



Jerusalem Township Board of Trustees 2025 Organizational Meeting
Held on January 3, 2025

The Board of Trustees of Jerusalem Township met in non-regular session to hold the annual organizational meeting on the above date at 4:00 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
Alex Lytten, present

1. Nomination for Chairman: Nominations are now open on the floor for the position of chairman for the Jerusalem Township Trustees for 2025. Beau Miller nominated Alex Lytten to serve as chairman of the Jerusalem Township Trustees.

Dave Bench seconded the motion with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

2. Nomination for Vice-Chairman: The nominations are now open for vice-chairman for the board of trustees for 2025. Dave Bench nominated Beau Miller .

Alex Lytten seconded the motion, with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

3. Meeting schedule: Alex Lytten took over the meeting and said that a motion was needed to keep the regular scheduled meetings of the board of trustees on the 2nd and 4th Tuesdays of the month and a start time of 7:00 p.m. Beau Miller made the motion to approve the proposed meeting schedule. Seconded by Dave Bench with role call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried .

4. Meeting procedures. Alex Lytten made a motion that in 2025, 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:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

5. Permanent appropriations: Alex Lytten made a motion to approve the permanent appropriations for 2025 in the following funds in order to begin the 2025 year.

<u>Fund Name</u>	<u>Fund Number</u>	<u>Amount</u>
General	1000	\$510,050.00
Motor Vehicle	2011	\$20,000.00
Gasoline Tax	2021	\$237,000.00
Road and Bridge	2031	\$314,000.00
Cemetery	2041	\$34,750.00
Fire	2191	\$861,000.00
Recreation	2192	\$67,300.00
Permissive Motor Vehicle	2231	\$57,000.00
Curtice Lighting	2401	\$1,500.00
Bono Lighting	2402	\$1,100.00
Garbage Assessment	2901	\$150,000.00

Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

6. Duties and responsibilities: Alex Lytten made a motion that Gary Allen will be responsible for hall rentals and the recreation department, Beau Miller will head up the cemetery, Dave Bench will head roads and bridges, Alex Lytten will head up digital sign operation, and trustee board members will serve as committee members on these boards. In addition, Rob Gearhart will review our Township website periodically to ensure it is current. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

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

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

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

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

9. Audit Committee: Dave Bench made a motion to retain David Bench, Joel Moszkowicz, and Katie Larson on the Audit Committee. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

10. Allocation of compensation method for Trustees and Fiscal Officer: Alex Lytten made a motion to adopt the resolution determining that the Trustees and the Fiscal Officers allocation of compensation for 2025 will be made by the percentage method. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

11. Salaries for Trustees and Fiscal Officer: Alex Lytten 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
Beau Miller, yes
Alex Lytten, yes

Motion carried.

12. Health benefits: The Chairman stated that the next motion will authorize the payment of medical, dental, vision and life insurance. Alex Lytten 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 Spouse 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 Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

13. Purchasing Policy:

Fire Chief, Road & Bridge Superintendent, Rec Director and Trustee's are able to authorize expenditures up to \$3,000.00 on their own authority.

Any expenditure over \$3,000.00 and under \$5,000.00 are required to have a purchase order produced by the fiscal officer and signed by at least two Trustee's and the Fiscal officer PRIOR to the expenditures.

Any Expenditure \$5,000.00 and greater is required to have approval from the Trustee's at either a regular or special public meeting PRIOR to the expenditure. And have a purchase order produced by the Fiscal officer and signed by two Trustee's and the Fiscal officer.

- Exceptions -

Some expenditures such as Utilities, insurance, fuel and other expenses deemed by the Fiscal officer To keep the Township running may not be required to have board approval but are required to have purchase orders created and signed by at least two Trustee's and the Fiscal officer.

- Emergencies -

Fire Chief, Road & Bridge Superintendent, Rec Director can contact the appropriate Trustee over their department and request an expenditure over \$3,000.00 in emergency situations. However, what constitutes an emergency is decided by the Trustee over that department or the Trustee's discretion.

