

**Geneva Township
2024 Organizational Meeting
December 27, 2023**

The 2024 organization meeting of Geneva Township was held on December 27, 2023. Chairman Mills called the meeting to order at 8:11 AM. Present were: Mr. Mills, Mrs. Miller, and Fiscal Officer Caya. Mr. Brown was absent. Citizen Dave McGrath was present.

Motion by Tiffany Miller, seconded by Tim Mills approved the December 19, 2022, 2023 Organization meeting minutes. Roll Call, both trustees present voted yes, motion passed.

Motion by Tiffany Miller and a second by Tim Mills approving that the 2024 regular meetings be held on the second Wednesday of each Month at 9:00 AM at the Township meeting hall at 256 North Cedar Street, Geneva, Ohio. Roll Call, both trustees present voted yes, motion passed.

Tiffany Miller made the motion and a second by Tim Mills, designated The Andover Bank as the primary depository with alternate depository being Star Ohio in accordance with depository laws. Roll Call, both trustees present voted yes, motion passed.

Motion by Tiffany Miller, seconded by Tim Mills that there will be 12 holidays for 2024. Roll Call, both trustees present voted yes, motion passed. The paid Holidays shall be as follows: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the day after Thanksgiving, and Christmas. Paid Vacation time shall be applicable to all full-time employees as follows: after one full year forty hours, after two full years eighty hours, after seven full years one hundred twenty hours, after twelve full years one hundred sixty hours. The employee with the approval of the Trustees may sell back up to forty (40) hours of vacation per year. Details of vacation and holidays from previous year will remain the same as follows:

Note 1: When a Holiday falls on Saturday, it will be celebrated on the preceding Friday. When the Holiday falls on Sunday, it will be celebrated on Monday.

Note 2: No more than two (2) consecutive weeks of Vacation may be taken without prior approval of the Board of Trustee's. Only one employee can be on Vacation at a time.

Note 3: Vacation time will be used in the year earned, unless otherwise approved by the Board of Trustee's.

Motion by Tiffany Miller, seconded by Tim Mills approving that Ron Cerjan shall be employed as Zoning Inspector for the year 2024 and should be paid a Monthly Salary of **\$1,100.00** per month. Roll Call, both trustees present voted yes, motion passed. Zoning inspector shall receive no fringe benefits, but shall receive Mileage per IRS Publication for the use of his Vehicle, when used for Township business and \$60.00 for each court appearance in pursuit of his duties, as Zoning Inspector and he should file a monthly expense report with the Township Fiscal Officer for payment.

It was moved by Tiffany Miller, seconded by Tim Mills that the expense reimbursement for the Zoning Board and the Zoning Board of Appeals will remain the same for 2024 and be set at **Twenty-Five (\$25.00)** per meeting with the exception of the Secretary of each Board who will receive **Thirty-Five (\$35.00)** per meeting. Zoning fees will be charged per the Zoning Manual. Roll Call, both trustees present voted yes, motion passed.

A Motion by Tiffany Miller and a second by Tim Mills approving that sick leave details shall remain the same for 2024 as sick leave shall be earned and used by full time employees as stated in RC-124.38 and RC-124.39. The employee shall be entitled to sick leave of 4.6 hours for each eighty (80) hours of service. Unused sick leave shall be cumulative without limit. When sick leave is used, it shall be deducted on the basis of one hour for each hour absent from previously scheduled work. In case of Death or Retirement, the employee with unused sick leave will be entitled to a cash payment in accordance with section 124.39B of the ORC. The cash payment will not exceed 25% of unused sick leave not to exceed 30 days (240 hours). In the event an employee has attained 35 years of service, he/she will be entitled to 50% (480 hours) of accrued sick time upon retirement. Roll Call, both trustees present voted yes, motion passed.

A motion by Tiffany Miller and a second by Tim Mills approving that all full-time employees called for Jury Duty shall receive their regular pay with a return of Jury Duty monies returned to the Township. Roll Call, both trustees present voted yes, motion passed.

A motion by Tiffany Miller and seconded by Tim Mills that Trustees and Fiscal Officer attending conferences of the Township Association, Local Government Services or other Associations will be allowed up to **\$250.00** a day for lodging, plus parking fees, registration fees, dues, mileage per the IRS Publication and **\$75.00** per day misc. expenses. Roll Call, both trustees present voted yes, motion passed.

A motion by Tiffany Miller, seconded by Tim Mills that The Township will pay up to **\$1,100** per month for single coverage and **\$2,100** per month for Family coverage. Excess of those amounts would be shared 50-50 by the employee and the Township. Individuals that chose not to take the Township's Health care will receive a stipend at a rate of 25% of premium Health costs of the premium level they are eligible for up to **\$650.00** per month. Roll Call, both trustees present voted yes, motion passed.

A motion was made by Tiffany Miller, seconded by Tim Mills that Tim Mills be **Chairman** for the year 2024. Roll Call, both trustees present voted yes, motion passed.

A motion by Tim Mills, seconded by Tiffany Miller that Tiffany Miller be **Vice Chairman** for the year 2024. Roll Call, both trustees present voted yes, motion passed.

A Motion by Tiffany Miller and a second by Tim Mills that the Road Department employees receive **\$1.00** per hour raise for 2024. The rates are as follows for 2024:

Tod Young as Road Superintendent at a rate of **\$27.50** per hour.

Ramon Dresnek at a rate of **\$25.50** per hour.

Savannah Workman at a rate of **\$21.00**

Roll Call on passage, both trustees present voted yes, motion passed.

All raises will be effective for hours worked as of January 1, 2024. The scheduled workday shall consist of eight (8) hours per day, Monday thru Friday. All time worked in excess of the scheduled work day shall be paid at one and one-half times the straight time rate only after eight (8) hours in a day or forty (40) hours in a week of completed work, except time worked on a paid Holiday, the rate shall be one and one-half times the straight time rate plus eight (8) hours paid for the Holiday. No worker shall work over sixteen (16) consecutive hours. The work schedule will be determined by the Road Superintendent.

Motion by Tiffany Miller, seconded by Tim Mills the appointment of representatives as follows:

Chamber of Commerce liaison – Tiffany Miller

Fire Prevention – David Shook

NAD Board – Tiffany Miller (Dave McGrath – alternate)

Cemetery Board – Tim Mills (Dave McGrath – alternate)

Erosion Control – Tim Mills, Tiffany Miller

Utility Control – Tiffany Miller, Dave McGrath

Record Commission – Tim Mills, Tammy Caya

Tiffany Miller made the motion seconded by Tim Mills and approved that the Township would absorb the cost of Road employee physicals and the time necessary to take said physicals. Motion passed unanimously.

Tiffany Miller made the motion, seconded by Tim Mills the second continue renting the Township Hall beginning and approved the established rental fee of One Hundred dollars (\$100.00) plus Fifty dollars (\$50.00) deposit at the discretion of the Fiscal Officer for cleanup, which the deposit will be returned upon satisfactory presence of the hall. Use of the Hall and applicable charges must be approved by the Fiscal Officer, nonprofit groups may be granted use without applicable fees. Roll Call, both trustees present voted yes, motion passed.

New Business: None

There being no further business, organizational meeting adjourned at 8:55 AM by a motion by Tiffany Miller, seconded by Tim Mills.

Fiscal Officer, Tammy Caya