

RECORD OF PROCEEDINGS

MINUTES OF PERRY TOWNSHIP TRUSTEES

YEAR END MEETING
HELD DECEMBER 30, 2024

PERRY TOWNSHIP TRUSTEES MET IN SPECIAL YEAR END SESSION, CALLED TO ORDER AT 8:00 AM BY CHAIRPERSON LARRY SIDENER-PRESENT, KEVIN COX-PRESENT, GREG KESSEN-PRESENT. ROLL CALL BY FISCAL OFFICER. THE TRUSTEES PRAYER AND PLEDGE OF ALLEGIANCE FOLLOWED.

CHRISTINA STOMBAUGH, FISCAL OFFICER

**KEVIN COX MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 8:02 AM FOR PERSONNEL WITH COREY LEHMAN, 2ND GREG KESSEN.
SIDENER-YES, COX-YES, KESSEN-YES**

**KEVIN COX MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 8:45 AM, 2ND GREG KESSEN.
SIDENER-YES, COX-YES, KESSEN-YES**

**KEVIN COX MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 8:46 AM FOR PERSONNEL WITH KEVIN RADER, 2ND GREG KESSEN.
SIDENER-YES, COX-YES, KESSEN-YES**

**KEVIN COX MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 9:32 AM, 2ND GREG KESSEN
SIDENER-YES, COX-YES, KESSEN-YES**

**LARRY SIDENER MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 9:52 AM WITH JOHN ITEN FOR PERSONNEL, 2ND GREG KESSEN
SIDENER-YES, COX-YES, KESSEN-YES**

**KEVIN COX MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 10:52 AM, 2ND GREG KESSEN
SIDENER-YES, COX-YES, KESSEN-YES**

**KEVIN COX MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 10:54 AM WITH JOHN BREWSTER, 2ND GREG KESSEN.
SIDENER-YES, COX-YES, KESSEN-YES**

**KEVIN COX MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 11:18 AM, 2ND GREG KESSEN.
SIDENER-YES, COX-YES, KESSEN-YES**

**KEVIN COX MADE A MOTION TO ACCEPT THE MEETING MINUTES FROM DECEMBER 17, 2024, 2ND LARRY SIDENER.
SIDENER-YES, COX-YES, KESSEN-YES**

**KEVIN COX MADE MOTION TO PAY BILLS OF \$98,634.46, 2ND GREG KESSEN.
SIDENER-YES, COX-YES, KESSEN-YES**

**GREG KESSEN MADE A MOTION TO ACCEPT CREDIT CARD RECONCILIATION FOR 10/24/2024 – 11/23/2024, 2ND LARRY SIDENER
SIDENER-YES, COX-YES, KESSEN-YES**

**GREG KESSEN MADE MOTION TO APPOINT KEVIN COX CHAIRMAN FOR 2025, 2ND LARRY SIDENER
SIDENER-YES, COX-ABSTAIN, KESSEN-YES**

**KEVIN COX MADE MOTION TO APPOINT LARRY SIDENER VICE CHAIR FOR 2025, 2ND GREG KESSEN.
SIDENER-ABSTAIN, COX-YES, KESSEN-YES**

**KEVIN COX MOVED TO HAVE TRUSTEES ASSUME THE DUTIES OF THE AUDIT COMMITTEE, 2ND GREG KESSEN
SIDENER-YES, COX-YES, KESSEN-YES**

KEVIN COX MOTIONED TO REAPPOINT ALL PEOPLE PRESENTLY SERVING ON COMMITTEES, 2ND GREG KESSEN .

SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MOTIONED TO APPROVE EMERGENCY APPROPRIATIONS OF \$1,000,000.00, 2ND KEVIN COX

SIDENER-YES, COX-YES, KESSEN-YES

KEVIN COX MADE MOTION TO CHANGE THE TOWNSHIP MEETINGS TO 6:30 PM ON THE 1ST AND 3RD TUESDAYS OF EACH MONTH, 2ND LARRY SIDENER

SIDENER-YES, COX-YES, KESSEN-YES

KEVIN COX MADE A MOTION TO SET REGULAR ZONING BOARDS MEETINGS ON THE 2ND WEDNESDAY OF EACH MONTH AT 6:30 PM. 2ND GREG KESSEN

SIDENER-YES, COX-YES, KESSEN-YES

KEVIN COX MADE A MOTION TO TRANSFER \$600 FROM FISCAL OFFICER STAFF SALARY TO TOWNSHIP FISCAL OFFICER SALARY TO PAY YEAR-END PAYROLL. 2ND GREG KESSEN