ADOPTED: June 25, 2024 Board of Trustees

Alex Lytten made a motion that we continue the Jerusalem Township purchasing policy. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

14. Travel Policy: Alex Lytten 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 and employees using their personal vehicles for Township business (outside the Township) will be reimbursed at the 2025 Federal Mileage rate of \$0.70 a mile and be able to provide proof of insurance. This will be paid as a payment not as wage. The Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

15. 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. Alex Lytten 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:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

16. Vehicle policy: Alex Lytten 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 Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

17. Compensation for Roads and Bridges Employees: Alex Lytten made a motion for the continuation of Road Superintendent Kevin Chapman and employee Eric Schuffenecker wages from the 2024 fiscal year. Mr. Chapman's 2025 wage per hour will be \$30.43 and Mr. Schuffenecker's wage per hour will be \$22.68. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

18. Wage rate for Temporary Help (General Labor): Alex Lytten made a motion that general labor rate of pay for temporary help is to be set at \$16.50 and temporary help with a valid CDL license is set at \$20.00. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

19. Pay cycle: Alex Lytten made a motion to pay Mr. Chapman and Mr. Schuffenecker in a 14 day pay cycle for the 2025 year. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

20. Roads listing – County, Township: Alex Lytten made a motion that the updated listing of Township

roads and County roads be approved, posted and distributed to Township employees and officers for reference during the 2025 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
Alex Lytten, yes

Motion carried.

21. Roads and Bridges representation at Township meetings: Alex Lytten made a motion that Mr. Chapman or Mr. Schuffenecker attend one Township Trustee meeting a month, 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:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

22. Zoning Inspector compensation: Alex Lytten made a motion that for the 2025 year, the zoning inspector, be paid \$930.41 per month with an additional hourly wage of \$23.26 per hour over 40 hours a month. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

23. Zoning Inspector listing and attendance at Township Trustee meetings: Alex Lytten 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. 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 at least one Board of Trustees meeting per month to provide current information regarding Zoning issues to supplement the listing of issues. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

24. Administrative Assistant Compensation: Alex Lytten made a motion that the administrative assistant rate of pay for 2025 to be \$20.40 not to exceed 8 hours per week. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

25. Recreation Director compensation: Alex Lytten made a motion to pay the recreational director \$867.09 per month for the 2025 year. The Recreation Director and/or an appointed board representative, shall attend at least one Board of Trustees meetings per month to provide current information regarding the recreation board. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

26. Recreation board members: Vivian Stuller is seeking a term renewal. Jim Measel has stepped down. Andrea Coughlin would like to replace Jim Measel. Alex Lytten made a motion to confirm the appointment of the following members to the Board of Recreation:

Members, Board of Recreation:

Val Hinojosa - term expires December 31, 2027

Vivian Stuller - term expires December 31, 2028

Shela Stringham – term expires December 31, 2025

Jim Wolfe II - term expires December 31, 2025

Andrea Coughlin - term expires December 31, 2026

Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

27. Fire Department compensation: Alex Lytten made a motion to keep the pay of the fire department members the rate of \$17.01 per credit, fire inspectors performing inspections at \$19.16 an hour. The Fire Chief's pay will be \$2,145.82 a month, Assistant Chiefs pay will be \$20.44 per hour and per credit, Captains pay will be \$19.16 per credit, Lieutenant and Engineer pay will be \$17.90 per credit. Probationary pay will be \$15.45 per credit. General part-time labor pay will be \$16.50 per hour. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

28. Responsibility for Human Resource actions for Fire Department: Alex Lytten made a motion to clarify and confirm authority for human resource actions affecting the Fire Department in 2025. 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:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

29. Fire Department probation, issuing of turn-out equipment: Alex Lytten 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 Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

30. 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
Beau Miller, yes
Alex Lytten, yes

Motion carried.

31. Fire Department pay frequency: Beau Miller made a motion to pay the fire department on a quarterly basis for calls and meeting attendance. The fire department will be paid monthly for hourly work. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

32. Board of Dependents Fund: Beau Miller made a motion to appoint Firefighter Kevin Chapman, and

Trustee Beau Miller along with Chief Parasiliti and resident Anna Buschmann to the board of dependents fund for the fire department in 2025. Seconded by Alex Lytten with roll call as follows.

