

RECORD OF PROCEEDINGS

MINUTES OF PERRY TOWNSHIP TRUSTEES MEETING

HELD JUNE 24, 2026

PERRY TOWNSHIP TRUSTEES MET IN SPECIAL SESSION, CALLED TO ORDER AT 8:00 AM BY CHAIRMAN SCOTT STOMBAUGH – PRESENT, KEVIN COX - PRESENT, FRANK CLEMENTZ – PRESENT. ROLL CALL BY FISCAL OFFICER. THE PLEDGE OF ALLEGIANCE FOLLOWED.

GUESTS AND EMPLOYEES PRESENT - FRED LORD (CLEMANS AND NELSON), TODD GARDNER, NICK ADAMS, JOHN ITEN

CHAIRMAN STOMBAUGH STATED THAT WE ARE HERE TO REVIEW POTENTIAL CHANGES TO THE POLICY HANDBOOK AND ASKED FRED LORD TO REVIEW SOME OF THE CHANGES PREVIOUSLY DISCUSSED.

CHRIS HANDED OUT MINUTES FROM THE PREVIOUS MEETING HELD IN 2025 TO EVERYONE. THE GREEN OR YELLOW HIGHLIGHTS ARE FROM THE PREVIOUS MEETINGS.

WE FIRST DISCUSSED THE FOLLOWING TEXT FROM THE HANDBOOK MEETING HELD ON SEPTEMBER 25, 2025:

Chapter 6

D. The amount of sick leave time any one employee may accumulate is limited to a maximum of 160 hours with the exception that full-time firefighters may accumulate a maximum of 192 hours. Any employee hired with the Township before January 1, 2014 that already more than 160 hours of accumulated but unused sick leave shall be able to continue to accrue sick leave.

Section 6:03 – Page 45 – Letter D Discussion about either raising or deleting limits of sick hours. Case in point – Full-time Employee has accident on job and doesn't wish to use Worker's Comp. They can have full use of hours if enough sick time has accumulated. Sick slips would have to be mandatory after **three (3) consecutive scheduled workdays or more for forty 40-hour a week employees, or two (2) consecutive tours of duty for twenty-four 24-hour shift employees** or when requested by designated Employees such as Trustee, Department Head of Fiscal Officer. (Addressed on page 46, Letter G, as follows)

G. An employee requesting sick leave shall inform his or her supervisor of the fact and the reason within at least two (2) hour prior to his or her scheduled starting time if possible, absent special circumstances. Failure to do so may result in denial of sick leave for the period of absence and the employee will be considered absent without approved leave ("AWOL"). The employee will submit to such medical examination, nursing visit, or other inquiry which the Township Trustees or designee deems necessary, whether the absence is due to a qualifying reason for the employee or a member of the employee's "immediate family."

If an absence that warrants the usage of sick leave as provided in this section lasts three (3) consecutive scheduled workdays or more for **forty 40-hour a week employees, or two (2) consecutive tours of duty for twenty-four 24-hour shift employees**, the Trustees shall require the employee to obtain certification from a licensed physician to be submitted prior to an employee receiving such sick leave payment. Failure to do so will result in discipline and loss of pay. **The Township reserves the right to send the employee to a physician at the Township's expense when a pattern of sick leave or an extended sick leave occurs. Falsification of either the signed statement or a physician's certification will be grounds for either disciplinary action up to and including dismissal. This shall be uniformly administered with respect to employees in all departments."**

AFTER A DISCUSSION, IT WAS STATED THAT THE FIREFIGHTERS SHOULD HAVE 212 MAXIMUM SICK HOURS. THEY THEN SPOKE ABOUT REMOVING THE CAP ON SICK HOURS IN CASE A BAD ACCIDENT HAPPENS, OR THEY GET REALLY SICK BECAUSE OP&F WILL STILL BE PAID. IT IS STATED THAT IF THEY RETIRE OR DIE WOULD ONLY GET ¼ OF THEIR SICK PAY PER ORC. WE ALSO SPOKE ABOUT CHANGING TO ACCRUALS, BUT NICK ADAMS STATED THAT MOST OF THE FIRE STAFF WOULD PREFER THE ONCE-A-YEAR DUMP. THEY ALSO DISCUSSED ADDING TO THE HANDBOOK THAT IF SICK HOURS ARE TRANSFERRED FROM ANOTHER PUBLIC ENTITY, THOSE HOURS WOULD NOT BE PAID OUT UPON DEATH OR RETIREMENT OF THE EMPLOYEE. THE DECISION IS TO REMOVE THE CAP ON HOURS BUT STATE THAT TRANSFERRED HOURS WILL NOT BE PAID OUT.

