



Jerusalem Township Board of Trustees 2020 Organizational Meeting
Held on December 30, 2019

The Board of Trustees of Jerusalem Township met in non-regular session to hold the annual organizational meeting on the above date at 6:15 p.m. in the Office of the Trustees, 9501 Jerusalem Road, Curtice, Ohio 43412

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

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

1. Nomination for Chairman: Nominations are now open on the floor for the position of chairman for the Jerusalem Township Trustees for 2020. Dave Bench nominated Mark Sattler to serve as chairman of the Jerusalem Township Trustees. Beau Miller seconded the motion with roll call as follows:

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

Motion carried.

Mark Sattler now has taken over the meeting as the newly elected Chairman.

2. Nomination for Vice-Chairman: The nominations are now open for vice-chairman for the board of trustees for 2020. Beau Miller nominated Dave Bench. Mark Sattler seconded the motion, with roll call as follows:

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

Motion carried.

3. Meeting schedule: Mark Sattler 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. Dave Bench made the motion to approve the proposed meeting schedule. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

4. Meeting procedures. Beau Miller made a motion that in 2020, 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 Dave Bench with roll call as follows:

Mark Sattler, yes
Dave Bench, 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 as committee members on these boards. In addition, Mark Sattler will review our Township website periodically to ensure it is current. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

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

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

Motion carried.

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

Mark Sattler, yes
Dave Bench, yes

Beau Miller, yes

Motion carried.

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

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

Motion carried.

9. Allocation of compensation method for Trustees and Fiscal Officer: Beau Miller made a motion to adopt the resolution determining that the Trustees and the Fiscal Officers allocation of compensation for 2020 will be made by the percentage method. Seconded by Dave Bench with roll call as follows:

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

Motion carried.

10. Salaries for Trustees and Fiscal Officer: Beau Miller 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:

Mark Sattler, yes
Dave Bench, 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. Dave Bench 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 Beau Miller with roll call as follows:

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

Motion carried.

12. Purchasing Policy: Beau Miller made a motion that we continue the Jerusalem Township purchasing policy. Seconded by Dave Bench with roll call as follows:

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

Motion carried.

13. Travel Policy: Dave Bench 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. The Seconded by Beau Miller with roll call as follows:

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

Motion carried.

14. 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 policy 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:

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

Motion carried.

15. Vehicle policy: Dave Bench 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). All employees will provide a copy of their driver's license and proof of insurance. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

16. Compensation for Roads and Bridges Employees: Dave Bench made a motion to increase the Road

Superintendent Kevin Chapman and employee Eric Schuffenecker wages by 1.5% in 2020. Mr. Chapman's 2020 wage per hour will be \$26.80 (26.40 in 2019) and Mr. Schuffenecker's wage per hour will be \$19.97 (\$19.67 in 2019). Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

17. 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:

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

Motion carried.

18. Pay cycle: Dave Bench made a motion to pay Mr. Chapman and Mr. Schuffenecker in a 14 day pay cycle for the 2020 year. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

19. Roads listing – County, Township: Beau Miller 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 2020 year. Jerusalem Township is responsible for maintenance and repair of those roads designated "Township." Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

20. Roads and Bridges representation at Township meetings: Dave Bench 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 Beau Miller with roll call as follows:

Mark Sattler, yes

Dave Bench, yes
Beau Miller, yes

Motion carried.

21. Zoning Inspector compensation: Beau Miller made a motion that for the 2020 year, the zoning inspector, Linda Rossler be paid \$850.00 per month with an additional hourly wage of \$21.50 per hour over 40 hours a month. Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

22. Zoning Inspector listing and attendance at Township Trustee meetings: Beau Miller 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 can 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 Mark Sattler with roll call as follows:

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

Motion carried.

23. Mileage rate: Beau Miller 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. The 2020 rate has not yet been announced but is expected to be very close to the current 2019 rate. 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 Mark Sattler with roll call as follows:

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

Motion carried.

