January 3, 2024
2024 Reorganization Meeting

The 2024 reorganization meeting was called to order by the Linda Biniker, Fiscal Officer with the following Trustees present: Mr. Kenneth J. Recker, Mr. Matthew L. Brinker and Ms. Kelley Knitz.

The Fiscal Officer, Linda Biniker requested nominations for Chairman for 2024 year. Motion by Mr. Recker to nominate Mr. Brinker. Second to motion by Ms. Knitz. Vote 3 yes and 0 no. Motion adopted.

The meeting was turned over to Chairman Brinker who requested nominations for Vice Chairman for the Year 2024. Mr. Brinker made a motion to nominate Mr. Recker as Vice Chairman for the Year 2024 with a second by Ms. Knitz. Vote 3 yes and 0 no. Motion adopted.

Date, time and place of meetings. Trustee meetings have been the second & last Wednesday's at 7:30 p.m. at Maintenance Building, 237 Krotzer Avenue, Luckey, Ohio 43443 also Resolution for open meetings under Sunshine Law (included regular meetings, special & emergency meetings). Special and Emergency Meetings will be held at the same location as the regular meetings unless otherwise provided. Notice for special or emergency meetings will be in the Sentinel Tribune (if possible), posted at the Maintenance Bldg., Fire/EMS Station, outdoor sign and township web site as far in advance as practicable.

Motion by Mr. Recker to continue with the same date, time and place and with a second by Ms. Knitz. Vote 3 yes and 0 no. Motion adopted.

Motion by Mr. Recker for Special and Emergency Meetings will be held at the same location as the regular meetings unless otherwise provided. Notice for special or emergency meetings will be in the Sentinel Tribune (if possible), posted at the Maintenance Building., Fire/EMS Station, outdoor sign and township web site as far in advance as practicable with a second by Mr. Brinker. Vote 3 yes and 0 no. Motion adopted

Taping of meetings and agendas were discussed. The notice to be on the agenda will remain the same by contacting the Fiscal Officer by phone (419-837-9636) or email (ttfiscal@amplex.net) no later than the Friday prior to the meeting by 5:00 pm and state why they are coming to the meeting. The Trustees will not be taping their meetings. The zoning boards can determine if they want to tape their meeting.

There was discussion about the insurance benefits. Currently qualified employees, the Trustees and Fiscal Officer quality for Health Insurance with Anthem plus HRA, Eye with VSI, Life Insurance with Med Mutual & Disability Insurance One America which covers only Todd Gottschalk, John Blecke, Ashley Shaffer, Leigh Snyder, Lisa Woycitzky and Kim Zielinski. The Trustees were given a copy of all insurance information.

Mr. Brinker made a motion by to pay all or a portion of health insurance (Anthem) including HRA benefits, life insurance, eye insurance & disability qualified employees (full time and working over 1500 hours a year) and elected officials and other insurance such as offered to firemen, Trustees & Fiscal Officer through OTARA, Miller Insurance Co., and Burnham and Flower of Ohio, Inc. or other agencies at the discretion of the trustees. All insurance policies and coverage contracted will be offered to all elected officials and qualified employees other than Volunteer Firefighters and Volunteer EMS personnel who are covered by a separate policy. In the event coverage for the Trustees, Fiscal Officer and qualified employees is not needed or wanted, out of pocket expenses for coverage adopted somewhere else will be paid by the township as long as it does not provide coverage beyond that offered to the balance of the Township Trustees, Fiscal Officer and qualified employees according to ORC 505.603 the benefits to officers and qualified employees through a cafeteria plan program which Troy Township Trustees entered into on September 30, 2015. The cash payment can't exceed 25% of the cost of premiums that otherwise would be paid by the Township for benefits for the Trustee, Fiscal Officer or qualified employees under the offered plan. No cash payment in lieu of a benefit shall be made unless the Trustee, Fiscal Officer or employee signs a statement affirming that the Trustee, Fiscal Officer or qualified employee is covered under another health insurance program. Provide any benefits listed in ORC 505.60 (A) through a self-insurance program (HSA and/or HRA). Dental and other coverage may be considered in future weeks and this motion is meant to cover all qualified employees, Trustees and Fiscal Officer. Second to motion by Mr. Recker. Vote 3 yes and 0 no. Motion adopted.

The Property and Liability Insurance is currently with OTARMA. The premiums were as follows:

- 2016 was $40,446.00
- 2017 was $42,923.00
- 2018 was $43,301.00
- 2019 was $38,370.00
- 2020 was $39,968.00
- 2021 was $53,674.82
- 2022 was $46,193.00
- 2023 was $49,663.00

Risk Assessment by OTARMA is completed annually and IT Risk Assessment by OTARMA was completed in 2021.

