

# Minutes for Troy Township Trustees Organizational Meeting 01/12/2026

The chair of the meeting was given to Troy Township Fiscal Officer Mrs. Wilkinson for the purpose of calling the meeting to order, reciting of the Pledge, taking roll call, and opening the election of a new Chairman.

## Meeting Called to Order

Mrs. Wilkinson called the meeting to order at 7:00 pm.

## Roll Call

- Mr. Mike Schuster, Trustee: Present
- Mr. Luke Wittmer, Trustee: Present
- Mr. Shaun Walker, Trustee: Present
- Ms. Sarah Wilkinson, Fiscal Officer: Present
- Ms. Betsy Michalski, Assistant Fiscal Officer: Present
- Mr. Rich Compton, Fire Chief: Absent
- Mr. Brad Ross, Assistant Fire Chief: Present
- Mr. Matt Thayer, Road Superintendent: Present

## Residents and Other Guests

- Josh Grund, Resident and Zoning Board Member
- Jeff Elder, Resident and Zoning Board Member
- Andrew Kruse, Resident

## Organizational Meeting Matters

### Election of New Officers

Mrs. Wilkinson made a motion to open nominations for Chairman.

Mr. Wittmer nominated Mr. Schuster for chairman. Mr. Walker seconded the nomination and made a motion that the nominations be closed. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mrs. Wilkinson relinquished meeting chair to newly elected chairman Mr. Schuster.

Mr. Schuster made a motion to open nominations for Vice Chairman.

Mr. Walker nominated Mr. Wittmer for vice chairman. Mr. Schuster seconded the nomination and made a motion that the nominations be closed. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

### Adoption of open meeting rules and regulations

Mr. Wittmer made a motion 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 on Tuesday, May 26, 2026. All meetings will commence at 7:00 P.M. and will be held at the Township Hall, 247 S. Mill Street, Lexington, Ohio. Date, time, and place of each meeting will be advertised on the Troy Township website. Mr. Schuster seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Wittmer made a motion 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

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2026. All meetings will commence at 7:00 P.M. and will be held at the Township Hall, 247 S. Mill Street, Lexington, Ohio. Date, time, and place of each meeting will be advertised on the Troy Township website. Mr. Schuster seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion 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 2026. All meetings will commence at 7:00 P.M. and will be held at the Township Hall, 247 S. Mill Street, Lexington, Ohio. Date, time, and place of each meeting will be advertised on the Troy Township website. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

## Adoption of financial policies

### Purchase Orders

Mr. Schuster made a motion that all blanket purchase orders and super blanket purchase orders shall be opened for a one-year period from January 1, 2026 through December 31, 2026. 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 the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

### Credit Cards and Expenditures

Mr. Wittmer made a motion to continue the existing Township credit card policy, as described below. Mr. Schuster seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

### Credit Card Policy

Troy Township maintains one (1) credit card account with Park National Bank which includes seven (7) cards for Township use. This 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 fuel, supplies, training related expenses, small tools and 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 per transaction.
2. The Fiscal Officer, Trustees, Fire Chief, and Road Superintendent shall keep their cards stored in a secure location at all times.
3. The Fire Chief may allow the Assistant Fire Chief to use the credit card. The Chief shall document any time the card is used and report all card purchases to the Fiscal Officer and Trustees.
4. The Fiscal Officer, Trustees, Fire Chief and Road Superintendent must obtain all credit card slips and receipts for any charges put on the Township credit card. Trustees, Fire Chief, and Road Superintendent shall provide all credit card slips and receipts to the Fiscal Officer as soon as possible after incurring said charges.
5. The debt incurred as a result of the use of the credit card shall be paid from appropriated funds.
6. The Fiscal Officer shall reconcile the credit card statement against the credit card slips on a monthly basis.

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7. In the event of a necessary purchase that exceeds \$1,000.00, the Trustee overseeing the department must preapprove the purchase order prior to the purchase. The Board of Trustees shall then approve the purchase at the next meeting.