24. Recreation Director compensation: Dave Bench made a motion to pay the recreational director Mike Skitwoski \$850.00 per month for the 2020 year. A monthly report is to be submitted for time tracking purposes. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

25. 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, 2020
Jim Measel – term expires December, 2020
Cebie Titgemeyer – term expires October, 2020 (alternate)
Shela Stringham – term expires July, 2021
Val Hinojosa – term expires March, 2023

Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

26. Fire Department compensation: Beau Miller made a motion to increase the pay of the fire department members by 2%. Fire Chief's pay will be \$1864.05 each month, Assistant Chiefs pay will be \$18.72 per hour and per credit, Captains pay will be \$17.54 per hour and per credit, Lieutenant and Engineer pay will be \$16.38 per hour and per credit, Fire Fighters and EMT's pay will be \$15.06 per hour and per credit. Probationary pay will be \$12.75. General part-time labor pay will be \$12.75 per hour and per credit. Fire Inspectors pay will be \$17.54 per hour. Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

27. Responsibility for Human Resource actions for Fire Department: Beau Miller made a motion to clarify and confirm authority for human resource actions affecting the Fire Department in 2020. Township Trustees retain authority to hire, promote, discipline with written reprimand, discipline with suspension, demote, and terminate Fire Department personnel. These actions are taken only upon recommendation from the Fire Chief and approval by a majority of the Trustees. The Fire Chief has authority to discipline with a verbal reprimand, but all other actions require approval of the Township Trustees. Seconded by Dave Bench with roll call as follows:

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

Motion carried.

28. Fire Department probation, issuing of turn-out equipment: Dave Bench made a motion that, for personal safety and expense management reasons, the following guidelines be continued for the Fire Department:

- New recruits will attend classes required for their EMT and Fire training on their own time. However, upon completing their EMT training and receiving their EMT card, they will be paid a lump sum stipend of \$400.00 Upon completing their 36-hour Fire training and receiving their fire card, they will be paid a lump sum stipend of \$100.00
- Each new Fire Department recruit is to complete their EMT training and Fire training within 18 months of joining the Fire Department. Until they have completed both EMT and Fire training, the recruit shall remain in probationary status.
- The JTFD will not purchase and issue fitted turn-out gear and class A uniforms to recruits in probationary status. Probationary recruits will be issued loaned or leased turn-out gear and probationary uniforms.
- Probationary recruits will not respond independently to any fire or EMT runs. If they are asked to respond, they will accompany an experienced preceptor.

Seconded by Beau Miller with roll call as follows:

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

Motion carried.

29. 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:

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

Motion carried.

30. Fire Department pay frequency: Dave Bench made a motion to pay the fire department on a quarterly basis for credit pay and monthly for hourly pay. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

31. Board of Dependents Fund: Mark Sattler made a motion to appoint Ben Pfeiffer and Mark Sattler along with Chief Parasiliti and resident Sandra Lytten to the board of dependents fund for the fire department in 2020. Seconded by Dave Bench with roll call as follows.

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

Motion carried.

32. Retirement plans: Beau Miller 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:

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

Motion carried.

33. Transient Lodging Taxes: Beau Miller 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:

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

Motion carried.

34. Website maintenance: Dave Bench 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 Beau Miller with roll call as follows:

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

Motion carried.

35. Township monies collected: Dave Bench 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 Beau Miller with roll call as follows:

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

Motion carried.

36. Annual clothing allowance: Dave Bench 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. No clothing allowance is necessary for part-time workers. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

37. Hall rental fees: Beau Miller made a motion regarding the hall rental fees for 2020 remain the same as 2019: \$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. Seconded by Dave Bench with roll call as follows:

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

Motion carried.

38. Hall usage, waived rental fee: Dave Bench 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 alcohol charge and the clean-up charge (if necessary) are not waived. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

39. Cemetery fees: Beau Miller made a motion to maintain the same cemetery fees in 2020 as 2019 and that also Sunday and Holiday Burials are no longer available starting in 2020:

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, Holiday / Holiday Weekend)	Not Available
Burial of stillborn or infant (less than one year old)	\$200.00
Cremation Burial	\$200.00
Cremation Burial (Saturday) +	\$350.00
Cremation Burial (Sunday, Holiday / Holiday Weekend)	Not Available
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:

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

Motion carried.

