

The Troy Township Trustees met for their annual organizational meeting.

Date: 1-13-25

Time: 7:04 PM

Roll Call:

- Mr. Tom McCready, Trustee/Chairman: Absent
- Mr. Mike Schuster, Trustee/Co-Chairman: Present
- Mr. Luke Wittmer, Trustee: Present
- Mr. Kevin Angle, Troy Twp. Administrator: Present
- Betsy A Michalski, Fiscal Officer: Present
- Mr. Matt Thayer, Zoning Inspector/Twp.: Road Superintendent: Present
- Chief Richard Compton, Fire Chief: Absent
- Asst. Fire Chief Brad Ross: Present

Others in Attendance: Keith Bacin: Lexington Village Councilman

The chair of the meeting was given to Ms. Michalski for the purpose of electing new officers. Ms. Michalski took roll call.

Ms. Michalski to called for the nomination for chairman.

Mr. Schuster nominated Mr. McCready and Mr. Wittmer seconded the nomination and moved those nominations be closed.

- Mr. McCready: abstained
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Ms. Michalski relinquished the chair to Mr. Schuster.

Mr. Schuster called for nominations for Vice Chairman.

Mr. Wittmer nominated Mr. Schuster as Vice-Chairman and Mr. Schuster second the nomination and moved that the nominations be closed.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to adopt the rules and regulations for open meetings and to hold the Township Trustee meetings on the second and last Monday of the month with the following exception. The last meeting of May will be held May 27th, 2025. All meetings will commence at 7:00 P.M. and will be held at the Township Hall, 247 S. Mill Street, Lexington, OH. Date, time, and place of each meeting will be advertised on the Troy Township website. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to adopt the rules and regulations for open meetings for the Troy Township Zoning Board of Appeals and to hold the meetings on the second Wednesday of January, April, July and October of 2025. All meetings will commence at 7:00 P.M. and will be held at the Township Hall, 247 S. Mill Street, Lexington, OH. Date, time, and place of each meeting will be advertised on the Troy Township website. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to adopt the rules and regulations for open meetings for the Troy Township Zoning Board and to hold the meetings on the second Tuesday of February, May, August and November of 2025. All meetings will commence at 8:00 P.M. and will be held at the Township Hall, 247 S. Mill Street, Lexington, Oh. Date, time, and place of each meeting will be advertised on the Troy Township website. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved that all blanket Certificates and Super Blankets shall be opened for a one-year period from January 1, 2025 through December 31, 2025. Furthermore, the maximum limit of Super Blankets shall be \$50,000.00 and the maximum limit on Regular Blankets shall be \$20,000.00. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 3; Nays: 0; Abstains: 0; Motion carried.

The Township credit card policy will be as follows: Troy Township maintains one (1) credit card account with seven (7) cards for the Township use. The Park National Bank Visa Card is primarily used for conferences, travel, training, supplies, and equipment.

1. The Township Fiscal Officer, Township Trustees, Township Fire Chief and Township Road Superintendent are authorized to use the credit card for payment of supplies, training expenses related to training, equipment and the maintenance of equipment. It can also be used for other materials needed which cannot be obtained through the routine purchase order process. The maximum expenditure shall not exceed \$1,000.00.
2. The Township Fiscal Officer, Township Trustees, Fire Chief and the Road Superintendent shall keep their cards in safekeeping at all times.
3. The Fire Chief may allow the assistant Chief to use the credit card. The Chief shall document any time the card is used by the assistant Chief and report such to the Trustees.
4. The Fiscal Officer, Trustees, Fire Chief and Road Superintendent must keep all credit card slips and receipts for any charges put on the Township Credit Card.
5. The debt incurred as a result of the use of the credit card shall be paid from monies appropriated.
6. The Fiscal Officer shall reconcile the credit card statement against the credit card slips on a monthly basis.
7. In the event of a necessary purchase that exceeds \$1,000.00 the purchase order must be preapproved by the Trustee overseeing the department and then approved by the Board of Trustees at the next meeting.

Mr. Schuster moved that only the Trustees, Fiscal Officer, Fire Chief, Assistant Fire Chief and Road Superintendent have the authority to make purchases necessary for the Township on the Township Visa Card. All transactions must follow the Township credit card policy guidelines. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved that the Fire Department Officers have the authority to make Township purchase with exclusion of medical supplies.

