

The Board of Lake Township Trustees met at 9:00 a.m. special meeting for the purpose of conducting the 2021 Reorganization Meeting, at 12360 Market Avenue North, Hartville, Ohio, with the following members present:

- Steve Miller
- John Arnold
- Jeremy Yoder (Via Telephone)

Also Present:
Matt Erb

The Fiscal Officer called the meeting to order.

- The Fiscal Officer called for nominations for President of the Board of Lake Township Trustees for the year 2021.

21-001 A motion was made by Steve Miller nominating John Arnold for President of the board of Lake Township Trustees for the year 2021. Seconded by Jeremy Yoder. Roll call votes were:

- | | |
|--------------|-----|
| Steve Miller | Yes |
| Jeremy Yoder | yes |
| John Arnold | yes |

- The Fiscal Officer called for nominations for Vice President of the Board of Lake Township Trustees for 2021.

21-002 A motion was made by John Arnold nominating Jeremy Yoder for Vice President of the Board of Lake Township Trustees for the year 2021. Seconded by Steve Miller. Roll call votes were:

- | | |
|--------------|-----|
| Jeremy Yoder | yes |
| Steve Miller | yes |
| John Arnold | yes |

21-003 A resolution was made by Steve Miller 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 John Arnold. Roll call votes were:

- | | |
|--------------|-----|
| John Arnold | yes |
| Jeremy Yoder | yes |
| Steve Miller | yes |

21-004 A resolution was made by Steve Miller 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 John Arnold. Roll call votes were:

John Arnold yes
Jeremy Yoder yes
Steve Miller yes

21-005 A resolution was made by Steve Miller directing the Police Department, Zoning Department, Road Department and Cemetery Department to use pre-numbered, sequential receipt books. Seconded by John Arnold. Roll call votes were:

John Arnold yes
Jeremy Yoder yes
Steve Miller yes

21-006 A resolution was made by Steve Miller directing the Fiscal Officer to use pre-numbered, sequential receipts and checks. Seconded by John Arnold. Roll call votes were:

John Arnold yes
Jeremy Yoder yes
Steve Miller yes

21-007 A resolution was made by Steve Miller 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 John Arnold. Roll call votes were:

John Arnold yes
Jeremy Yoder yes
Steve Miller yes

21-008 A resolution was made by John Arnold setting January 11, 2021, the second Monday in January, as the date for completion of the annual inventory of township property, as provided by Section 505.04 of the Ohio Revised Code. Seconded by Steve Miller. Roll call votes were:

John Arnold yes
Jeremy Yoder yes
Steve Miller yes

21-009 A resolution was made by John Arnold adopting the statutory compensation for the Township Trustees and Fiscal Officer, in accordance with Sections 505.24 and 507.09 of the Ohio Revised Code. Seconded by Steve Miller. Roll call votes were:

John Arnold yes
Jeremy Yoder yes
Steve Miller yes

21-010 A resolution was made by John Arnold designating the second and fourth Monday of each month as the Trustee’s regular meeting nights, at 5:00 pm. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-011 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 2022, except as the Board may act as provided by law. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-012 A resolution was made by John Arnold establishing an auxiliary road crew consisting of three groups, effective January 1, 2021: an “A” group (individuals with Commercial Drivers License) to be paid \$12.00 per hour except during the periods of November 1st through April 1st of each year when performing snow and ice operations, as determined by the Road Superintendent, they shall be paid \$18.00 per hour, a “B” group to be paid \$9.00 per hour and a “C” group to be paid the Federal Minimum Wage in effect for 2021, absent further resolution of the Board.

The following individuals will be removed from the Township’s auxiliary lists:
William McCain and Doug McKita.

