



Jerusalem Township Board of Trustees 2021 Organizational Meeting
Held on December 29, 2020

The Board of Trustees of Jerusalem Township met in non-regular session to hold the annual organizational meeting on the above date at 2:00 p.m. virtual via Zoom.

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

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

1. Nomination for Chairman: Nominations are now open on the floor for the position of chairman for the Jerusalem Township Trustees for 2021. Beau Miller nominated Dave Bench to serve as chairman of the Jerusalem Township Trustees. Mark Sattler seconded the motion with roll call as follows:

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

Motion carried.

2. Nomination for Vice-Chairman: The nominations are now open for vice-chairman for the board of trustees for 2021. Dave Bench nominated Beau Miller. Mark Sattler seconded the motion, with roll call as follows:

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

Motion carried.

3. Meeting schedule: Dave Bench 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 Beau Miller with roll call as follows:

Dave Bench, yes
Mark Sattler, yes

Beau Miller, yes

Motion carried.

4. Meeting procedures. Dave Bench made a motion that in 2021, 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 Mark Sattler with roll call as follows:

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

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

Motion carried.

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

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

Motion carried.

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

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

Motion carried.

8. Audit Committee: Dave Bench made a motion to retain Mr. Bench, Joel Moszkowicz and Katie Larson on the Audit Committee. Additional members may be added in the future. Seconded by Mark Sattler with roll call as follows:

Dave Bench, yes

Mark Sattler, yes
Beau Miller, yes

Motion carried.

9. Allocation of compensation method for Trustees and Fiscal Officer: Dave Bench made a motion to adopt the resolution determining that the Trustees and the Fiscal Officers allocation of compensation for 2021 will be made by the percentage method. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

10. Salaries for Trustees and Fiscal Officer: Dave Bench 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 Mark Sattler with roll call as follows:

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

Motion carried.

11. Health benefits: The Chairman stated that the next motion will authorize the payment of medical, dental, vision and life insurance. Beau Miller 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 5,000/10,000. 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 Mark Sattler with roll call as follows:

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

Motion carried.

12. Purchasing Policy: Beau Miller made a motion that we continue the Jerusalem Township purchasing policy and that Department Heads can authorize expenditures up to \$3000.00 on their own authority. Any expenditure over this amount must be approved by a majority of the Trustees in a Regular or Special meeting. Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

13. Travel Policy: Beau Miller 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 2020 Federal Mileage rate of \$0.575 a mile. The Seconded by Dave Bench with roll call as follows:

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

Motion carried.

15. 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.

16. Compensation for Roads and Bridges Employees: Beau Miller made a motion to increase the Road Superintendent Kevin Chapman and employee Eric Schuffenecker wages by 3% in 2021. Mr. Chapman's 2021 wage per hour will be \$ 27.60 and Mr. Schuffenecker's wage per hour will be \$ 20.57. Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

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

Dave Bench, yes
Mark Sattler, yes

Beau Miller, yes

Motion carried.

18. Pay cycle: Mark Sattler made a motion to pay Mr. Chapman and Mr. Schuffenecker in a 14 day pay cycle for the 2021 year. Seconded by Dave Bench with roll call as follows:

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

Motion carried.

19. Roads listing – County, Township: Mark Sattler made a motion that the updated listing of Township roads and County roads (attachment at end of notes) be approved, posted and distributed to Township employees and officers for reference during the 2021 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
Beau Miller, yes
Mark Sattler, yes

Motion carried.

20. Roads and Bridges representation at Township meetings: Mark Sattler made a motion that Mr. Chapman or Mr. Schuffenecker attend Township Trustee meetings to provide information regarding the maintenance of the township. The department head or chairman of the board of trustees has discretion over when to attend. 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:

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

Motion carried.

21. Zoning Inspector compensation: Beau Miller made a motion that for the 2021 year, the zoning inspector, Linda Rossler be paid \$885.80 per month with an additional hourly wage of \$22.14 per hour over 40 hours a month. Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

22. 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 Board of Trustees meetings to provide current information regarding Zoning issues to supplement the listing of issues. The department head or chairman of the board of trustees has discretion over when to attend. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

23. Mileage rate: Mark Sattler made a motion to reimburse the zoning inspector for personal vehicle mileage at the current Federal Mileage Reimbursement rate. The 2020 Federal Mileage rate is \$0.575 a mile. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

24. Recreation Director compensation: Mark Sattler made a motion to pay the recreational director Mike Skitwoski \$850.00 per month. In addition to normal duties, the recreation director will be asked to help with mowing the Rec fields as part of the review of future job responsibilities in 2022. A monthly report is to be submitted for time tracking purposes. Seconded by Dave Bench with roll call as follows:

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

Motion carried.

25. Mark Sattler made a motion stating that the Recreation Director and/or an appointed board representative attend at least one 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 January 1, 2021

Jim Measel – term expires January 1, 2021

Cebie Titgemyer – term expires January 1, 2021
Shela Stringham – term expires January 1, 2022
Val Hinojosa – term expires January 1, 2024

Seconded by Beau Miller with roll call as follows:

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

Motion carried.