SIDENER-YES, COX-YES, KESSEN-YES

KEVIN COX MADE A MOTION TO TRANSFER \$1,200 FROM PART-TIME – EMT SALARY FUND TO ADMINISTRATIVE SALARY FUND TO PAY YEAR-END PAYROLL. 2ND GREG KESSEN

SIDENER-YES, COX-YES, KESSEN-YES

KEVIN COX MADE A MOTION TO TRANSFER \$5,000 FROM PART-TIME-EMT SALARY FUND TO FULL-TIME SALARY FUND TO PAY YEAR-END PAYROLL. 2ND GREG KESSEN

SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO DECREASE THE PURCHASE ORDER FOR FIRE FUND - REPAIRS AND MAINTENANCE BY \$2,000 AND TO INCREASE THE PURCHASE ORDER FOR FIRE FUND - CONTRACTED SERVICES IN THE AMOUNT OF \$2,000 TO PAY YEAR-END MEDICOUNT. 2ND KEVIN COX

SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO INCREASE THE ROAD AND BRIDGE SALARY FUND – OTHER IN THE AMOUNT OF \$388.38 TO PAY YEAR-END PAYROLL FROM THE OPERS FUND IN THE AMOUNT OF \$108.38 AND THE MEDICARE FUND IN THE AMOUNT OF \$280.00. 2ND KEVIN COX

SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO REDUCE THE ROAD AND BRIDGE PURCHASE ORDER FOR NATURAL GAS FUND IN THE AMOUNT OF \$1,756.62. 2ND LARRY SIDENER

SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO TRANSFER \$1,756.62 FROM THE ROAD AND BRIDGE, NATURAL GAS FUND TO ROAD AND BRIDGE SALARY FUND – OTHER IN THE AMOUNT OF \$1,131.62 AND TO OPERS FUND IN THE AMOUNT OF \$625.00. 2ND KEVIN COX

SIDENER-YES, COX-YES, KESSEN-YES

RESOLUTIONS TO REHIRE TOWNSHIP EMPLOYEES AND REAFFIRM PAY SCHEDULES, EXCEPT AS NOTED:

GREG KESSEN MOVED TO PASS RESOLUTION 2024.1230-01 TO REHIRE POLICE CHIEF AND ALL STAFF, SEE ATTACHED PAY SCHEDULE. PAY RATES FOR HOURLY STAFF ARE EFFECTIVE 1/1/2025 AND ARE AS FOLLOWED: \$18.00 PER HOUR FOR CAPTAIN, LIEUTENANT, SARGENT AND PATROLMEN. NO CHANGE FOR OFFICE ADMINISTRATOR.

SALARIED POLICE CHIEF- \$ 2,060.00 PER MONTH-\$24,720.00 ANNUALLY. PAY INCREASE FOR POLICE CHIEF IS EFFECTIVE 4/1/2025.

SUBPOENAS PAY REMAINS THE SAME AT \$30, 2ND KEVIN COX

SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MOVED TO PASS RESOLUTION 2024.1230-02 TO REHIRE ROAD SUPERVISOR AND ROAD WORKERS, SEE ATTACHED PAY SCHEDULE. RAISES FOR FULL TIME EMPLOYEES WAS GRANTED ON ANNIVERSARY DATE. PAY RATE FOR PART-TIME SNOW PLOW DRIVERS WILL BE AT \$16.50 PER HOUR. ALL OTHER PART TIME HELP WILL BE PAID AT \$15.00/HR, AN INCREASE OF \$.50 PER HOUR, 2ND LARRY SIDENER

SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MOVED TO PASS RESOLUTION 2024.1230-03 TO REHIRE ALL FIRE DEPARTMENT EMPLOYEES. ALL FULL-TIME FIRE DEPT. EMPLOYEES INCLUDING ADMINISTRATIVE ASSISTANT WILL RECEIVE A 3% RAISE EFFECTIVE ON EMPLOYEE FULL TIME ANNIVERSARY DATE (SEE ATTACHED PAY SCHEDULE). PART-TIME EMPLOYEES WILL RECEIVE \$.50 PER HOUR (NEW HOURLY RATE OF \$15.00/HR) EFFECTIVE 1/1/2025. DEPUTY FIRE CHIEF PAY WILL RECEIVE A \$25/MONTH RAISE (NEW MONTHLY RATE OF \$400 PER MONTH). RUNNER PAY WILL REMAIN THE SAME AT \$30.00 PER RUN. FIRE CHIEF ANNUAL SALARY FOR 2025 WILL BE \$77,250 AS OF 1/1/2025. 2ND LARRY SIDENER. SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MOVED TO PASS RESOLUTION #2024-1230-04 TO RE-HIRE ZONING INSPECTOR AT THE RATE OF \$1,500/MONTH EFFECTIVE 1/1/2025, 2ND KEVIN COX SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO GO INTO EXECUTIVE SESSION 11:38 AM FOR EMPLOYEE COMPENSATION, 2ND KEVIN COX SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 11:45 AM, 2ND KEVIN COX. SIDENER-YES, COX-YES, KESSEN-YES

