Troy Township Trustee
2025 Reorganization Meeting
January 4, 2025

The 2025 Reorganization Meeting was called to order at 9:10 a.m. by Laura Abke, Fiscal Officer with the following Trustees present: Trustee Matthew L. Brinker, Trustee Kelley Knitz and Trustee Kenneth J. Recker.

The Fiscal Officer, Laura Abke, requested nominations for Chairman for 2025 year. Motion by Trustee Brinker to nominate Trustee Recker with a second by Trustee Knitz.
Vote: 3-Yes and 0-No. Motion carries.

The meeting was turned over to Chairperson Trustee Recker who requested nominations for Vice-Chairperson for the Year 2025. Motion by Chairperson Trustee Recker to nominate Trustee Knitz as Vice-Chairperson for the Year 2025 with a second by Trustee Knitz.
Vote: 3-Yes and 0-No. Motion carries.

Date, time and place of meetings were discussed. Trustee meetings will be the second and last Wednesday of the month at 7:00 p.m. at the Maintenance/Administration Building, 237 Krotzer Avenue, Luckey, Ohio 43443. A Resolution will be adopted by the Trustees for open meetings under the Ohio Sunshine Laws (including regular meetings, special meetings and emergency meetings). Special Meetings and Emergency Meetings will be held at the same location as the regular meetings unless otherwise provided. Notice for Special Meetings or Emergency Meetings will be in the Sentinel Tribune (if possible), posted at the Maintenance/Administration Building, Fire/EMS Station, electronic sign and on the Township's website as far in advance as possible.

Trustee Brinker made a motion to continue Trustee Meetings on the second and last Wednesday of the month at 7:00 p.m. at the Maintenance/Administration Building, 237 Krotzer Avenue, Luckey Ohio and to conduct all business in open meetings in accordance to the Ohio Sunshine Laws with a second by Chairperson Trustee Recker.
Vote: 3 -Yes and 0-No. Motion carries.

Chairperson Trustee Recker made a motion that Special Meetings and Emergency Meetings will be held at the same location as the regular meetings unless otherwise provided. Notice for Special Meetings or Emergency Meetings will be in the Sentinel Tribune (as time allows), posted at the Maintenance/Administration Building, Fire/EMS Station, electronic sign and the Township's website as far in advance as possible with a second Trustee Brinker.
Vote: 3-Yes and 0 -No. Motion carries.

The taping of meetings and agendas were discussed. The Trustees will not be taping their meetings for 2025. The Zoning Boards can determine if they want to tape their meetings.

There was discussion about the insurance benefits. Currently qualified employees, the Trustees and Fiscal Officer qualify for Health Insurance with Anthem plus HRA, Vision Insurance with VSI, Life Insurance with Medical Mutual.

The Disability Insurance with American United Life Insurance is for full-time employees only. Additional discussion regarding the Anthem Health Insurance was at the Trust Meetings on October 30, 2024, Trustee Meeting November 13, 2024 and Special Trustee Meeting on November 20, 2024.

Chairperson Trustee Recker made a motion to pay all or a portion of the Health Insurance (Anthem) including HRA benefits, Life Insurance, Vision insurance & Disability Insurance for qualified employees (full time and working over 1500 hours a year) & Elected Officials. Motion included to pay other insurance benefits offered to Fire Personnel, Trustees and the Fiscal Officer through OTARA, Insurance and Investments (UIS), 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 except Volunteer Firefighters and Volunteer EMS personnel which 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 what is offered to the balance of the Township Trustees, Fiscal Officer and qualified employees according to ORC 505.603.
This benefit to the Trustees, Fiscal Officer and qualified employees is through a Cafeteria-Plan program which Troy Township Trustees entered into on September 30, 2015. The cash payment cannot 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 with a second by Trustee Knitz.
Vote: 3 -Yes and 0-No. Motion carries.

The Property and Liability Insurance is currently with OTARMA. The premium for 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 and 2024 was $57,487.69.

Risk Assessment by OTARMA is completed annually and IT Risk Assessment by OTARMA was completed in 2024.

The Trustees reviewed vehicle Information. Additional, OTARMA coverage was discussed and reviewed at the June 26, 2024 Trustee Meeting.