26. Fire Department compensation: Dave Bench made a motion to confirm the pay of the fire department members. The Fire Chief's pay will be \$1,864.05 a 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 Inspector's pay will be \$17.54. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

27. Responsibility for Human Resource actions for Fire Department: Dave Bench made a motion to clarify and confirm authority for human resource actions affecting the Fire Department in 2021. 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 Mark Sattler with roll call as follows:

Beau Miller, yes
Dave Bench, yes
Mark Sattler, 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 implemented for the Fire Department:

- Each new Fire Department recruit is to complete their EMT training and obtain their card before beginning their Fire training.
- 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 Fire training and receiving their fire card, they will be paid a lump sum stipend of \$400.00 for Fire One certification and \$100.00 for 36 Hour Fire Certification.

- 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:

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

Motion carried.

29. Fire Department reporting and attendance at Trustee meetings: Mark Sattler 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 Trustee meetings to provide current information regarding fire department business. The department head or chairman of the board of trustees has discretion over when to attend. Seconded by Dave Bench with roll call as follows:

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

Motion carried.

30. Fire Department pay frequency: Mark Sattler made a motion to pay the fire department on a quarterly basis for 2021 for those members in Social Security and Medicare.

Seconded by Dave Bench with roll call as follows:

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

Motion carried.

31. Board of Dependents Fund: Mark Sattler made a motion to appoint Ben Pfeiffer, Mark Sattler along with Chief Parasiliti and resident Sandra Lytten to the board of dependents fund for the fire department in 2021. Seconded by Dave Bench with roll call as follows.

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

Motion carried.

32. 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.

33. 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. Consistent with ORC 5739.091 this also includes establishments in which fewer than five (5) rooms are used for the accommodation of guests. The necessary documents will be provided to all such establishments in our Township and are available on the Township web site. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Dave Bench, yes

Motion carried.

34. 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:

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

Motion carried.

35. Healthcare Cost Share: Beau Miller made a motion to enact per pay period employee contributions for those employees who take healthcare through the Township. This would include \$25.00 for an individual / \$50.00 family bi-weekly or \$50.00 individual / \$100.00 family monthly. Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

36. 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:

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

Motion carried.

37. 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 \$300.00 per person per year. No clothing allowance is necessary for part-time workers. Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

38. Hall rental fees: Dave Bench made a motion regarding the hall rental fees for 2021 as follows: \$150.00 for residents with a \$150.00 refundable damage deposit, \$250.00 non-resident with a \$250.00 refundable damage deposit, a \$100.00 clean-up charge if necessary. Seconded by Beau Miller with roll call as follows:

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

Motion carried.

39. 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 Mark Sattler with roll call as follows:

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

Motion carried.

40. Cemetery fees: Dave Bench made a motion to maintain the same cemetery fees in 2021 as 2020. Sunday and Holiday Burials are no longer available:

Township Resident (per grave)	\$200.00
Non-Resident (per grave)	\$1000.00
Burial (8am to 3 pm) *	\$700.00
Burial (Scheduled prior to 3 pm but extending past 3 pm)	\$100.00 per hour
Burial (Saturday) +	\$1200.00
Burial (Sunday, Holiday / Holiday Weekend)	Not Available
Burial of stillborn or infant (less than one year old)	\$200.00
Cremation Burial	\$250.00
Cremation Burial (Saturday) +	\$500.00
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 on Saturday

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 Beau Miller with roll call as follows:

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

Motion carried.

41. Zoning fees: Dave Bench made a motion to adopt the following Zoning fees for the 2021 year. The motion will also include the lists below of names of Zoning Board and Board of Zoning Appeals members for 2021.

Residential Zoning Permit	\$ 50.00
Commercial Zoning Permit	\$150.00
Deck Permit	\$ 40.00
Demolition Permit – Fill Permit	\$ 40.00
Fence Permit	\$ 40.00
Home Occupation Permit	\$ 40.00
Pool / Pond Permit	\$ 40.00
Sign Permit	\$ 40.00
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 b/w
	\$.25 per page color
Zoning Resolution	\$ 6.00
Cutting of Noxious weeds	\$200.00 per hour (2 hour minimum)
Nuisance Abatement	\$200.00 per hour (2 hour minimum)

Zoning Board members:

Chris Fleitz, term expires January 1, 2021
 Tim Titgemeyer, term expires January 1, 2022
 Nancy Downes, term expires January 1, 2023
 Dean Dickerson, term expires January 1, 2024
 Brad LaRue, term expires January 1, 2025
 Jennifer Shepherd, Alternate

Board of Zoning Appeals members:

Jim Barron, term expires January 1, 2021
 Butch Berger, term expires January 1, 2022
 Richard Carsten, term expires January 1, 2023
 Barb Gall, term expires January 1, 2024
 Sandra Pegler, term expires January 1, 2025
 Jason Box, Alternate

Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

42. Compensation for members of boards: Dave Bench made a motion to compensate annually, 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 2021 year. Seconded by Beau Miller with roll call as follows

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

Motion carried.

43. 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 Mark Sattler with roll call as follows:

Beau Miller yes
Dave Bench, yes
Mark Sattler, yes

Motion carried.

44. Purchase order limits: Dave Bench made a motion to set a \$7,500.00 limit on regular blanket purchase orders for the 2021 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.

45. 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 b/w
Paper copy costs: \$ 0.25 per page color
Audio CD recording: \$10.00 per audio CD

Seconded by Mark Sattler with roll call as follows:

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

Motion carried.

46. Temporary appropriations: Dave Bench made a motion to approve the temporary appropriations for 2021 in the amount of \$ 500.00.00 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.

47. Permanent appropriations: The approval of permanent appropriations will be no later than March 1, 2021. 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:

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

Motion carried at 4:26 p.m.

