

The Board of Lake Township Trustees met immediately following the 8:00 a.m. special meeting for the purpose of conducting a Reorganization Meeting, at 12360 Market Avenue North, Hartville, Ohio, with the following members present:

John Arnold
Ellis Erb
Galen Stoll

Also Present:
Ben Sommers
Joy Dingman

Sam Miller

The Fiscal Officer called the meeting to order at 8:03 a.m.

The Fiscal Officer called for nominations for President of the Board of Lake Township Trustees for the year 2012.

- 12-001 A motion was made by Ellis Erb nominating John Arnold for President of the Board of Lake Township Trustees for the year 2012. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

John Arnold called for nominations for Vice President of the Board of Lake Township Trustees for 2012.

- 12-002 A motion was made by Galen Stoll nominating Ellis Erb for Vice President of the Board of Lake Township Trustees for the year 2012. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

- 12-003 A resolution was made by John Arnold that the township will utilize numbered, sequential purchase orders for all township purchases and otherwise comply with Ohio bidding laws for major township purchases, except for emergencies, to the best of the Board's ability, so that the township might secure the best price for township goods and services. All purchase orders are to be signed by at least two of the three trustees and the Fiscal Officer. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-004 A resolution was made by John Arnold that the township will accept quote(s) for purchases which exceed \$5,000.00, when Ohio law does not specifically require competitive bidding. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-005 A resolution was made by John Arnold directing the Police Department and the Zoning Department to use pre-numbered, sequential receipt books. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-006 A resolution was made by John Arnold directing the Fiscal Officer to use pre-numbered, sequential receipts and checks. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-007 A resolution was made by John Arnold directing that no purchases are to be made without first obtaining a purchase order number in advance of the order, or as soon as possible, and blanket purchase orders are to be used as provided by Ohio law whenever possible. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-008 A resolution was made by John Arnold setting January 9, 2012, the second Monday in January, as the date for completion of the annual inventory of township property, as provided by law. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-009 A resolution was made by John Arnold authorizing the filing of the year 2012 inventory with the Stark County Engineer's office on January 9, 2012, in accordance with ORC Section 505.04. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-010 A resolution was made by John Arnold setting compensation for the Township Trustees, in accordance with Sections 505.24 and 507.09 of the Ohio Revised Code. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-011 A resolution was made by John Arnold designating the second and fourth Monday of each month as the Trustee's regular meeting nights, at 6:30 pm. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-012 A resolution was made by John Arnold that all full-time and part-time employees, under the personnel handbook or collective bargaining agreement as may be applicable, are retained until the first meeting in 2013, except as the Board may act as provided by law. Employment of any non full-time individuals will not exceed 1500 hours per year absent further resolution of the Board. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-013 A resolution was made by John Arnold establishing an auxiliary road crew consisting of three groups, effective January 1, 2012: an "A" group (individuals with Commercial Drivers License) to be paid \$12.00 per hour, a "B" group to be paid \$9.00 per hour and a "C" group to be paid \$8.00 per hour.