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The Township offers the Ohio Deferred Compensation Program to all qualified employees.

Trustee Chairperson Recker made a motion to pay conference/training expenses for Trustees, Fiscal Officer & designated employees for the Year 2025 with a second motion by Trustee Knitz. Vote: 3-Yes 0 -No. Motion carries.

Trustee Knitz made a motion to pay a food allowance reimbursement up to $50.00 per day, not including alcohol (receipts must be provided) and mileage reimbursement for trips out-of-the township at .67 cents per mile for 2025 with a second motion by Trustee Brinker.
Vote: 3-Yes and 0-No. Motion carries.

Chairperson Trustee Recker made a motion to approve the amounts paid per meeting for Zoning members to be set at $60.00 per meeting for the Chairman, $100.00 per meeting for the Secretary and $40.00 per meeting for the other members (with quorum). If a meeting is held and not enough members are present to obtain a quorum, the members present pay will be reduced to 50% of rate with a second motion by Trustee Brinker.
Vote: 3-Yes and 0-No. Motion carries.

Trustee Knitz spoke to the members of the Troy Township Zoning Commission Board that have terms expiring. Troy Township Zoning Commission Board Members Robert Neitz and Sandy Minarik have agreed to serve another term. Chairperson Trustee Recker made a motion to approve Robert Neitz and Sandy Minarik for another term on the Troy Township Zoning Commission Board with a second motion by Trustee Brinker.
Vote 3-Yes 0-No. Motion carries.

Chairperson Trustee Recker made a motion to compensate the Trustees by annual salary in equal monthly amounts (O.R.C. 505.24) & Fiscal Officer (O.R.C. 507.09) with a second motion by Trustee Brinker.
Vote 3-Yes and 0-No. Motion carries.
The Trustees were given a copy of the 2025 Compensation Chart provided by the Ohio Township Association.

The Trustees reviewed the Fund Status and Revenue Status Reports as of December 31, 2024.

The Trustees reviewed the revenue information for the JEDD that was received in 2024 as follows:

- January 2024 $171,691.33 3rd qtr. 2023
- March 2024 $178,344.16 4th qtr. 2023
- May 2024 $175,132.12 1st qtr. 2024
- September 2024 $151,218.73 2nd qtr. 2024
- December 2024 $350,106.15 3rd qtr. 2024

$1,026,492.40

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The Temporary Appropriations for the Year 2025 were approved at the December 30, 2024 meeting.

The Trustees discussed outside Legal Council that was approved for 2025, with RESOLUTION 24-2025 at the December 11, 2024 meeting. The Trustees will retain Peter N. Griggs from Brosius, Johnson & Griggs, LLC for 2025 to represent the Township and its Officers, Boards and Commissions in their official capacities and to advise them on legal matters. Payments to Legal Council for 2022 was $3,679.20; 2023 was $9,474.52 and 2024 was $19,608.70.

The audit persons for the Year 2025 appointed by Chairperson Trustee Recker will be Chairperson Trustee Recker and Trustee Knitz.

Discussion was held by the Trustees on the subject of records and retention procedures and locations of these items. Township records are located at 311 Krotzer Avenue, 237 Krotzer Avenue, 24002 Luckey Road and the old maintenance building. Public Records training is attended as required by Ohio Revised Code. A Record Retention Policy and Record Retention schedule is being reviewed, revised and completed.

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

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

- Fire/EMS Station is not rented.
- The Maintenance Building is not rented.
- The Stony Ridge Building can be rented at a cost of $50.00. There is no charge for non-profit entities but they will need to schedule their meeting. A Rental Agreement was approved on October 26, 2022.

The Troy Township Zoning Permit Fees and the Troy Township Zoning Resolution were discussed. There was no action taken to change any Zoning Permit 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 to bill EMS runs is 7%.

The Troy Township Trustees have a Fire and EMS Agreement with Webster Township for a portion of Webster Township. The amount paid for the agreement for years 2013, 2014 & 2015 ($14,825.14 Fire & $22,237.72 EMS), 2016, 2017 & 2018 ($23,133.96 Fire & $31,677.93 EMS) and 2019, 2020 & 2021 ($20,611.29 Fire & $28,226.02 EMS) January 1, 2021 through December 31, 2023 ($22,652.88 Fire & $31,021.94 EMS), January 1, 2024 through December 31, 2026 ($23,917.52 Fire & $32,753.82 EMS).