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

33. Retirement plans: Alex Lytten made a motion that new Township employees may select OPERS or Social Security/Medicare for their retirement package. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

34. Transient Lodging Taxes: Alex Lytten 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 will be available on the Township web site. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

35. Township monies collected: Alex Lytten 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 in a timely manner. 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:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

36. Annual clothing allowance: Alex Lytten made a motion that we allow an annual clothing allowance

for Superintendent Kevin Chapman and Eric Schuffenecker in the amount of \$350.00 per person per year. No clothing allowance is necessary for part-time workers. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

37. Hall rental fees: Dave Bench made a motion regarding the hall rental fees for 2025: \$150.00 for residents plus a \$150.00 refundable damage deposit. A fee of \$400.00 for non-resident plus a \$350.00 refundable damage deposit. There is a clean up charge if necessary in the amount of \$100.00. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

38. Hall usage, waived rental fee: Alex Lytten 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 Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

39. Cemetery fees: Alex Lytten made a motion to maintain the same cemetery fees in 2025 as 2024. Sunday and Holiday Burials are no longer available:

Township Resident (per grave)	\$200.00
Non-Resident (per grave)	\$ 1,400.00
Burial (8am to 3 pm) *	\$700.00
Burial (Scheduled prior to 3 pm but extending past 3 pm)	\$ 200.00 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	\$ 1,500.00

Disinterment and Reburial \$ 2,000.00
Foundation \$ 50.00 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, Juneteenth, Christmas Eve and Christmas Day

Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

40. Zoning fees: Alex Lytten made a motion to adopt the following Zoning fees for the 2025 year.

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 of Use Permit	\$ 400.00
Appeal for Modification – BZA (Residential)	\$ 300.00
Appeal for Modification - BZA (Commercial)	\$500.00
Site Plan Review (with advertising)	\$300.00
Zoning Resolution Amendment	\$400.00
Copy costs	\$0.10 per page
Zoning Resolution	\$ 6.00
Cutting of Noxious weeds	\$ 250.00 per hour (2 hour minimum)
Nuisance Abatement	\$ 250.00 per hour (2 hour minimum)

Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

41. Zoning Commission and Board of Zoning Appeals confirmation of appointments: _____
made a motion to confirm the appointment of the following members of the Zoning Commission and Board of Zoning Appeals for 2025:

Zoning Commission members:

- Scott Henegar, term expires 2029
- Terry Bourdo, term expires 2029
- Tim Titgemeyer, term expires 2026
- James Boothby, term expires 2027
- Jennifer Shepherd, term expires 2028
- Dan Fehn, Alternate, term expires 2029
- Vacancies, Alternate, term expires 2025

All terms expire January 1

Board of Zoning Appeals members:

- Sandra Pegler, term expires 2029
- Butch Berger, term expires 2026
- Jason Box, term expires 2027
- Frank Ulrich, term expires 2028
- Terry Reiff, term expires 2025
- Joe Verb, Alternate, term expires 2029
- Gary Deal, Alternate, term expires 2029

All Terms expire January 1

Seconded by Dave Bench with roll call as follows:

- Dave Bench, yes
- Beau Miller, yes
- Alex Lytten, yes

Motion carried.

42. Compensation for members of boards: Alex Lytten made a motion to compensate annually, members of the recreation board, audit committee, board of zoning appeals and zoning commission at a rate of \$30.00 per each meeting attended in the 2025 year. Seconded by Beau Miller with roll call as follows

- Dave Bench, yes
- Beau Miller, yes
- Alex Lytten, yes

Motion carried.

43. Submission of bills and invoices for payment: Alex Lytten 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:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

44. Purchase order limits: Alex Lytten made a motion to set a \$10,000.00 limit on regular blanket purchase orders for the 2025 year. Super blanket purchase orders limit will be \$40,000.00. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

45. Public Records Requests: Alex Lytten 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 - Note: if the copy fees for a request total less than \$1.00, copy fees are waived.
Paper copy costs:	\$ 0.25 per page color - Note: if the copy fees for a request total less than \$1.00, copy fees are waived
Audio CD recording:	\$ 10.00 per flash drive

Seconded by Dave Bench with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

46. GETS System: The Trustees would like to appoint Alex Lytten to serve as the Point of Contact with the Department of Homeland Security for the Government Emergency telecommunications System for the subsequent year. The point of contact will be responsible for submitting any updates (changes in designated individuals, cell phone numbers or carriers) to the Department of Homeland Security. Alex Lytten made a motion to approve, seconded by Beau Miller with roll call as follows:

Dave Bench, yes

Beau Miller, yes

Motion carried.

Alex Lytten, yes

47. Everbridge Alert System: The Trustees would like to appoint Alex Lytten and Robert Gearhart with primary responsibility for putting our text message civic alerts on the Wireless Emergency Network System and the other Trustees will have back-up responsibility and privileges.