Members of any group may be placed into service by the Road Superintendent or Assistant Superintendent as necessary and as required; although no one auxiliary member's employment may exceed 1500 hours per year, absent further resolution of the Board. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-014 A resolution was made by John Arnold reappointing all current Lake Township Police Department auxiliary police officers at a rate of \$14.00 per hour, and Lake Township constables, in accordance with prior resolutions of the Board, as well as the Township Employee Resolution, effective January 1, 2012. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-015 A resolution was made by Ellis Erb providing a uniform allowance to all full-time and auxiliary officers of the Lake Township Police Department, in accordance with the Lake Township Employee Resolution and the Collective Bargaining Agreement, at the rate of \$1,000.00 per year for full-time officers and \$300.00 per year for auxiliary, part-time officers. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-016 A resolution was made by Ellis Erb to continue in effect all work rules and policies in effect on December 31, 2011, unless otherwise amended, altered or deleted during the year, during 2012 and up to and including the first Lake Township Board of Trustees meeting of 2013. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-017 A resolution was made by Ellis Erb that the Fiscal Officer determines that all township employees that are required by law to be bonded, (including Constables) have been bonded and the required bonds have been filed with the Fiscal Officer's office. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-018 A resolution was made by Ellis Erb appointing Galen Stoll as Personnel Committee Designee for the year 2012 and appointing John Arnold as alternate for this position for the year 2012. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-019 A resolution was made by Ellis Erb appointing John Arnold as Lake Township representative to the SCOG Board for the year 2012. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-020 A resolution was made by Ellis Erb hiring Charles Hall of Hall Law Firm as additional legal counsel for the township at a cost of \$36,000.00 per year. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-021 A resolution was made by Ellis Erb appointing Ellis Erb as Lake Township representative on the Drainage Task Force for the year 2012. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-022 A resolution was made by Ellis Erb appointing Christy Bresson as Lake Township representative on issues pertaining to the Stark County Community Development Block Grant (CDBG) for the year 2012. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-023 A resolution was made by Ellis Erb authorizing Fiscal Officer to file requests for weekly tax advances of the February and August real estate tax settlements in 2012 for the maximum amount allowable. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-024 A resolution was made by Ellis Erb authorizing the Fiscal Officer to “transfer within a fund” (allows for minor budgetary adjustments and issuing POs between meetings). Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-025 A resolution was made by Ellis Erb appointing John Arnold, Sophia Kapadia and Ben Sommers as members of the Lake Township Audit Committee for the year 2012. Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-026 Mr. Stoll made the following resolution:

WHEREAS, Section 5513.01 (B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies or other articles.

Now, therefore, be it resolved by the Board of Trustees, Lake Township, Stark County, Ohio, that;

SECTION 1.

The Board of Trustees hereby requests authority in the name of Lake Township, Stark County, Ohio, to participate in the Ohio Department of Transportation contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01 (B).

SECTION 2.

That the Board of Trustees is hereby authorized to agree in the name of Lake Township, Stark County, Ohio, to be bound by all terms and conditions as the Director of Transportation prescribes.

SECTION 3.

That the Board of Trustees is hereby authorized to agree in the name of Lake Township, Stark County, Ohio, to directly pay vendors, under each such contract of the Ohio Department of Transportation in which Lake Township, Stark County, Ohio participates, for items it receives pursuant to the contract.

SECTION 4.

That Lake Township, Stark County, Ohio, agrees to be responsible for resolving all claims or disputes arising out of its participation in the cooperative purchasing program under Section 5513.01(B) of the Ohio Revised Code. The Board of Trustees, Lake Township, Stark County, Ohio releases and forever discharges the Director of Transportation and the Ohio Department of Transportation from all such claims, actions, expenses, or other damages arising out of its participation in the cooperative purchasing program which the Board of Trustees, Lake Township, Stark County, Ohio may have or claim to have against ODOT or its employees, unless such liability is the result of negligence on the part of ODOT or its employees.

Seconded by Galen Stoll. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

- 12-027 A resolution was made by Galen Stoll appointing all full-time and auxiliary/part-time officers of the Lake Township Police Department as Township Constables and acknowledging that the bond for said Constables is covered under the township blanket bond, further acknowledging that the Chief of the Lake Township Police Department or an Elected Official will appropriately administer the Oath of Office to said officers. No additional compensation will be paid when acting as Township Constable. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-028 A resolution was made by Galen Stoll authorizing the Township Administrative Office to close on Friday, November 23, 2012 in lieu of closing on Monday, October 8, 2012 (Columbus Day). Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-029 Mr. Stoll made the following resolution:

WHEREAS, Ohio Revised Code 505.60 (A), provides that the Lake Township Board of Trustees may procure and pay all or any part of the cost of insurance policies that may provide benefits for hospitalization, surgical care, major medical care, dental care, eye care, medical care, disability, hearing aids, prescription drugs, or sickness and accident insurance or a combination of any of them for township employees and officers, and