TRUSTEE AND FISCAL OFFICER RATE OF PAY IS SET BY OHIO. PAY SCHEDULE WILL BE FOLLOWED AS SET BY ORC 505.24 AND 507.09.

GREG KESSEN MADE MOTION TO APPROVE 2025 CREDIT CARD POLICY WITH NO CHANGES AT THIS TIME. WILL HAVE TO CONSIDER EMPLOYEE CHANGES IN FUTURE, 2ND KEVIN COX SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO APPROVE THE ESTIMATE #4130 FROM M&D COMPUTERS, ROAD DEPARTMENT FOR MAINTENANCE FOR 2 YEARS AND UPDATING ALL COMPUTERS TO WINDOWS 11 PROFESSIONAL IN THE AMOUNT OF \$1,224.00 2ND KEVIN COX SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO APPROVE THE ESTIMATE #4131 FROM M&D COMPUTERS, FIRE DEPARTMENT FOR MAINTENANCE FOR 2 YEARS AND UPDATING ALL COMPUTERS TO WINDOWS 11 PROFESSIONAL IN THE AMOUNT OF \$1,200.00 2ND KEVIN COX SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO APPROVE THE ESTIMATE #4132 FROM M&D COMPUTERS, POLICE DEPARTMENT FOR MAINTENANCE FOR 2 YEARS AND UPDATING ALL COMPUTERS TO WINDOWS 11 PROFESSIONAL IN THE AMOUNT OF \$1,200.00 2ND KEVIN COX SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN ASKED WHO PRESENTLY HAS THE 3 LAPTOPS. IT WAS STATED THAT JOHN BREWSTER, GREG KESSEN AND COREY LEHMAN HAVE THEM. ALSO, IF ANYONE HAS ANY OUTDATED COMPUTER EQUIPMENT TO GIVE THEM TO M&D COMPUTERS TO BE DESTROYED AND RECYCLED.

GREG KESSEN MADE A MOTION TO HAVE M&D COMPUTERS TO DESTROY AND RECYCLE TWO LAPTOPS THAT HAVE NO VALUE. THE LAPTOPS WERE A LENOVO G560 AND A DELL LATITUDE 3570, 2ND KEVIN COX. SIDENER-YES, COX-YES, KESSEN-YES

GREG KESSEN MADE A MOTION TO PAY THE BUREAU OF WORKERS COMPENSATION INVOICE FOR 2025 IN THE AMOUNT OF \$8,208.00, 2ND KEVIN COX SIDENER-YES, COX-YES, KESSEN-YES

KEVIN COX MADE A MOTION TO REMOVE CLAYTON EICHMAN FROM PROBATIONARY TO PERMANENT STATUS. HIS 6 MONTHS EXPIRED ON OCTOBER 16TH. 2ND GREG KESSEN SIDENER-YES, COX-YES, KESSEN-YES

CHIEF ITEN STATED THAT IN THE PUBLIC RECORDS REQUEST FROM CATHY CLEMENTZ IT WAS STATED THAT THE POLICE ONLY HAD 19 CALLS. HE STATED THAT THEY HANDLED 71 CALLS BUT ONLY 19 WERE EMERGENCY. CHIEF ITEN SATISFIED CATHY CLEMENTZ PUBLIC RECORDS REQUEST.

GREG KESSEN MADE A MOTION TO ADOPT A NEW TIMESHEET FOR POLICE PAYROLL SHEET. 2ND KEVIN COX.

SIDENER-YES, COX-YES, KESSEN-YES

CHIEF RADER ASKED FOR CLARIFICATION ON HIS ANNIVERSARY DATE. THE BOARD DISCUSSED AND SINCE HE WAS PROMOTED AS OF JANUARY 1, 2023 THAT WOULD BE HIS ANNIVERSARY DATE. CHRIS THEN ASKED TO CLARIFY WHEN CHIEF ITEN'S ANNIVERSARY DATE WOULD BE BECAUSE HE WAS HIRED AS INTERIM CHIEF ON 4/1/2024. IT WAS DECIDED THAT HIS ANNIVERSARY DATE GOING FORWARD WILL BE 4/1/2024

TRUSTEES:

JERRY HUNT THAT TAKES CARE OF THE RENTAL HALL SENT THE BOARD A STATEMENT OF THE EVENTS HELD IN 2024. GREG THANKED JERRY FOR ALL THAT HE DOES. LETTER ATTACHED.
NEXT MEETING WILL BE JANUARY 21, 2025.

