

RECORD OF PROCEEDINGS
MADISON TOWNSHIP BOARD OF TRUSTEES'

Minutes of

Meeting

2024 Organizational Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10148

January 2, 2024, at 12:00 PM

Held _____ 20 _____

The 2024 Trustees' Organizational Meeting was called to order at Noon, 12:00 P.M., on January 2, 2024, by Fiscal Officer Terry Gerred-Ditchcreek in the Trustees' Meeting Room, Administration Building, 2065 Hubbard Road. Madison.

Mrs. Gerred-Ditchcreek requested a roll call: Mr. Anderson, Mr. Gauntner, Mr. Wayman, Chief Hager, Mrs. Gerred-Ditchcreek, Mr. Pasqualone and Mr. Cook were in attendance. Mr. Brown had a prior commitment.

Mrs. Gerred-Ditchcreek led everyone in the Pledge of Allegiance.

Mrs. Gerred-Ditchcreek called for a motion for the election of Chairman of the 2024 Madison Township Board of Trustees.

RESOLUTIONS:

Mr. Wayman nominated Mr. Max Anderson, Jr. as Chairman of the Board of Trustees for 2024.

Upon election as Chairman of the Board of Madison Township Trustees, Mr. Anderson took over the meeting.

Mr. Anderson requested a motion to adopt **Resolution #24-001** confirming the election of Max Anderson, Jr. as the 2024 Madison Township Chairman of the Board. Mr. Wayman presented a motion to adopt **Resolution #24-001**, seconded by Mr. Gauntner. Roll Call: Mr. Anderson: Yes Mr. Gauntner: Yes Mr. Wayman: Yes

Mr. Anderson requested a motion to nominate the Vice Chairman of the Board and to adopt **Resolution #24-002** confirming the election of the 2024 Madison Township Vice Chairman of the Board of Trustees. Mr. Wayman nominated Mr. Kenneth R. Gauntner, Jr. as Vice-Chairman of the Board for 2024, and to adopt **Resolution #24-002**, seconded by Mr. Gauntner. Roll Call: Mr. Wayman Mr. Gauntner: Yes Mr. Anderson: Yes

Mr. Anderson requested a motion to nominate the Fiscal Officer Pro-Tempore for the Board of Trustees and to adopt **Resolution #24-003** confirming the election of the 2024 Madison Township Fiscal Officer Pro-Tempore. Mr. Gauntner nominated Peter V. Wayman as Fiscal Officer Pro-Tempore of the Board for 2024, and to adopt **Resolution #24-003**, seconded by Mr. Anderson. Roll Call: Mr. Gauntner: Yes Mr. Anderson: Yes Mr. Wayman: Yes

Mr. Anderson requested a motion to adopt **Resolution #24-004**, a Resolution to set the time, date, and place of meetings of the Madison Township Board of Trustees in compliance with the Ohio Sunshine Law.

Mr. Wayman presented a motion to approve **Resolution #24-004**, A Resolution setting the time, date, and place of the Board of Trustee meetings, seconded by Mr. Gauntner. Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

Mr. Anderson stated the Board of Madison Township Trustees shall hold Regular Board Meetings on the second Tuesday of each month in 2024 and said meetings will commence at 7:00 P.M. The Madison Township Board of Trustees shall hold Regular Meetings on the fourth Thursday of each month in 2024 and said meetings will commence at 12:00 P.M. All Regular Meetings are held in the Administration Building located at 2065 Hubbard Road, Madison, Ohio, and are open to the public. Mr. Anderson said changes of the schedule shall be made by a motion or resolution adopted at a Regular Meeting or as otherwise provided by law. Notice of said meetings shall be posted on the Madison Township website and the Township bulletin board. The Board of Madison Township Trustees shall hold a monthly Workshop Staff Meeting on the second Tuesday of each month in 2024 to commence at 6:30 P.M. Said Workshop Staff Meetings are held for the purpose of discussing projects and plans with department heads and supervisors and are open to the public. Notice of Special Meetings of the Board of Madison Township Trustees shall be given by advance notice by posting on the Township website. Additionally, with the exception of Emergency Meetings, notice of all Special Meetings

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shall be given to the News-Herald and any other newspaper that requests the same at least twenty-four (24) hours in advance of the meetings. Mr. Anderson stated the Board of Madison Township Trustees will provide an advance written notice of Special Meetings to anyone who provides the Township with e-mail address, prepaid postage, self-addressed stamped envelope, or self-addressed postcard.