40. Zoning fees: Dave Bench made a motion to adopt the following Zoning fees for the 2020 year. Fees are unchanged from 2019 except that a “Conveyance Fee” has been implemented. The motion will also include the lists below of names of Zoning Board and Board of Zoning Appeals members for 2020.

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
Conveyance Fee	\$320.00
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 2021
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 2025
Butch Berger, term expires 2021
Richard Carstensen, term expires 2022
Barb Gall, term expires 2023

Sandra Pegler, term expires 2024
Jason Box, Alternate

Seconded by Mark Sattler with roll call as follows:

Mark Sattler, yes
Dave Bench, yes
Beau Miller, no

Motion carried.

41. Compensation for members of boards: Beau Miller made a motion to compensate quarterly, 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 2020 year. Seconded by Dave Bench with roll call as follows:

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

Motion carried.

42. Submission of bills and invoices for payment: Dave Bench 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 Beau Miller with roll call as follows:

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

Motion carried.

43. Purchase order limits: Dave Bench made a motion to set a \$7,500.00 limit on regular blanket purchase orders for the 2020 year. Super blanket purchase orders limit will be \$25,000.00. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

44. Public Records Requests: Dave Bench made a motion to set the following reasonable fees to cover township costs for public records requests:

Paper copy costs: \$ 0.10 per page
Audio CD recording: \$10.00 per audio CD

Seconded by Beau Miller with roll call as follows:

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

Motion carried.

45. Temporary appropriations: Dave Bench made a motion to approve the temporary appropriations for 2020 in the amount of \$400,000.00 in order to begin the year. Seconded by Beau Miller with roll call as follows:

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

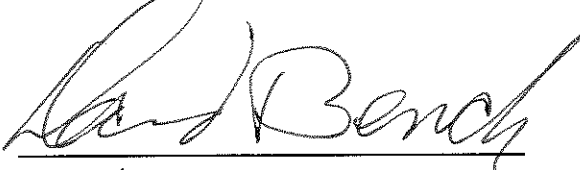
Motion carried.

46. Permanent appropriations: The approval of permanent appropriations will be no later than March 1, 2020. These appropriations will be presented to the Trustees and Directors prior to approval.

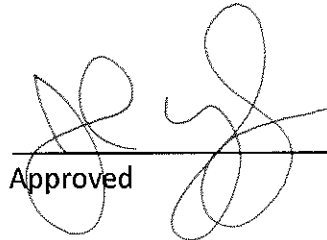
With no further business before the Board, Dave Bench made a motion to adjourn today's Re-Organizational meeting. Seconded by Beau Miller with roll call as follows:

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

Motion carried. Meeting Adjourned at 7:30 p.m.



Attested



Approved

Township Roads - 2020

1st Street

2nd Street

Allegan

Alzale

Anchor Point Road

Arquette *

Bayonne Drive

Beach Park Drive

Beach View

Brown from Nissen to Turnau

Bono

Bordeaux Drive

Bunting

Burns Drive

Canal Ave.

Cedar Brown

Club House

Coffee

Corduroy from Howard to Van Dyke

Dier

Donovan

East Ave.

Galibrath

Grant

Greenwood Ave.

Henry

Howard from Corduroy to Lakeway

Ingraham

LaFontaine

Lagoon

Lakemore

Lakeway

Lake Park

Lorenzen

Main

Marais

Martin Williston

Northway

~~Offer~~ Lentz

Ottawa - Lucas

Park Colony Blvd

~~Pavillion~~

Platt

Rachel

~~Reubens~~

Reynolds

Rialto

Roberta

Sacks

Short

~~Standart~~

~~Stange~~

Suzanne Place

Temple

~~Toujan~~

Tower View

~~Tumau~~

Van Dyke

Veler

Wallace

Walter Ave.

Water

Waterway

West

~~Westmore~~

Yoder

Yondata from Corduroy to Northern terminus

* Arquette is owned by Jerusalem Township but the grass is mowed and the roads are plowed by the Lucas County Engineers.