BOARD WISHED EVERYONE A HAPPY NEW YEAR.

GUESTS

SCOTT STOMBAUGH

RON MCELWAIN – ON BREESE ROAD THE ROAD IS COLLAPSING WHERE THEY TIED A NEW HOUSE TO WATER LINES.

KEVIN COX MADE A MOTION TO ADJOURN AT 12:02 PM 2ND BY GREG KESSEN.

SIDENER-YES, COX-YES, KESSEN-YES

**PERRY TOWNSHIP TRUSTEES
RESOLUTION # 2024.1230-01**

**PERRY TOWNSHIP POLICE DEPARTMENT
MONTHLY WAGES/HOURLY BREAKDOWN**

The wage increase is to start as of pay date January 2025

| POSITION | 2025 | HOURS REQUIRED |
|--|-----------------|-----------------------|
| **CHIEF | \$2060.00/MONTH | 80 |
| CAPTAIN | \$18.00/HR | 40 |
| LIEUTENANT | \$18.00/HR | 25 |
| SARGENT | \$18.00/HR | 20 |
| PATROLMAN | \$18.00/HR | 20 |
| PATROLMAN | \$18.00/HR | 20 |
| PATROLMAN | \$18.00/HR | 20 |
| PATROLMAN | \$18.00/HR | 20 |
| PATROLMAN | \$18.00/HR | 20 |
| PATROLMAN | \$18.00/HR | 20 |
| PATROLMAN | \$18.00/HR | 20 |
| PATROLMAN | \$18.00/HR | 20 |
| ADMIN. SECRETARY | \$14.00/HR | 20 |
| AUX. PATROLMAN | \$0.00 | |
| AUX. PATROLMAN | \$0.00 | |
| AUX. PATROLMAN | \$0.00 | |
| AUX. PATROLMAN | \$0.00 | |
| SUBPOENAS PAID IN 2025 AT \$30/ INCIDENT | | |

**CHIEF'S RATE INCREASE WILL BE EFFECTIVE AS OF 4/1/2025 (ANNIVERSARY DATE)

ROLLCALL:

Sidener Yes or No
Cox Yes or No
Kessen Yes or No

Signature of Fiscal Officer

RESOLUTION NO. 2024.1230-02

PERRY TOWNSHIP ROAD DEPARTMENT

HOURLY WAGES

Raises were granted on full time anniversary date.

| <u>POSITION</u> | <u>2025</u> |
|--------------------------|----------------------|
| ROAD SUPERVISOR - Lehman | \$26.10/HR |
| ROAD WORKER- Adams | \$22.15/HR |
| PART TIME ROAD WORKERS | \$15.00/HR AS NEEDED |
| PART TIME SNOW PLOWING | \$16.50/HR AS NEEDED |

Notes:

- Pay increases for full time employees will be effective on the employee's anniversary date of hire
- Pay increases for part time workers will be effective 1/1/25

ROLLCALL:

| | |
|---------|-----------|
| Sidener | Yes or No |
| Cox | Yes or No |
| Kessen | Yes or No |

Signature of Fiscal Officer

PERRY TOWNSHIP TRUSTEES RESOLUTION # 2024.1230-03

Be It Resolved on this 29th day of December 2024, we the Township Trustees of Perry Township, Allen County, Ohio, reaffirm an increase for full time fire department compensation. An increase of 3% per hour will be effective on employee full time anniversary date. Increases are listed below in compensation chart as follows:

FULL TIME PARAMEDIC/FIREFIGHTER A,B,C Shift Workers

| Shift | Position | Employee | Current Rate | New Rate* | FT Hire Date |
|-------|-------------------------|------------|--------------|------------|--------------|
| A | PARAMEDIC | N. MYERS | \$18.25/HR | \$18.83/HR | 04/04/23 |
| | LEVEL 1FF | N. MYERS | \$0.25/HR | \$0.25/HR | = \$19.08 |
| A | EMT BASIC | B. Lee | \$15.25/HR | \$15.71/HR | 11/19/24 |
| | LEVEL 2 FF | B. Lee | \$0.50/HR | \$0.50/HR | = \$16.21 |
| B | PARAMEDIC | J. Aldrich | \$17.75/HR | \$18.28/HR | 9/3/24 |
| B | EMT BASIC | J. Sprague | \$15.25/HR | \$15.71/HR | 11/19/24 |
| | LEVEL 2FF | J. Sprague | \$0.50/HR | \$0.50/HR | = \$16.21 |
| C | PARAMEDIC | POMAVILLE | \$18.25/HR | \$18.83/HR | 7/18/23 |
| | LEVEL 1FF | POMAVILLE | \$0.25/HR | \$0.25/HR | |
| | CE INSTRUCTOR CERT | POMAVILLE | \$0.10/HR | \$0.10/HR | = \$19.18 |
| C | UNFILLED AS OF 1/1/2025 | | | | |

FULL TIME ADMIN ASSISTANT

ADMIN ASST/PARAMEDIC C. Stover \$16.75/HR \$17.25/HR 5/7/24

*NEW RATE WILL HIT ON ANNIVERSARY DATE THAT FALLS IN 2025.

Full-Time Rates for Fire Department AS OF 1/1/2025

| | Hourly Rate- after 2 Years Service in 2025 (3% raise) | Hourly Rate- after 1 Years service in 2025 (3%) | Hourly Rate- New Hire in 2025 | Length of Service: 8+ Years |
|-----------------|--|--|----------------------------------|--|
| Position | | | | |
| Paramedic | \$18.83/Hour | \$18.28/Hour | \$17.75/Hour | Additional \$.05/Hour per years served |
| EMT-Advanced | \$18.30/Hour | \$17.77/Hour | \$17.25/Hour | Additional \$.05/Hour per years served |
| EMT-Basic | \$16.19/Hour | \$15.71/Hour | \$15.25/Hour | Additional \$.05/Hour per years served |

Firefighter Fulltime Shift Worker

| | |
|----------------|-------------|
| Firefighter I | \$0.25/Hour |
| Firefighter II | \$0.50/Hour |

Full-Time Rates for Fire Dept Administrative Assistant As of 1/1/2025

| | Hourly Rate- after 2 Years Service in 2025 (3% raise) | Hourly Rate- after 1 Years service in 2025 (\$0.50/hr) | Hourly Rate- New Hire in 2025 | Length of Service: 8+ Years |
|-------------|--|---|-------------------------------------|--|
| Paramedic | \$17.77/Hour | \$17.25/Hour | \$16.75/Hour | \$0.05/hour per years then %-based raise |
| EMT Advance | \$17.00/Hour | \$16.50/Hour | \$16.00/Hour | \$0.05/hour per years then %-based raise |
| EMT Basic | \$15.97/Hour | \$15.50/Hour | \$15.00/Hour | \$0.05/hour per years then %-based raise |

Notes:

- Pay increases for full time will be effective annually on full-time anniversary date.
- If a new qualification is earned (Paramedic, Basic EMT, Advanced EMT), the employee will begin at New Hire rate for the new qualification per chart.
- An additional \$0.10/hour will be added for any certifications outside of normal qualifications including fire inspector or fire investigator. Certification must be on a state issued card and presented to the fiscal office at the next regular meeting to qualify for the additional \$0.10/hour.

PART-TIME PAY INCREASES OF \$.50 PER HOUR ARE EFFECTIVE 1/1/2025.

DEPUTY FIRE CHIEF PAY EARNED A \$50/ MONTH RAISE (NEW MONTHLY AMOUNT IS \$400 PER MONTH FOR 2025). EFFECTIVE 1/1/2025.

RUNNERS PAY REMAINS AT \$30 PER RUN FOR 2025.

FIRE CHIEF
SALARIED EXEMPT EMPLOYEE \$77,250/YEAR
2025 RAISE FOR FIRE CHIEF WILL GO INTO EFFECT ON 1/1/2025

ROLLCALL:

Sidener Yes or No
Cox Yes or No
Kessen Yes or No

Signature of Fiscal Officer

RESOLUTION NO. 2024.1230-04

PERRY TOWNSHIP ZONING DEPARTMENT

MONTHLY WAGES

Pay increase to start for January 2025 payroll payment.

| POSITION | 2025 |
|--|--------------|
| ZONING INSPECTOR | \$1500/MONTH |
| REIMBURSE MILEAGE QUARTERLY AT IRS STANDARD MILEAGE RATE | |

ROLLCALL:

| | |
|---------|-----------|
| Sidener | Yes or No |
| Cox | Yes or No |
| Kessen | Yes or No |

Signature of Fiscal Officer