M. Sick Leave Conversion

1. Upon an employee's retirement or death, the employee shall be entitled to receive one-third (1/3) of the value of the employee's accrued but unused sick leave, up to a maximum payment of four hundred and thirty (430) hours. Which payment shall be based upon the employee's straight-time hourly rate of pay at the date of retirement or death. This maximum payment shall be increased to six hundred and forty (640) hours if the employee retires or dies within twenty-five (25) years of service with the Township.

Page 51 – Letter B – Section 6.09

Upon separation from employment due to retirement of the employee and/or death of the employee, an eligible employee or beneficiary shall be paid one-fourth (1/4) of their accumulated sick leave for a maximum of 30 days. However, to be eligible for sick leave pay-out the employee must have ten (10) years of public service with Perry Township.

Page 47 and 51 – Discrepancy with sick leave conversion for separation 1/3 or ¼? ORC states 1/4

From ORC Section 124.39 Paragraph B - at the time of retirement from active service with the political subdivision, and with ten or more years of service with the state, any political subdivision, or any combination thereof, to be paid in cash for one-fourth the value of the employee's accrued but unused sick leave credit. The payment shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made. An employee may receive one or more payments under this division, but the aggregate value of accrued but unused sick leave credit that is paid shall not exceed, for all payments, the value of thirty days of accrued but unused sick leave.

AFTER DISCUSSING THE ABOVE PAY-OUT FOR SICK TIME, IT WAS DECIDED TO PAY-OUT ¼ UPON DEATH OR RETIREMENT.

FUNERAL LEAVE

SECTION 6.04

Any **full-time employee** may be granted usage of paid funeral leave of up to twenty-four (24) regularly scheduled work hours in the five (5) days immediately following any such death, upon approval of the Township Trustees, in the event of a death of an immediate family member. For purposes of this policy, the "immediate family" is defined as only: employee's spouse, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step-parents, step-children, step-siblings, or a legal guardian or other person who stands in the place of a parent (in loco parentis). Should the

full-time employee need further time off, the Township Trustees may grant, in their sole discretion, the employee to utilize sick leave for bereavement purposes.

Employees may use personal leave or vacation time in conjunction with funeral leave with permission of the Department Head. If an employee is not eligible for paid time off, the Department Head, with the Trustees' approval, may grant an unpaid leave.

Page 47 – Section 6.04 – delete (personal leave) and add sick leave. Only 24 hours allowed by policy but standard is 3 days. Full-time 24 hours shift employees need a different consideration.

DISCUSSION IS TO CHANGE THE DAYS THEY CAN TAKE BY FULL-TIME 40-HOUR EMPLOYEES AND 24-HOUR SHIFT EMPLOYEES. FRED LORD STATED THAT THERE IS A DIFFERENCE BETWEEN FUNERAL LEAVE AND BEREAVEMENT LEAVE. FUNERAL LEAVE IS TO PLAN AND ATTEND THE FUNERAL. BEREAVEMENT LEAVE IS TO TAKE CARE OF THE POST-FUNERAL PAPERWORK, ETC.

FOR BEREAVEMENT, THEY COULD BE ALLOWED TIME OFF, BUT USING SICK PAY TO REPLACE HOURS IF THEY HAVE HOURS AVAILABLE AND UNPAID IF NOT. FUNERAL LEAVE SHOULD BE AN EXCUSED DAY OFF WITH PAY FROM TOWNSHIP. FRED SUGGESTS WE LEAVE FUNERAL LEAVE AS IS AND ADD BEREAVEMENT LEAVE AS AN “UPON EMPLOYEE REQUEST”, ON A CASE-BY-CASE BASIS AND APPROVED BY THE BOARD OF TRUSTEES AND DEPARTMENT HEAD, AND ALLOW THEM TO USE SICK PAY IF REQUESTED. BEREAVEMENT LEAVE CAN BE GRANTED FOR 40 HOURS FULL-TIME EMPLOYEES (16 HOURS), AND 24-HOUR SHIFT WORKERS (48 HOURS), AND BE USED WITHIN 30 DAYS FROM THE DATE OF THE EVENT.