Members of any group may be placed into service by the Road Superintendent or Assistant Superintendent as necessary and as required. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-013 A resolution was made by Steve Miller reappointing all current Uniontown Police Department auxiliary police officers at a rate that is in accordance with Resolution No. 14-306 adopted September 8, 2014, and Lake Township constables, in accordance with prior resolutions of the Board, as well as the Township Employee Resolution, effective January 1, 2021. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-014 A resolution was made by Steve Miller providing a uniform allowance to all full-time and auxiliary officers of the Uniontown Police Department, in accordance with the Lake Township Employee Handbook and the Collective Bargaining Agreement, at the rate in accordance to the current Collective Bargaining Agreement for full-time officers and at a rate in accordance with Resolution No. 19-309, adopted August 26, 2019, for auxiliary, part-time officers. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-015 A resolution was made by Steve Miller to continue in effect all work rules and policies in effect on December 31, 2021, unless otherwise amended, altered or deleted during the year, during 2021 and up to and including the first Lake Township Board of Trustees meeting of 2022 Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-016 A resolution was made by Steve Miller 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
Jeremy Yoder	yes
Steve Miller	yes

21-017 A resolution was made by Steve Miller appointing Jeremy Yoder as Personnel Committee Designee for the year 2021 and appointing Steve Miller as alternate for this position for the year 2021. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-018 A resolution was made by John Arnold appointing John Arnold as Lake Township representative to the SCOG Board for the year 2021. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-019 A resolution was made by John Arnold authorizing the department heads to incur obligations of \$2,500.00 or less on behalf of the township without prior authorization provided that the obligations incurred on behalf of the township shall be subsequently approved pursuant to and in accordance with the provision in O.R.C. 507.11.

Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-020 A resolution was made by John Arnold appointing Steve Miller as Lake Township representative on the Drainage Task Force for the year 2021. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-021 A resolution was made by John Arnold appointing Steve Lacey as Lake Township representative on issues pertaining to the Stark County Community Development Block Grant (CDBG) for the year 2021. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-022 A resolution was made by John Arnold authorizing Fiscal Officer to file requests for weekly tax advances of the February and August real estate tax settlements in 2021 for the maximum amount allowable. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-023 A resolution was made by Steve Miller authorizing the Fiscal Officer to “transfer within a fund” (allows for minor budgetary adjustments and issuing POs between meetings). All “transfer within a fund” transaction must be acknowledged by the Board of Trustees at their regular scheduled meeting. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-024 A resolution was made by Steve Miller appointing John Anrold, Sophia Troyer and the Fiscal Officer as members of the Lake Township Audit Committee for the year 2021. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-025 Trustee Miller moved the adoption of 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 John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-026 A resolution was made by Steve Miller appointing all full-time and auxiliary/part-time officers of the Uniontown 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 Uniontown 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
Jeremy Yoder	yes
Steve Miller	yes

21-027 A resolution was made by John Arnold authorizing the Township Administrative Office Staff and the full-time non-bargaining Road Department employees to trade the 2021 Columbus Day Holiday (10/11/2021) for the day after Thanksgiving (11/26/2021) instead. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-028 A resolution was made by John Arnold authorizing the Fiscal Officer and Steve Lacey to pursue any and all available grants. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-029 A resolution was made by John Arnold 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 Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-030 A resolution was made by John Arnold adopting the internet auction policy for 2021, as issued April 8, 2010, under Resolution No 10-158. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-031 Trustee Arnold moved the adoption of the following resolution:

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 Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-032 Trustee Arnold 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 Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-033 Trustee Miller moved the adoption of the following resolution:

WHEREAS, pursuant to Ohio Revised Code Section 505.38 (B) the Lake Township Board of Trustees, not having a township fire department, is required to appoint a Fire Prevention Officer, and;

NOW THEREFORE, BE IT RESOLVED, that the Lake Township Board of Trustees pursuant to RC 505.38 (B) does hereby appoint the Greentown Volunteer Fire Department as the Lake Township Fire Prevention Officer, which Department shall appoint its Chief who shall exercise all of the duties as set forth in said code section, and shall report to the Board of Lake Township Trustees, by filing a copy of all reports that the Lake Township Fire Prevention Officer shall file with the Ohio State Fire Marshall, and;

BE IT FURTHER RESOLVED, that the Lake Township Board of Trustees pursuant to RC 505.38 (B) does hereby appoint the Hartville Volunteer Fire Department as the Deputy Lake Township Fire Prevention Officer, which Department shall appoint its Chief who shall exercise all of the duties as set forth in said code section, and shall report to the Board of Lake Township Trustees, by filing a copy of all reports that the Lake Township Fire Prevention Officer shall file with the Ohio State Fire Marshall, and;