Mr. Anderson requested a motion to adopt **Resolution #24-005**, a Resolution setting a new rate of pay for Trustees Max Anderson, Jr., Peter V. Wayman, and Kenneth R. Gauntner, Jr. at \$25,162.02 effective 01-01-24, in accordance with S.B. 296 amending Section 505.24 of the Ohio Revised Code.

Mr. Gauntner presented a motion to approve **Resolution #24-005**, A Resolution setting a new rate of pay for Trustees Peter V. Wayman, Max Anderson, and Kenneth R. Gauntner, Jr. at \$25,162.02 effective 01-01-24, in accordance with S.B. 296 amending Section 505.24 of the Ohio Revised Code (ORC), seconded by Mr. Wayman. Roll Call: Mr. Gauntner: Yes Mr. Wayman: Yes Mr. Anderson: Yes

Mr. Gauntner stated the Trustees' rate of pay is not set by the Trustees but by Ohio Revised Code Section 505.24 which is based on the Township's total annual revenue for the year.

Mr. Anderson requested a motion to adopt **Resolution #24-006**, A Resolution setting a new rate of pay for Fiscal Officer Terry Gerred-Ditchcreek, effective 1-1-24 and ending 3-31-24, and Fiscal Officer Elect Sarah Hamercheck, effective 4-1-24 and ending 12-21-24, at \$34,473.00 in accordance with S.B. 296 amending Section 507.09 of the Ohio Revised Code.

Mr. Wayman presented a motion to adopt **Resolution #24-006**, A Resolution setting a new rate of pay for Fiscal Officer Terry Gerred-Ditchcreek and Fiscal Officer Elect Sarah Hamercheck at \$34,473.00 effective 01-01-24 for Mrs. Gerred-Ditchcreek (and will end on 3-31-24), and 4-1-24 for Sarah Hamercheck (and end on 12-31-24), in accordance with S.B. 296 amending Section 507.09 of the Ohio Revised Code, seconded by Mr. Gauntner. Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

Mr. Gauntner stated the Fiscal Officer's rate of pay is also set by the ORC Section 505.24, the same as for the Trustees, based on the Township's total annual yearly revenue.

Mr. Anderson requested a motion to adopt **Resolution #24-007**, A Resolution to maintain all present bank accounts and financial investments with the current corresponding financial institutions managing Madison Township funds.

Mr. Gauntner presented a motion to adopt **Resolution #24-007**, A Resolution to maintain all present bank accounts and financial investments with the current corresponding financial institutions managing Madison Township funds, seconded by Mr. Wayman. Roll Call: Mr. Gauntner: Yes Mr. Wayman: Yes Mr. Anderson: Yes

Mr. Gauntner asked if the Township is still using Andover Bank. Mrs. Gerred-Ditchcreek stated the Township is still with Andover Bank for payroll and billing. The Township has a million-dollar CD with Andover Bank. Mrs. Gerred-Ditchcreek said the Township also has a 2.9-million-dollar investment with Wells Fargo Bank.

Mr. Anderson requested a motion to adopt **Resolution #24-008**, A Resolution requesting the Lake County Auditor to make advance payment of taxes.

Mr. Wayman presented a motion to adopt **Resolution #24-008**, A Resolution requesting the Lake County Auditor to make advance payments of taxes, seconded by Mr. Gauntner. Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

Mr. Anderson asked Mrs. Gerred-Ditchcreek if a written request has to be made to the Auditor. Mrs. Gerred-Ditchcreek stated the Township has to approve a Resolution once a year for advance payments. By approving a Resolution in the Organizational Meeting, the Resolution automatically goes to the Auditor.

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Mr. Anderson requested a motion to approve **Resolution #24-009**, A Resolution authorizing and reappointing Gary L. Pasqualone as additional legal counsel.