WE THEN DISCUSSED THAT IF AN EMPLOYEE IS HURT AT WORK AND A BWC CLAIM IS FILED AND APPROVED, THAT THE TOWNSHIP SHALL CONTINUE TO PAY THE EMPLOYEE'S RETIREMENT CONTRIBUTION OF WHAT THEY WOULD HAVE PAID IN IF THEY ARE OFF OF WORK DUE TO THE INJURY. IF THE EMPLOYEE IS ABLE TO BE PUT ON LIGHT DUTY, THE BWC WOULD SEE IT AS NOT HAVING A LOST TIME INJURY IF WE CONTINUED TO PAY THE EMPLOYEE AS THEY WOULD HAVE AS WELL AS RETIREMENT AND HAVE THE EMPLOYEE WORK WITH MEDICAL RESTRICTIONS.

FRED STATED THAT HE WILL COME UP WITH THE WORDING FOR A POLICY.

FAMILY AND MEDICAL LEAVE

SECTION 6.11

A. Family and Medical Leave (FML) is a leave of absence, taken for specified medical or family reasons, during which the agency shall maintain the employee's health insurance in the same manner as if the employee remained in active pay status. During the leave, employees must continue to pay their share of the premium. The Township intends to comply with the FML laws and regulations, as amended. **While a covered Employer, the Township need only allow leave so long as the Employer meets the 50 or more employees total within 75 miles in accordance with FML regulations.**

Section 6.11 – Letter B - #1 page 51

B. Family Medical Leave Definitions:

1. Spouse: **Husband and wife.** However, common-law marriages after October 10, 1991, have been abolished by Ohio law. **Unmarried domestic partners do not qualify for FML to care for their partner.**

Term “Husband and wife” needs redefined to include legally married couples? Are there are new laws on Unmarried domestic partners?

Section 6.11 – Letter B - #3 Page 52

Child: A biological, adopted, foster, or stepchild; a legal ward; or a child of a person who is standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.

Should the age be updated because of the new Insurance age of 26? We can have our child on health insurance plans up to the age of 26. What are the qualifications for FML? DO NOT CHANGE THIS WORDING. IT IS LEGALLY CORRECT.

Section 6.11 – Letter J – Page 55

- J. Husband and Wife: In general, in a case in which a husband and wife, both employed by the Employer, request leave due to the birth or placement of a child, the total number of workweeks of FML to which both employees are entitled shall be limited to 12 workweeks during the designated 12 month period.

Term “Husband and wife” needs redefined to include legally married couples? Are there are new laws on Unmarried domestic partners?

AFTER DISCUSSION SINCE WE DON'T HAVE OVER 50 EMPLOYEES THAT WOULD QUALIFY FOR FMLA WE CHOSE TO LEAVE THE ABOVE WORDING AS IS AND REVISIT IT IF WE GET ENOUGH QUALIFIED EMPLOYEES, BUT WE WILL SEND FRED LORD THE ROOSTERS TO DETERMINE IF WE DO MEET THE 50 EMPLOYEES OR MORE AND WE DECIDED TO CHANGE THE WORDING FOR “HUSBAND AND WIFE” TO INCLUDE LEGALLY MARRIED COUPLES. IT SHOULD ALSO MATCH WITH THE WORDING IN SICK LEAVE.

Chapter 7

- F. All exceptions pertaining to (A), (B), (C), (D), and (E) must have prior approval of the immediate supervisor.

All full-time employees shall be allowed one-half (½) hour for each meal period that occurs during the employee's regularly scheduled work period.

1. Approved lunch periods are not considered as work time, therefore, each employee shall be completely relieved, if possible, from work duty for that time period.
2. Lunch periods which are uninterrupted by call of duty are excluded from compensable time. Lunch periods, which are interrupted by authorized calls of duty, must be counted as compensable time, since the employee would not be considered to be relieved of all duties.

Section 7.02 – Letter F Page 62 - All full-time employees shall be allowed one-half (1/2) hour for each meal period that occurs during the employee's regularly scheduled work period, except for Full-Time Firefighters who are paid 24-hour shift.

Question for Clemans & Nelson – how are other full-time firefighters worded for meal times?