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

Chairperson Trustee Recker made a motion to approve the Troy Township Trustees checking account with State Bank with a minimum of two Trustees signatures and the Fiscal Officer signature that required on Township checks with a second motion by Trustee Knitz.
Vote 3-Yes and 0-No. Motion carries.

Policies/Handbook and other miscellaneous items were discussed. Policies/Handbook continue to be reviewed, revised and updated.

- The Troy Township Credit Card Policy. Credit cards are issues to Fire Chief Woodruff, Mr. Gottschalk, Mr. Blecke and the Trustees and the Fiscal Officer.
- The Troy Township Cell Phone Policy. Mr. Gottschalk, Mr. Blecke and Mrs. Hahn and Mr. Keiser have Township cell phones. Mrs. Hahn has a Troy Township iPad.
- Troy Township Public Records Policy and training requirements.
- Troy Township Investment Policy. The Investment Policy is filed with State Bank.
- The Troy Township Laptop, Computer & iPhone Policy that was approved on March 31, 2021.
- Employee Handbook
- Troy Township Fraud Reporting. Each new employee receives and acknowledges receipt of this document.
- Public Records Training & Fiscal Officer Training
- Executive Session (Ohio Sunshine Laws)
- Ethic Policy & Ohio Ethics Law that was approved on April 27, 2022.

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 could be 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. Chairperson Trustee Recker made a motion to approve using public funds for an occasional purchase of flowers or similar items with a second by Trustee Brinker.
Vote 3-Yes and 0-No. Motion carries.

Super Blanket Certificates not to exceed $10,000.00 were discussed. No action was taken.

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The Departments of the Township that each Trustee will be responsible for in 2025 were discussed. The following are the Departments each Trustee will be responsible for:

- Trustee Brinker will be responsible for Fire & EMS Personnel & Equipment
- Chairperson Trustee Recker will be responsible for Roads & Cemetery, Paving, Maintenance, Drainage, Mowing & Berming
- Trustee Knitz will be responsible for Zoning, Zoning Inspector, Zoning Commission, Zoning Board of Appeals, Wood County Planning Commission, Wood County Sheriff Patrol and TMACOG.
- All three (3) Trustees, Trustee Brinker, Trustee Knitz and Chairperson Trustee Recker will be responsible for the following:
  - Building & Grounds
  - Wood County Health Department
  - Northwestern Water and Sewer District (DISTRICT)
  - Wood County Economic Development Commission (WEDC)

Chairperson Trustee Recker made a motion at 12:35 p.m. to go into executive session to discuss compensation with a second motion by Trustee Brinker.
Roll Call: Trustee Brinker – Yes Trustee Knitz – Yes Trustee Recker – Yes. Motion carries.

Trustee Brinker made a motion by to go out of executive secession at 12:40 p.m. with a second motion by Chairperson Trustee Recker.
Roll Call: Trustee Brinker – Yes Trustee Knitz – Yes Trustee Recker – Yes. Motion carries.

Trustee Knitz made a motion to approve a 2% salary increase for all Troy Township Employees for 2025 with a second motion by Chairperson Trustee Recker.
Vote: 3-Yes and 0-No. Motion carries.

Fiscal Officer Abke provided all three (3) Trustees with the requested total Employee Cost to Troy Township of each Full-Time Employee for review and discussion. This included the employee wages, benefit costs, retirement plan, payroll taxes and uniforms. Unemployment taxes and worker's compensation costs are based on wages.

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The 2025 OPERS rates: OPERS-G employee rate is 10.00% and the OPERS-G employer rate is 14.00%.

The 2025 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.

Part-time employees are not to exceed 1500 hours per year.

The 2025 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)

Trustee Brinker made a motion to adjourn the meeting with a second motion by Chairperson Trustee Recker.
Vote: 3-Yes and 0-No. Motion carries.

Meeting ended at 12:55 p.m.

Kenneth J. Recker, Chairman

Matthew L. Brinker, Trustee

Kelley A. Knitz, Trustee

Laura L. Abke, Fiscal Officer