The above purchases are not to exceed \$1,000.00. All purchases orders exceeding \$1,000.00 must be preapproved by the Trustee overseeing the department and then approved by the Board of Trustees at the next meeting. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Wittmer moved that the Fire Department shall have the authority to purchase EMS supplies up to \$2,000.00 and that any purchase orders exceeding \$2,000.00 must be preapproved by the Trustee overseeing the department and then approved by the Board of Trustees at the next meeting. Mr. Schuster seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved that all Township purchases made by the Road Superintendent exceeding \$1,000.00 must be preapproved by the Trustee overseeing the department and then approved by the Board of Trustees at the next meeting. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 3; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved that the Fire Department shall have the approval to purchase food/drink items when necessary and may be paid out of the Fire Fund at an amount not to exceed \$500.00 for the year 2025. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Wittmer moved to approve the use of Township funds for the purchase of food/drink items for the Township functions and that the amount shall not exceed \$500.00 for the year 2025. Mr. Schuster seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

- All charges and guidelines for records requests can be found in the Troy Township Records and Policy created in August 2007.
- Pay scales for the Fire Department personnel shall remain as is at this time. Chief Compton needs to present any recommendations for changes by the last meeting in February 2025.

Mr. Schuster moved to set the base pay scale for part time Road Department employees at \$15.00 per hour and for part time Road Department employees with a CDL driver's license at \$16.00 per hour. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 3; Nays: 0; Abstains: 0; Motion carried.

Mr. Wittmer moved that all full time Road Department employees shall have a Class A or B endorsement at the time of hire or within six months after hire. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to set the base pay scale for full time Road Department employees at \$16.00 per hour. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved that the pay scale of the Fiscal Officer will follow the guidelines adopted by the State of Ohio. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to set the salary of the Trustees as designated by the State of Ohio. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved that all Township Officials and employees be paid mileage, as set by the IRS for miles driven outside of Township, using their personal vehicles, while on Township business. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to appoint the Troy Township Fiscal Officer to a one Year Term (January 1, 2025 thru December31, 2025) as assistant Zoning Inspector. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to pay the Zoning inspector increased to \$500.00 per month effective January 1, 2025. Mileage for miles driven in personal vehicle while performing duties of the Zoning inspector will be paid per IRS rate, as well as an additional \$10.00 per hour for court appearances on matters involving zoning within Troy Township. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Wittmer moved to pay the Assistant Zoning Inspector \$15.00 per hour plus mileage per IRS rate for miles driven while performing duties of the Assistant Zoning Inspector. Mr. Schuster, seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to compensate the members of the Zoning Board and Zoning Board of Appeals stipends be increased to \$50.00 for meetings attended during 2025. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Wittmer moved to compensate the secretary of the Zoning Board and the Zoning Board of Appeals be increased to \$80.00 per meeting. Mr. Schuster seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved that Township Funds be used to pay for expenses for the Township officials to attend conventions and seminars for Township purposes. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Schuster moved to use the Sedgewick Company for group rating for the BWC. Mr. Wittmer seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Mr. Wittmer moved to use Park National Bank and Star Ohio as depositories for the Township funds. Mr. Schuster seconded.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

- The Inventory list will be presented and approved at the next meeting.
- Mr. Schuster will serve on the “Record Commission” along with the Fiscal Officer.
- Mr. Wittmer will serve on the “Auditor Committee” along with the Fiscal Officer.
- Mr. Wittmer to serve on the Cemetery Board as the Troy Twp. required board member.
- It was determined that the Township has no Zoning resolutions to file with the Recorder’s Office at this time.

As there was no further organizational meeting business to conduct, Mr. Schuster moved to adjourn. Mr. Wittmer seconded the motion.

- Mr. McCready: Absent
- Mr. Schuster: Yes
- Mr. Wittmer: Yes

Roll Call Yea: 2; Nays: 0; Abstains: 0; Motion carried.

Adjourned at 7:26 PM

Respectfully Submitted, Kevin J. Angle, Troy Twp. Administrator

Troy Twp. Vice-Chairman: Mr. Schuster

Troy Twp. Fiscal Officer: Betsy A Michalski