FRED LORD STATED THAT THIS IS JUST FOR THE PURPOSE THAT IF AN EMPLOYEE IS ON AN UNPAID BREAK THAT THEY CANNOT BE WORKING DURING THAT UNPAID BREAK. LEAVE WORDING AS IS.

SAFETY AND HEALTH **SECTION 7.06**

D. Employees are required to wear the prescribed safety equipment. The Employer will provide prescribed safety equipment to employees.

Section 7.05 – Letter D – Page 64 – need a definition for “prescribed safety equipment” such as Turnout gear, helmets, mask, PPE, weapons, vests, uniforms?

ADD WORDING FOR ANYTHING REQUIRED BY STATE OR FEDERAL OR REQUIRED BY THE DEPARTMENT HEADS OR PER DEPARTMENT POLICY. FRED STATED THE LANGUAGE ABOVE IS SUFFICIENT.

TOOLS, SUPPLIES, EQUIPMENT, ELECTRONIC DEVICES, COMPUTERS, VEHICLES, AND TELEPHONES **SECTION 7.07**

B. Personal business use, misuse, neglect, theft, and abuse of township tools, supplies, electronic devices, computers, vehicles, equipment, or telephones is prohibited. Use of township tools, supplies, electronic devices, computers, vehicles, or equipment for other than Township business purposes, except in emergencies, shall result in disciplinary action, as outlined in Section 9. Excessive use of telephone and/or long distance calls for other than business purposes shall result in disciplinary action as outlined in Section 8. See Section 8.08 for rules relating to personal telephone use. See Section 9.03, "*Grounds for Disciplinary Action and Penalties*," specifically Group I offenses Nos. 12 and 20; Group II offenses Nos. 5 and 18; and Group III offenses Nos. 5 and 10.

Section 7.07 – Letter B – Page 65 – Wording needs updated to reflect today's needs of electronics. Long distance isn't really an issue anymore. Maybe another entity has better wording for this?

AFTER FURTHER REVIEW, THE WORDING OF THIS IS OKAY AND DOES NOT NEED TO BE CORRECTED.

OUTSIDE EMPLOYMENT **SECTION 7.10**

A. Under no circumstance shall an employee have other employment that conflicts with the policies, objectives, and operations of the several departments of Perry Township. In addition, an employee shall not become indebted to a second Employer whose interests might be in conflict with those of the Township office in which he/she works.

Section 7.10 – Letter A – Page 67 – Possibly delete “Under no circumstances”

FRED LORD STATED THAT THE WORDING IS FINE BECAUSE THE DEPARTMENTS HAVE POLICIES IN PLACE FOR THIS BUT A REQUIREMENT THAT THEY NOTIFY THE DEPARTMENT HEAD IN WRITING OF OTHER EMPLOYMENT.

DRESS CODE **SECTION 7.12**

D. The Board of Township Trustees add “or designee” will have full authority to determine if the dress, grooming or cleanliness of an employee is acceptable and apply any reasonable corrective action.

Section 7.12 – Letter D – Page 69 – Add “or designee”

EVERYONE AGREED TO ADD “OR DESIGNEE”

BULLET-PROOF VESTS

SECTION 7.22

If purchase of a personal bullet-proof vest is requested by a Perry police officer, it may be provided upon recommendation of the police chief. If such a vest is provided, the officer must wear it at all times while on duty.

Section 7.22 - Page 75 – Wording change to reflect that we do provide bullet-proof vest to officers and rewording the last sentence that the officer must wear it at times directed by the Police Chief.

STRIKE THE 1ST SENTENCE ABOVE SINCE THE TOWNSHIP PROVIDES VESTS AND ADD MUST WEAR PER DEPARTMENT POLICY.

THE DRUG FREE WORKPLACE POLICY

SECTION 7.22

3. Any employee convicted of a workplace related drug offense, who fails to report the conviction as required by the above will be:
 - a. Terminated from employment.
 - b. Forever barred from future employment.
 - c. Held civilly liable for any loss of federal funds resulting from the failure to report the conviction.

Suggestion to go over this policy for any updates that need to be made to the language such as providing treatment to employees who have addiction issues when relevant and possible rehiring terms if treatment is agreed upon.

FRED LORD STATED THAT THERE SHOULD BE ZERO TOLERANCE FOR MARIJUANA, INCLUDING IF IT IS MEDICAL. THE TRUSTEES DECIDED TO CHANGE 3a “AS UP TO AND INCLUDING TERMINATION”.