Mr. Gauntner presented a motion to approve **Resolution #24-009**, A Resolution authorizing and reappointing Gary L. Pasqualone as additional legal counsel, seconded by Mr. Wayman. Roll Call: Mr. Gauntner: Yes Mr. Wayman: Mr. Anderson: Yes

The Statutory Law of Ohio Revised Code, Section 309.09 specifically authorizes a Board of Township Trustees to employ additional counsel other than the County Prosecuting Attorney and the Board of Madison Township Trustees deem it necessary and advisable to employ additional Legal Counsel to represent the Township and its officers in their capacities and to advise them on legal matters. Mr. Pasqualone thanked the Trustees for their vote of confidence. Mr. Anderson said Mr. Pasqualone does a great job.

Mr. Anderson requested a motion to approve **Resolution #24-010**, A Resolution to set Paid Holidays for qualifying employees for 2023.

Mr. Wayman presented a motion to approve **Resolution #24-010**, A Resolution to set Paid Holidays for qualifying employees for 2024, seconded by Mr. Gauntner. Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

The Statutory Law of Ohio Revised Code, Section 1.15 specifically authorizes a Board of Township Trustees to set dates as official Holidays, as found in the Madison Township Personnel Policy Handbook, Section 6.2; and the paid Holidays would be Martin Luther King Day, January 15, 2024; President's Day, February 19, 2024; Good Friday, March 29, 2024, half-day; Memorial Day May 27, 2024; Juneteenth Day, June 19, 2024; Independence Day, July 4, 2024; Labor Day, September 2, 2024; Columbus Day, October 14, 2024; Veterans Day, November 11, 2024; Thanksgiving, November 28, 2024; Christmas, December 25, 2024 and New Year's Day, January 1, 2025.

Mr. Anderson requested a motion to adopt **Resolution #24-011**, a Resolution to reappoint Randy Rothlisberger to the Madison Township Zoning Commission.

Mr. Gauntner presented a motion to approve **Resolution 24-011**, A Resolution to reappoint Randy Rothlisberger to the Madison Township Zoning Commission commencing 1-1-24 and expiring on 12-31-28, seconded by Mr. Wayman. Roll Call: Mr. Gauntner: Yes Mr. Wayman: Yes Mr. Anderson: Yes

Mr. Anderson requested a motion to adopt **Resolution #24-012**, a Resolution to reappoint Lora Diak to the Madison Township Board of Zoning Appeals.

Mr. Wayman presented a motion to approve **Resolution #24-012**, A Resolution to reappoint Lora Diak to the Madison Township Board of Zoning Appeals, commencing on 1-1-24 and expiring on 12-31-28, seconded by Mr. Gauntner. Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

Mr. Anderson requested a motion to approve **Resolution #24-013**, A Resolution to appoint Thomas Brass as a member of the Madison Township Board of Zoning Appeals to fill the unexpired term of Evan Francis, and to appoint Evan Francis as an alternate member of the Board of Zoning Appeals.

Mr. Gauntner presented a motion to approve **Resolution #24-013**, A Resolution to appoint Thomas Brass as a member of the Madison Township Board of Zoning Appeals to fill the unexpired term of Evan Francis, and to appoint Evan Francis as an alternate member of the Board of Zoning Appeals, seconded by Mr. Wayman. Roll Call: Mr. Gauntner: Yes Mr. Wayman: Yes Mr. Anderson: Yes

Mr. Anderson stated the Board of Madison Township Trustees accepted the resignation of Mr. Evan Francis who agreed to serve as an alternate member of the Board of Zoning

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Appeals. The Board of Madison Township Trustees then had a vacancy to fill and appointed Mr. Thomas Brass, 6957 Chapel Road, to fill the position until 12-31-26.

Mr. Anderson requested a motion to approve **Resolution #24-014**, a Resolution to reappoint Max Anderson, Jr. as Madison Township Representative to the Lake County General Health District for 2024.

Mr. Wayman presented a motion to approve **Resolution #24-014**, A Resolution to reappoint Max Anderson, Jr. as the Madison Township Representative to the Lake County General Health District for 2024, seconded by Mr. Gauntner. Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

Mr. Gauntner thanked Mr. Anderson for representing Madison Township again this year. There is only one (1) meeting each year, but it takes time out of the day.

Mr. Anderson requested a motion to approve **Resolution #24-015**, A Resolution establishing the compensation rate for members of the Madison Township Zoning Commission and Board of Zoning Appeals.