Alex Lytten made a motion to approve, seconded by Beau Miller with roll call as follows:

Dave Bench, yes

Beau Miller, yes

Alex Lytten, yes

Motion carried.

48. Comprehensive Plan Review: Trustees agree that the Comprehensive Plan should be reviewed in its entirety on a yearly basis. Trustees will review and update the Action Plan Goals with priority, resource assignments, due dates and items accomplished.

Alex Lytten made a motion to approve, seconded by Dave Bench with roll call as follows:

Dave Bench, yes

Beau Miller, yes

Alex Lytten, yes

Motion carried.

49. Food Pantry Representation: Alex Lytten made a motion to approve inviting a representative of the Jerusalem Township Food Pantry to provide periodic updates at Trustee Meetings. Seconded by Dave Bench with roll call as follows:

Dave Bench, yes

Beau Miller, yes

Alex Lytten, yes

Motion carried.

50. Reno Beach/Howard Farms Conservancy District Representation: Alex Lytten made a motion to approve inviting a representative of the Reno Beach/Howard Farms Conservancy District to provide periodic updates at Trustee Meetings. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes

Beau Miller, yes

Alex Lytten, yes

Motion carried.

51. Attorney Retainer: Alex Lytten made a motion to approve retaining a Township Attorney for specialized issues for 2025 and not to exceed \$4,000.00 in legal fees, annually. Use of the Township Attorney by anyone other than the Trustees, will need the approval of one of the Trustees, prior to contact. Seconded by Beau Miller with roll call as follows:

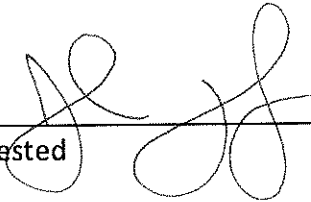
Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried.

52. Adjournment: With no further business before the Board, Alex Lytten made a motion to adjourn today's Organizational meeting. Seconded by Beau Miller with roll call as follows:

Dave Bench, yes
Beau Miller, yes
Alex Lytten, yes

Motion carried at 5:18 p.m.

Attested 

Approved 

Township Roads

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

January 3, 2025

Jerusalem Township Board of Trustees
9501 Jerusalem Road
Curtice, Ohio 436412

Re: Semro Henry Representation for 2025

Dear Board of Trustees:

Thank you for selecting our firm to provide legal services for you relating to the above matter. We would like to take this opportunity to set forth our expectations of the services you require and the fees for our services. This engagement will be effective from the date approved by the Trustees until December 31, 2025.

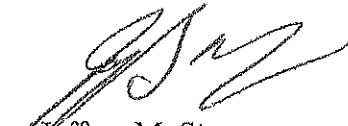
Fees for our services will be based primarily on the hourly rate of the individuals performing the services but may be adjusted to reflect such things as the level of expertise required, prior experience with a particular legal matter, dollar amount of a transaction or an item in dispute, and complexity of the assignment. Currently hourly billing rates for attorneys in our firm range from \$220 to \$510. My current hourly rate is \$265, and I will be primarily responsible for handling this matter. Holly Dye & Joe Jakubowski, who also work on Township matters, have hourly rates of \$225. The current hourly billing rate for my paralegal is \$150. These rates are subject to periodic adjustment by the firm. As we do not directly bill for services such as faxes, long distance phone calls, etc., we do add a charge of 3.5% to our invoices to cover those expenses. This charge does not include out-of-pocket expenses such as filing fees and overnight charges, and other direct out of pocket charges. Statements of fees for our services will be sent periodically as work is performed, usually on a monthly basis.

Upon completion of any matter, the file will be held at our office or storage facilities in accordance with the firm's document retention policy. While we retain files for an extended period of time, our policy is to eventually destroy or otherwise dispose of all files in a manner which preserves the confidential and secret nature of their contents. If you have any questions regarding this policy, please contact us.

If the above reflects your understanding of the extent of our representation and the basis of our fees, please sign this letter and return it to our office. Please make a duplicate copy for your records.

If you have any questions concerning these matters, please call. We look forward to working with you.

Very truly yours,



Jeffrey M. Stopar

JMS/kmm

This letter accurately reflects our understanding of the services to be provided by Semro Henry, Ltd. and the basis for its charges for such services.

Date: 01-03-25



Jerusalem Township Board of Trustees