oh.us" and will be on behalf of all three Trustees and the Fiscal Officer. Each of these four individuals will have access to the account to monitor and respond to concerns as well as to provide timely and relevant information to our residents. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

33. Township monies collected: Mark Sattler made a motion that all monies received by the township employee board members will need to be given to the fiscal officer immediately upon receipt. Bank deposits are to be made no later than the third business day following receipt of money in accordance with the bank institutions normal business hours. Furthermore, the fiscal officer will make available a deposit slip book so that checks can be deposited into the financial institution in a timely fashion in the absence of the fiscal officer. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

34. Annual clothing allowance: Beau Miller made a motion that we allow an annual clothing allowance for Superintendent Kevin Chapman and Eric Schuffenecker in the amount of \$250.00 per person per year. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

35. Hall rental fees: Beau Miller made a motion regarding the hall rental fees for 2019 be \$ 150.00 for residents with a \$ 150.00 refundable damage deposit, \$ 225.00 non-resident with a \$ 225.00 refundable damage deposit, a \$ 100.00 clean up charge if necessary. We will no longer have an alcohol charge. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

36. Hall usage, waived rental fee: Mark Sattler made a motion permitting the hall usage rental fee to be waived for fire department members, retired fire department members, trustees, fiscal officer, recreation director and all township employees and personnel, limited to one time each, per year. However, the clean-up charge (if necessary) is not waived. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried.

37. Cemetery fees: Mark Sattler made a motion to implement the below cemetery fees in 2019:

Township Resident (per grave)	\$200.00
Non-Resident (per grave	\$850.00
Burial (8am to 3 pm) *	\$500.00

Burial (Scheduled prior to 3 pm but extending past 3 pm)	\$100.00 per hour
Burial (Saturday) +	\$650.00
Burial (Sunday and Holiday / Holiday Weekend)	\$1,200.00
Burial of stillborn or infant (less than one year old)	\$200.00
Cremation Burial	\$200.00
Cremation Burial (Saturday) +	\$350.00
Cremation Burial (Sunday and Holiday / Holiday Weekend)	\$550.00
Disinterment	\$1,200.00
Disinterment and Reburial	\$1,500.00
Foundation	\$40.00 per square foot

* No burials can be scheduled after 3 pm

+ No burials can be scheduled after Noon

Holidays include: New Years Eve, New Years Day, MLK Jr. Day, Presidents Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Christmas Eve and Christmas Day

Seconded by Dave Bench with roll call as follows:

Dave Bench, yes

Mark Sattler, yes

Beau Miller, yes

Motion carried.

38. Zoning fees: Beau Miller made a motion to adopt the following Zoning fees for the 2019 year. The motion will also include the lists below of names of Zoning Board and Board of Zoning Appeals members for 2019.

Residential Zoning Permit	\$ 40.00
Commercial Zoning Permit	\$125.00
Deck Permit	\$ 35.00
Demolition Permit – Fill Permit	\$ 35.00
Fence Permit	\$ 35.00
Home Occupation Permit	\$ 35.00
Pool / Pond Permit	\$ 35.00
Sign Permit	\$ 35.00
Condition Use Permit	\$400.00
Appeal for Modification – BZA	\$400.00
Site Plan Review (with advertising)	\$300.00
Zoning Resolution Amendment	\$400.00
Copy costs	\$.10 per page
Zoning Resolution	\$ 6.00
Cutting of Noxious weeds	\$200.00 per hour

Zoning Board members:

Chris Fleitz, term expires 2020

Tim Titgemeyer, term expires 2021

Nancy Downes, term expires 2022

Dean Dickerson, term expires 2023

Brad LaRue, term expires 2024

Jennifer Shepherd, Alternate

Board of Zoning Appeals members:

Jim Barron, term expires 2020

Butch Berger, term expires 2021

Richard Carsten, term expires 2022

Barb Gall, term expires 2023

Sandra Pegler, term expires 2024

Jason Box, Alternate

Seconded by Dave Bench with roll call as follows:

Dave Bench, yes

Mark Sattler, yes

Beau Miller, yes

Motion carried.

39. Compensation for members of boards: Beau Miller made a motion to compensate yearly, members of the recreation board, audit committee, board of zoning appeals and zoning board at a rate of \$ 30.00 per each meeting attended in the 2019 year. Seconded by Dave Bench with roll call as follows

Dave Bench, yes

Mark Sattler, yes

Beau Miller, yes

Motion carried.

40. Submission of bills and invoices for payment: Mark Sattler made a motion stating that in order for payments to be made on time, all invoices need to be provided to the fiscal officer by the Sunday prior to the regular scheduled meeting. Checks will be reviewed, approved, and signed by the Trustees at each regular scheduled meeting and at any other time to be determined by the Fiscal Officer.

Seconded by Dave Bench with roll call as follows:

Dave Bench, yes

Mark Sattler, yes

Beau Miller, yes

Motion carried.

41. Purchase order limits: Mark Sattler made a motion to set a \$7,500.00 limit on regular blanket purchase orders for the 2019 year. Super blanket purchase orders limit will be \$25,000.00. Seconded by Dave Bench with roll call as follows:

Mark Sattler, yes
Beau Miller, yes

Motion carried.

42. Temporary appropriations: Mark Sattler made a motion to approve the temporary appropriations for 2019 in the amount of \$ 325,000.00 in order to begin the year. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

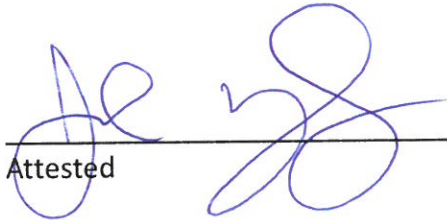
Motion carried.

43. Permanent appropriations: The approval of permanent appropriations will be no later than March 1, 2019. These appropriations will be presented to the Trustees and Directors prior to approval.


With no further business before the Board, Mark Sattler made a motion to adjourn today's Re-Organizational meeting. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Mark Sattler, yes
Beau Miller, yes

Motion carried at 8:35 p.m.



Attested



Approved



Jerusalem Township Board of Trustees Organizational Meeting
Held on January 3, 2019

Attachment 1 Township Roads

1st	Greenwood	Reynolds	Yoder
2nd	Henry	Rialto	
Allegan	Ingraham	Roberta	
Alzale	LaFontaine	Sacks	
Anchor Point	Lagoon	Short	
Bayonne	Lakemore	Standart	
Beach Park	Lakeway	Stange	
		Suzanne	
Beach View	Lake Park	Place	
Bono	Lorenzen	Temple	
Bordeaux	Main	Toulan	
Bunting	Marais	Tower View	
	Martin		
Burns	Williston	Turnau	
Canal	North	Van Dyke	
Cedar Brown	Northway	Veler	
Club House	Opfer Lentz	Wallace	
Coffee	Park Colony	Walter	
Dier	Pavillion	Water	
Donovan	Platt	Waterway	
East	Rachel	West	
Galibrath	Reubens	Westmore	

Brown from Nissen to Turnau

Corduroy from Howard to Van Dyke

Howard from Corduroy to Lakeway

Yondota from Corduroy to Northern terminis