Mr. Gauntner presented a motion to approve **Resolution #24-015**, A Resolution establishing the compensation rate for members of the Madison Township Zoning Commission and Board of Zoning Appeals, seconded by Mr. Wayman. Roll Call: Mr. Gauntner: Yes Mr. Wayman: Yes Mr. Anderson: Yes

Mr. Gauntner stated the rate of compensation for the Zoning Commission and the Board of Zoning Appeals is \$40.00 for regular/workshop meetings and on-site inspections, which is the same rate as the last few years.

Mr. Anderson requested a motion to adopt **Resolution #24-016**, A Resolution Authorizing Membership to the Ohio Township Association and attendance at the Annual State Association Conference and payment of expenses for Trustees and other township personnel to attend at a cost of \$150.00.

Mr. Wayman presented a motion to approve **Resolution #24-016**, A Resolution Authorizing Membership to Ohio Township Association (OTA) and attendance Annual State Association Conference and payment of expenses for Trustees and other township personnel to attend, at a cost of \$150.00, seconded by Mr. Gauntner. Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

Mr. Anderson requested a motion to adopt **Resolution 24-017**, a Resolution establishing the mileage reimbursement rate of \$.67 cents per business mile for authorized travel expenses of township employees and officials for events outside of their normal realm of work.

Mr. Gauntner presented a motion to approve **Resolution #24-017**, A Resolution establishing the mileage reimbursement rate for authorized travel expenses of township employees and officials for events outside of their normal realm of work of \$.67 cents per business mile, seconded by Mr. Wayman. Roll Call: Mr. Gauntner: Yes Mr. Wayman: Yes Mr. Anderson: Yes

Mr. Anderson stated the Internal Revenue Service has set the standard mileage rate, effective January 1, 2024, at \$.67 cents per mile for business miles driven.

Mr. Anderson requested a motion to adopt **Resolution #24-018**, A Resolution Adopting the Madison Township 2024 Personnel Policy Handbook, Job Descriptions, Pay Scale, and Practice, Standards, and Methods Manual.

Mr. Wayman presented a motion to adopt **Resolution #24-018**, A Resolution adopting the Madison Township 2024 Personnel Policy Handbook, Job Descriptions, Pay Scale, and Practice, Standards, and Methods Manual, seconded by Mr. Gauntner. Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

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TRUSTEE COMMENTS:

Mr. Gauntner stated he is looking forward to working with Mr. Anderson and Mr. Wayman in 2024. The Township still has a lot of things we are attempting to do. Mr. Gauntner said it is hard to believe it is his eleventh (11th) year as Trustee. Mr. Pasqualone is also in his eleventh (11th) year with the Township. Mr. Gauntner said he is looking forward to 2024.

Mr. Anderson said he is also looking forward to 2024 and working with Mr. Wayman and Mr. Gauntner. The staff does an outstanding job, and Mr. Anderson said he appreciates it. Mr. Anderson thanked everybody and wished everyone a *Happy New Year*.

Mrs. Gerred-Ditchcreek mentioned there is a conflict on which Thursday the second meeting of the month will be held in two (2) months of 2024. In these two (2) month, the fourth Thursday will be just one (1) week from the last meeting. Mr. Anderson said this will be discussed in our next meeting after checking the 2024 calendar.

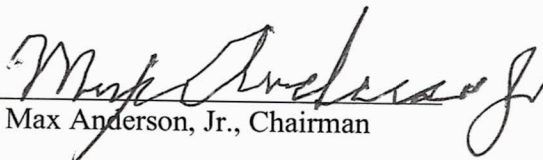
Mr. Anderson stated the next Regular Trustees' Meeting will be held on Tuesday, January 9, 2024, at 7:00 P.M. with the Trustees' Workshop Meeting commencing at 6:30 P.M.

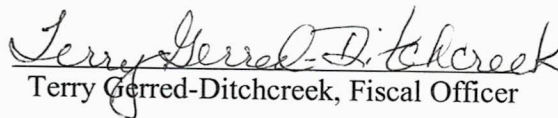
Mr. Anderson requested a motion to adjourn the Meeting if there is no further business to discuss.

Mr. Wayman presented a motion to adjourn the Meeting, seconded by Mr. Gauntner.

Roll Call: Mr. Wayman: Yes Mr. Gauntner: Yes Mr. Anderson: Yes

Chairman Anderson adjourned the 2024 Organizational Meeting at 12:19 P.M.


Max Anderson, Jr., Chairman


Terry Gerred-Ditchcreek, Fiscal Officer