Mr. Schuster made a motion 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. Walker seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion that the Fire Department Officers shall have the authority to make necessary Township purchases up to \$1,000.00 (NOT including medical supplies, which will be addressed separately). All Fire Department purchase orders exceeding \$1,000.00, except for those relating to medical supply purchases, must be preapproved by the Trustee overseeing the department and then approved by the Board of Trustees at the next meeting. Mr. Schuster seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion that the Fire Department Officers shall have the authority to purchase necessary Township EMS/medical supplies up to \$2,000.00. All Fire Department purchase orders relating to medical supply purchases 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. Walker seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion that the Fiscal Officer shall have the authority to make necessary Township purchases up to \$1,000.00. All purchase orders exceeding \$1,000.00 must be preapproved by a Trustee and then approved by the Board of Trustees at the next meeting. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Schuster made a motion that the Road Superintendent shall have the authority to make necessary Township purchases up to \$1,000.00. All Road and Bridge Department purchase 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 the motion.

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

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Mr. Wittmer made a motion that the Fire Department Officers shall have the authority to purchase necessary food and drink items, and the total amount of said food and drink purchases must not exceed \$515 for 2026. Mr. Schuster seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion that Township Officials shall have the authority to purchase necessary food and drink items, and the total amount of said food and drink purchases must not exceed \$515 for 2026. Mr. Schuster seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

## Employee/Elected Official Compensation and Appointments

Mr. Schuster noted that pay scales for the Fire Department personnel shall remain as is at this time. Chief Compton must present any recommendations for changes by the last meeting in February 2026.

Mr. Schuster made a motion to set the base pay scale for part-time Road Department employees at \$15.45 per hour and for part-time Road Department employees with a CDL driver's license at \$16.50 per hour. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Wittmer made a motion 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. Walker seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion to set the base pay scale for full-time Road Department employees at \$16.50 per hour. Mr. Schuster seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Schuster made a motion that the pay scale of the Fiscal Officer will follow the guidelines adopted by the State of Ohio. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

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Mr. Wittmer made a motion that the pay scale of the Trustees will follow the guidelines adopted by the State of Ohio. Mr. Walker seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion that all Township Officials and employees be paid mileage, at the applicable standard mileage rate set by the IRS, for miles driven outside of the Township using their personal vehicles while on Township business. Mr. Schuster seconded the motion.

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Schuster made a motion to increase the health insurance contribution rate for all elected Township Officials to 10%. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Wittmer made a motion to appoint the Troy Township Fiscal Officer to a one Year Term (January 1, 2026 through December 31, 2026) as assistant Zoning Inspector. Mr. Walker seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion to pay the Zoning Inspector \$515.00 per month effective January 1, 2026, along with mileage, at the applicable standard mileage rate set by the IRS, for miles driven in a personal vehicle while performing Zoning Inspector duties. The Zoning Inspector is also to be paid an additional \$10.30 per hour for court appearances on matters involving zoning within Troy Township. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Schuster made a motion to pay the Assistant Zoning Inspector \$15.45 per hour effective January 1, 2026, along with mileage, at the applicable standard mileage rate set by the IRS, for miles driven in a personal vehicle while performing Assistant Zoning Inspector duties. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Wittmer made a motion to compensate the members of the Zoning Board and Zoning Board of Appeals in the amount of \$51.50 per meeting for meetings attended during 2026, to be paid to each member in one lump sum in December of 2026. Mr. Walker seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

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Mr. Walker made a motion to compensate the secretary of the Zoning Board and the Zoning Board of Appeals in the amount of \$82.40 per meeting for meetings attended during 2026, to be paid in one lump sum in December of 2026. Mr. Schuster seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Schuster made a motion that Township Funds be used to pay for expenses for the Township officials to attend conventions and seminars for Township purposes. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

## Miscellaneous Financial Items

Mr. Wittmer made a motion to use the Sedgewick Company to obtain a group rating for the Ohio Bureau of Workers’ Compensation. Mr. Walker seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Mr. Walker made a motion to continue using Park National Bank and Star Ohio as depositories for Township funds in 2026. Mr. Wittmer seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

## Records Requests

Mr. Schuster noted that all guidelines and charges for records requests are outlined in the Troy Township Records Policy created in August 2007.

## Motion to Adjourn

There being no other organizational matters to discuss, Mr. Wittmer made a motion to adjourn the meeting. Mr. Walker seconded the motion. Vote:

- Mr. Schuster: Yes
- Mr. Wittmer: Yes
- Mr. Walker: Yes

**Roll Call: Yea: 3; Nay: 0; Abstain: 0; Motion carried**

Meeting adjourned at 7:18 pm.

Respectfully submitted: Sarah Wilkinson, Troy Township Fiscal Officer

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Trustee Chairman: Mr. Michael Schuster

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Fiscal Officer: Mrs. Sarah Wilkinson