WHEREAS, pursuant to ORC 505.60 (B) if the Lake Township Board of Trustees procures any insurance policies as authorized in that statute the policies must provide uniform coverage for township officers and full-time township employees and their immediate dependents. The premium costs must be paid from the funds or budgets from which the officers and employees are compensated. Any township officer or employee may refuse to accept the insurance coverage, and;

WHEREAS, pursuant to ORC 505.602 (B) (2) the Lake Township Board of Trustees may change the choice made under ORC 505.60 (B) at any time that is determined by the Board to be in the best interest of the township; and, if the total cost to the township of the revised plan for any trustee's coverage does not exceed that cost under the plan in effect in the prior policy year, the revision of the plan does not cause an increase in that trustee's compensation; and,

WHEREAS, pursuant to ORC 505.60 (C) if any township officer or employee is denied coverage or elects not to participate in the township's health care plan, the township may reimburse the officer or employee for each out of pocket premium that the officer or employee incurs for insurance policies as described and permitted by ORC 505.60 (A), that the officer or employee otherwise obtains, but the reimbursement shall not exceed an amount equal to the average premium paid by the township for its officers and employees under policies that it procures under ORC 505.60 (B); and

WHEREAS, pursuant to ORC 505.603 in addition to providing benefits to township officers and employees under ORC sections 505.60, 505.601, or 505.602 the Lake Township Board of Trustees after first adopting a policy authorizing an officer or employee to receive a cash payment in lieu of a benefit otherwise offered to township officers or employees under any of those sections, but only if the cash payment does not exceed twenty-five per cent (25%) of the cost of premiums or

payments that otherwise would be paid by the Lake Township Board of Trustees for benefits for the officer or employee under an offered policy, contract, or plan. No cash payment lieu of a benefit shall be made pursuant to this section unless the officer or employee signs a statement affirming that the officer or employee is covered under another health insurance or health care policy, contract, or plan in the case of a health benefit, or a life insurance policy in the case of a life insurance benefit, and setting forth the name of the employer, if any, that sponsors the coverage, the name of the carrier that provides the coverage, and an identifying number of the applicable policy, contract, or plan; and,

NOW THEREFORE, BE IT RESOLVED, that effective, January 1, 2012, the Lake Township Board of Trustees does hereby adopt a policy authorizing an officer or employee to receive a cash payment in lieu of a benefit otherwise offered to township officers or employees under any of the policies that may provide benefits for hospitalization, surgical care, major medical care, dental care, eye care, medical care, disability, hearing aids, prescription drugs, or sickness and accident insurance or a combination of any of them, but only if the cash payment does not exceed twenty-five per cent (25%) of the cost of premiums or payments that otherwise would be paid by the Lake Township Board of Trustees for benefits for the officer or employee under an offered policy, contract, or plan; and,

BE IT FURTHER RESOLVED, that no cash payment in lieu of a benefit shall be made pursuant to this section unless the officer or employee first signs a statement affirming that the officer or employee is covered under another health insurance or health care policy, contract, or plan in the case of a health benefit, or a life insurance policy in the case of a life insurance benefit, and setting forth the name of the employer, if any, that sponsors the coverage, the name of the carrier that provides the coverage, and an identifying number of the applicable policy, contract, or plan, and

BE IT FURTHER RESOLVED, that the Lake Township Fiscal Officer is hereby authorized and directed to do all things reasonable and necessary to accomplish the intent of this resolution.

Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-030 A resolution was made by Galen Stoll authorizing the Fiscal Officer to pursue any and all available grants. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-031 A resolution was made by Galen Stoll pursuant to the Lake Township Investment Policy, issued September 27, 1996, the Board has reviewed and accepts the investment policies and procedures and further authorize the Lake Township Clerk/Fiscal Officer to invest Lake Township public funds in a manner which he determines will meet the cash flow demands of the township while providing for the highest possible investment return, in conformance with the Lake township Investment Policy dated September 27, 1996. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-032 A resolution was made by Galen Stoll adopting the internet auction policy for 2012, as issued April 8, 2010, under Resolution No 10-158. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-033 A resolution was made by Galen Stoll to submit Annual Conversion Plans for the Police, Road and Administrative Departments to OPERS for 2012 as follows:

Pursuant to Section 145.01 of the Ohio Revised Code and Ohio Administrative Code 145-1-26, Lake Township Trustees are executing a plan for Administrative Personnel for the conversion of sick leave & vacation leave to cash for leave that is accrued, but not used, during the calendar year, as defined as January 1 to December 31, as part of an annual conversion plan. These earnings are earnable salary on which employee and employer contributions shall be remitted to OPERS.