The Trustees reviewed vehicle information.

The Troy Township Trustees offers the Ohio Deferred Compensation Program to all employees that are eligible.

Mr. Brinker made a motion to pay the convention expenses for Trustees, Fiscal Officer, Fiscal Officer just elected & designated employees for the Year 2024 with a second by Mr. Recker. Vote 3 yes and 0 no. Motion adopted.

Mr. Recker made a motion to pay a food allowance on a per diem basis at the rate of $40.00 per day not including alcohol and mileage for trips out of the township for 2024 which is up 1.5 cents from 2023 will be 67 cents per mile with a second by Mr. Brinker. Vote 3 yes and 0 no. Motion adopted.

Mr. Brinker made a motion to approve amounts paid for meetings zoning members set at (with quorum - if no quorum & meeting not held pay 50% of rate) the following:

- $50.00 per meeting to the Chairman
- $75.00 per meeting to the Secretary
- $25.00 per meeting to the other members

with a second by Ms. Knitz. Vote 3 yes and 0 no. Motion adopted.

The Trustees will discuss the members of Troy Township Zoning Commission and Troy Township Zoning Board of Appeals at the regular meeting on Wednesday, January 9, 2024.

Mr. Recker made a motion by to compensate the Trustees by annual salary in equal monthly amounts (O.R.C. 505.24) and the Fiscal Officer (O.R.C. 507.09) with a second by Ms. Knitz. Vote 3 yes and 0 no. Motion adopted. The Trustees were given information concerning salaries.

The Trustees reviewed the Fund Status Report as of December 31, 2023.

The Trustees reviewed the revenue Information for the JEDD that was received in 2023 as follows:

➢ March 2023	$ 77,717.70	4th qtr. 2022
➢ June 2023	$134,237.26	1st qtr. 2023
➢ October 2023	$198,860.38	2nd qtr. 2023
	$410,815.34	

The temporary appropriations for the Year 2024 were approved at the December 13, 2023 meeting.

The Trustees discussed outside Legal Council that they approved on December 13, 2023 to retaining Peter N. Griggs from Brosius, Johnson & Griggs, LLC for 2024 for certain zoning issues and other issues. Brooke Hahn to discuss certain zoning issues, Trustees & Fiscal Officer for any issues. Payments to attorney for 2022 was $3,679.20 and for 2023 was $9,474.52.

The audit persons for the Year 2024 appointed by the Chairman will be Mr. Recker and Ms. Knitz.

Discussion was held by the Trustees on the subject of records and retention procedures and locations of these items. Records are located at 311 Krotzer Avenue, 237 Krotzer Avenue, 5929 Fremont Pike and the old maintenance building. Public Records training is attended as required by Ohio Revised Code. The Record Retention Policy was approved October 11, 2023. (Record retention schedule will need to continue being updated.)

Annual Inventory is required by the second Monday of January. One copy is to be filed with fiscal officer and one copy with the Wood County Engineer.

The Trustee discussed facilities. The rental of buildings was reviewed:

- Fire Station is not rented.
- Maintenance Building is not rented
- The Stony Ridge Building can be rented at a cost of $50.00. A Rental Agreement was approved on October 26, 2022. Jeff Kutz at 419.367.7027 manages rentals and building. Ms. Knitz will work with Jeff Kutz to get funds from rentals? The Trustees were given a copy of the rental agreement. The total rentals for 2023 was $450.00.

The Zoning Fees and the Troy Township Zoning Resolution were discussed. There was not action taken to change any Zoning Fees.

The Cemetery fees were discussed. There was no action taken to change any Cemetery Fees.

The EMS fees were discussed. The amount paid to Life Force Management, Inc. to bill EMS runs is 7%.

The Troy Township Trustees have a Fire and EMS Agreement with Webster Township Fire for a portion of Webster Township. The amount paid for the agreement are as follows:

Contract for years 2013, 2014 & 2015 ($14,825.14 Fire & $22,237.72 EMS)
Contract for years 2016, 2017 & 2018 ($23,133.96 Fire & $31,677.93 EMS)
Contract for years 2019, 2020 & 2021 ($20,611.29 Fire & $28,226.02 EMS)
New Contract January 1, 2021 through December 31, 2023 ($22,652.88 Fire & $31,021.94 EMS)
Contract for years 2024, 2025 & 2026 ($30,09.71 Fire & $41,151.55 EMS)

The Depository Agreement for Troy Township Trustees is with State Bank. The agreement dates are August 1, 2021 to July 31, 2026.