BE IT FURTHER RESOLVED, that the Lake Township Board of Trustees pursuant to RC 505.38 (B) does hereby appoint the Uniontown Fire Department as the Deputy Lake Township Fire Prevention Officer, which Department shall appoint its Chief who shall exercise all of the duties as set forth in said code section, and shall report to the Board of Lake Township Trustees, by filing a copy of all reports that the Lake Township Fire Prevention Officer shall file with the Ohio State Fire Marshall, and;

BE IT FURTHER RESOLVED, that the Lake Township Fire Prevention Officer shall assign the Greentown Fire District to the Greentown Fire Chief as the Lake Township Fire Prevention Officer, the Hartville Fire District to the Hartville Fire Chief as the Deputy Lake Township Fire Prevention Officer and the Uniontown Fire District to the Uniontown Fire Chief as the Deputy Lake Township Fire Prevention Officer, and;

BE IT FURTHER RESOLVED, that in accordance with ORC 505.38 (B), the appointment of the Greentown Fire Chief as the Lake Township Fire Prevention Officer, the appointment of the Hartville Fire Chief as the Deputy Lake Township Fire Prevention Officer and the appointment of the Uniontown Fire Chief as the Deputy Lake Township Fire Prevention Officer shall each be as an independent contractor and not as an employee of the township, and;

BE IT FURTHER RESOLVED, that in accordance with ORC 505.38 (B), the appointment of the Greentown Fire Chief as the Lake Township Fire Prevention

Officer, the appointment of the Hartville Fire Chief as the Deputy Lake Township Fire Prevention Officer and the appointment of the Uniontown Fire Chief as the Deputy Lake Township Fire Prevention Officer for the period commencing January 1, 2021 and shall continue through December 31, 2021 and to serve at the pleasure of the Board of Lake Township Trustees, shall each be at the contractual rate of One Dollar and Other Valuable Compensation (\$1.00 o.v.c.), per each calendar year and an appointee may be reappointed at the end of a term to another one-year term, and;

BE IT FURTHER RESOLVED that it is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-034 Trustee Arnold moved the adoption of the following resolution:

WHEREAS, in 1982 Ohio Attorney General Opinion No. 82-006, The Attorney General has determined that a political subdivision's provision of coffee, meals, refreshments, and other amenities to their employees is a lawful fringe benefit.

NOW THEREFORE BE IT RESOLVED that, pursuant to the statues authorizing us to compensate our employees, we hereby determine that the Township Administrator is hereby given authority to authorize the purchase of coffee, meals, refreshments, food items, and other amenities (which said amenities can include non-food items such as flowers for sick employees, token retirement gifts, meritorious service awards, etc.) as directed by the members of the Board of Trustees.

Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-035 A resolution was made by Steve Miller reaffirming the Multi-Jurisdictional Police Mutual Aid Resolution as adopted January 28, 2013 (13-060). Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-036 Trustee Arnold moved the adoption of the following resolution:

WHEREAS, the Lake Township Board of Trustees have declared improvements to certain parcels of real property within Lake Township, Stark County, to be a public purpose, exempting such improvements from taxation and establishing a Township Public Improvement Tax Increment Equivalent Fund and;

THEREFORE, BE IT RESOLVED, that pursuant to the establishing of a Tax Increment Financing Fund and pursuant to Ohio Revised Code Section 5709.85, the Lake Township Board of Trustees hereby establish a Tax Incentive Review Council which council shall consist of the President of the Board of Trustees, the Fiscal Officer and Additional Legal Counsel. Said council will meet 5 minutes before the first regular trustees meeting in November and 5 minutes before the second regular trustees meeting in November of each year unless otherwise rescheduled.

Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-037 A resolution was made by Steve Miller establishing that any non-fulltime employee may not average more than 30 hours per week or not exceed 750 hours during any six-month period of either the Initial Measurement Period or the Standard Measurement Period as set forth in Resolution No. 13-230 adopted 06-24-2113, absent further resolution of the Board. Seconded by John Arnold. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

21-038 A resolution was made by John Arnold to adjourn the meeting at 9:28 a.m. Seconded by Steve Miller. Roll call votes were:

John Arnold	yes
Jeremy Yoder	yes
Steve Miller	yes

Matt Erb, Fiscal Officer

John Arnold, President

Jeremy Yoder, Vice President

Steve Miller, Member