Leave shall be converted on a last in, first out (LIFO) basis. The leave to be considered earnable salary is the leave accrued to date in the current calendar year, less any leave used to date in the same calendar year. For retiring employees, conversion payment must occur according to the plan and either prior to or during the month of their termination date for this earnable salary to be included in the calculation of Final Average Salary.

The following payments made to employees shall not have retirement contributions withheld as the payments do not meet the definition of earnable salary for OPERS purposes:

- leave in excess of the annual amount of leave accrued January 1 to December 31 less leave used January 1 to time of payment
- leave earned in previous calendar years (*other than payments made in January for leave accrued but not used during the previous calendar year*)

- conversion of leave to employees separating employment
- conversion of leave to retiring employees outside the regular payment schedule

Employees receive conversion payments in December of each year for converted sick leave, vacation leave, and comp time. The maximum amount of leave employees can cash in per year is:

- Sick leave – 120 hours (receive a cash benefit equal to one hour at the base rate of pay for every two hours of unused sick leave)
- Vacation leave – 40 hours

Leave Accrual:

- Sick leave is accrued *per pay period for a total of 120 hours per year.*
- Vacation leave is issued in a lump sum Jan. 1st. Amount is *determined by years of service.*

This plan must be submitted to OPERS for approval by March 31 of each year, or prior to any conversion plan payments being made to employees.

Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-034 A resolution was made by Galen Stoll to move Daniel R. Kamerer to Step 4 of the Road Superintendent Pay Scale, effective December 24, 2011. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-035 A resolution was made by Galen Stoll authorizing the Fiscal Officer to advance funds from the General Fund to the Police District Fund as needed not to exceed \$300,000.00. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-036 A resolution was made by Galen Stoll to move Harold Britt to Step 6 of the 2012 Chief of Police Pay Scale, effective December 24, 2011. Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-037 A resolution was made by Galen Stoll authorize an increase in cemetery fees, effective January 1, 2012, for all Lake Township Cemeteries as follows:

Single Burial Site	\$800.00
Infant Burial Site	½ the cost of full burial site
Deed Transfer	\$ 15.00
Foundations (4" border)	\$.60 per sq/inch

OPEN/CLOSE

Full Burial	\$800.00
Cremation	\$400.00
Infant	½ the cost of full burial
<u>Additional fees</u>	
After 3 pm, or Saturday	\$100.00
Sundays or Holidays	\$200.00

Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-038 Mr. Stoll moved for the adoption of the following resolution:

WHEREAS, both the Federal Government through the Affordable Care Act and the Ohio State government through Ohio House Bill 1 requires employer funded major medical and hospitalization plans to extend eligibility for dependents to age 26; and, under certain circumstances to permit an employee to pay for extending coverage until the dependent child turns 28, and

NOW THEREFORE, BE IT RESOLVED, that any Lake Township employee who is eligible and chooses to extend coverage to a dependent child between the ages of 26 and 28 shall only do so upon agreeing to be charged, and to pay, the actuarial equivalent of the dependent child rate under the same major medical hospitalization plan upon which the employee is enrolled; and

BE IT FURTHER RESOLVED, that the Lake Township Fiscal Officer is hereby authorized and directed to do all things reasonable and necessary to accomplish the intent of this resolution.

Seconded by Ellis Erb. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

12-039 A resolution was made by Galen Stoll adjourning the meeting at 8:18 a.m. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Ellis Erb	yes
Galen Stoll	yes

Ben Sommers, Fiscal Officer

John Arnold, President

Ellis Erb, Vice President

Galen Stoll, Member