Mr. Recker made a motion by to approve Troy Township checking account with State Bank with a minimum of two trustees and the fiscal officer signatures required on township checks and to remove Richard P. Greulich, Jr. and add Kelley Knitz with a second by Mr. Brinker. Vote 3 yes and 0 no. Motion adopted.

Policies/Handbook and other miscellaneous items were discussed. The Trustees have the have the following policies:

- The Troy Township Credit Card Policy. Credit cards are issued to Chief Woodruff, Mr. Gottschalk, Mr. Blecke, the Trustees, the Fiscal Officer and a General Credit Card which was recently obtained is in the possession of Chief Woodruff who will monitor the use.

  Mr. Brinker made a motion to remove Richard P. Greulich and add Kelley Knitz with a second by Mr. Recker. Vote 3 yes and 0 no. Motion adopted.

- The Troy Township Cell Phone Policy. Mr. Gottschalk, Mr. Blecke and Ms. Hahn have township cell phones. Ms. Hahn also has a Troy Township iPad.
- Troy Township Records Policy and training requirements.
- Troy Township Investment Policy. The Investment Policy is filed with State Bank and because the fiscal officer is exempt from training (the township invests or deposits public monies in a bank account holding only active deposits) and she receives an Annual Notice of Exemption from Continuing Education Requirements Pursuant to the ORC 135.22 from the State Treasurer of Ohio.
- The Troy Township Laptop, Computer & iPhone Policy that was approved on March 31, 2021.
- Employee Handbook
- Troy Township Fraud Reporting which each new employee receives and acknowledges receipt of this document.
- Troy Township Public Records Training & Fiscal Officer Training,
- Executive Session (Ohio Sunshine Laws)
- Troy Township Ethic Policy & Ohio Ethics Law that was approved on April 27, 2022.
- Troy Township Record Retention Policy that was approved on October 11, 2023.

Ms. Knitz, Mr. Recker, Mr. Brinker and Laua Abke who will become Fiscal Officer on April 1, 2024 were given the above information in a notebook along with the following:

- 2023 Ohio Sunshine Laws
- Ohio Ethics Law Overview
- The Troy Township Cemetery Information
- Troy Township Building Rental

Resources that the Trustees and Fiscal Officer can use are the Ohio Township Handbook, Ohio Township News Magazine, Grassroots Clippings, Ohio Sunshine Laws and Ohio Revised Code.

The Trustees discussed miscellaneous expenses. There are certain instances when it would be

appropriate to use township funds to purchase flowers for someone hospitalized or a family death, which is a proper public purpose to show concern. Mr. Brinker made a motion to approve using public funds for an occasional purchase of flowers or similar items with a second by Mr. Recker. Vote 3 yes and 0 no. Motion adopted.

Mr. Brinker made a motion to approve Super Blanket Certificates not to exceed $10,000.00 with a second by Mr. Recker. Vote 3 yes and 0 no. Motion adopted.

The areas of the township that each trustee will be responsible for 2024 were discussed. This is the conclusion of the discussion:

- Mr. Brinker will be responsible for Fire & EMS Personnel & Equipment.

- Mr. Recker will be responsible for Roads & Cemetery, Paving, Maintenance, Drainage, Mowing & Berming,

- Ms. Knitz will be responsible for Zoning, Zoning Inspector, Zoning Commission, Zoning Board of Appeals, Wood County Planning Commission and Wood County Sheriff Patrol.

- Ms. Knitz, Mr. Brinker and Mr. Recker will be responsible for the following:
  - Building & Grounds
  - Wood County Health Department
  - North Western Water and Sewer District (DISTRICT)
  - Toledo Metropolitan Area Council of Governments (TMACOG)
  - Wood County Economic Development Commission (WEDC)

There was no motion to go into executive session.

Part time staff will not exceed 1500 hours per year.

The 2024 OPERS rates: OPERS-G employee rate is 10.00% and the OPERS-G employer rate is 14.00%.

The 2024 Medicare rates: Employee 1.45% and Employer 1.45%.

The Village of Luckey income tax for employees is 1.00%.

The employees that are residents of Eastwood School District pay 1.00% income tax.

The 2024 holidays that Troy Township employees observe are as follows:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (on day observed)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

Mr. Brinker made a motion to adjourn with a second by Mr. Recker. Vote 3 yes and 0 no. Motion adopted.

Matthew L. Brinker, Chairman

Kenneth J. Recker, Trustee

Kelly A. Knitz, Trustee

Linda F. Biniker, Fiscal Officer

Kelley