SMOKE-FREE WORKPLACE POLICY

SECTION 7.23

- B. Smoking of tobacco in any form, cigarettes, cigars, pipes, e-cigarettes, etc., is prohibited in all Township buildings, grounds, and facilities. Where this section refers to “smoking,” it is intended to refer to all types prohibited above, including e-cigarettes.
- E. Smoking and the use of e-cigarettes is permitted in designated areas provided by the Board of Trustees or designee. Such areas will be provided in compliance with applicable law, and shall ensure that smoke or the vapor from e-cigarettes does not enter the place of employment.

Page 75 – Section 7.23- B and E – contradict each other? Discussion that “E” is the correct verbiage because it is allowed in designated areas on Township property but strike the word “grounds” on letter B.

AFTER DISCUSSION, SMOKING IS ALLOWED IN DESIGNATED AREAS.

USE OF PERSONAL MOBILE PHONES

SECTION 7.28

- A. This policy states the official guidelines for the use of personal mobile phones in the workplace.
- B. Personal mobile phones are only to be used for personal business during non-work time (i.e., breaks and lunch period). Employees are not to use personal mobile phones in the presence of clients or in any public area.
- C. Personal mobile phones should be kept in the “silent/vibrate” position except for the employees’ non-work time.
- D. Employees should be aware that certain communications on personal mobile phones regarding Township business may still be considered a public record.
- E. The ~~administrator and~~ department heads are responsible for confirming that employees comply with the intent of this policy.

Page 84 – Section 8.03 – B & C – suggestion to add if using personal phone for Township business is allowable.

LEAVE AS IS BECAUSE THIS IS FOR EMPLOYEES WASTING WORKING TIME PLAYING ON THEIR PHONES OR ON SOCIAL MEDIA.

Chapter 8

GROUND FOR DISCIPLINARY ACTION AND PENALTIES

SECTION 8.03

- B. Failure to commence duties at the beginning of the work period, or leaving work prior to the end of the work period.
- C. Leaving the job or work area during the regular working hours without authorization.

Page 96 – Section 8:03 – B & C – suggestion from Chief Rader to move both to Group 3 due to severity.

- I. Threatening, intimidating, coercing, or interfering with subordinates or other employees.

Page 97 – Section 8:03 – I – suggestion from Chief Rader to move to Group 3 as this is a serious offense.

GROUP II OFFENSES

B. Reporting for work or working while unfit for duty.

C. Being in the possession of, or drinking alcoholic beverages on the job.

K. The making or publishing of false, vicious, or malicious statements concerning employees, supervisors, the Township, or its operations.

M. Giving false testimony during a complaint or grievance investigation or hearing.

Q. Discourteous treatment of the public.

Page 98 – Section 8.03 – B, C, K, M, Q – suggestion from Chief Rader to move to Group 3

Suggestion to ask Clemans & Nelson to look at other entities to see how their offenses are grouped and write up sheets need to match the groups.

Letter C states “Being in the possession of alcohol or illegal drugs” except when performing professional duties.

Page 99

GROUP III OFFENSES

G. Fighting or attempting to injure other employees, supervisors, or persons.

Add “except when performing professional duties”

SUGGESTION TO USE CHANGE FORMS TO MATCH THE BOOK. THE BOOK HAS LETTERS AND THE FORMS HAVE NUMBERS. DEPARTMENT HEADS HAVE BEEN WRITING IN THE LETTERS ON THE FORMS. THE OFFENSES LISTED ABOVE IN YELLOW SHOULD MOVE TO GROUP 3 SO THAT THEY MAY BE TERMINATED.

Policies that need added

Policies that need added to Handbook are:

Spending Limits for Department Heads and Fiscal Officer without prior approval from Trustees. From meeting Minutes on 3/23/2020. We haven’t had an actual policy or resolution for Spending Limits but the amounts are still in use today.

Discussion is the current limit is \$1,000 but would like to raise it to \$2,000 - \$2,500 due to increase in cost.

Investment Policy

Tasc or Health Insurance Policy

Cyber Security Policy and training will be mandatory for all Township employees and Elected Officials. Deadline is 7/2026.

Public Records policy is as follows. Not updated since June 2010. Was \$.15. Chris will check with area libraries to see what they charge per page to compensate for paper cost and printer ink.

WE NEED A POLICY FOR ELECTRIC VEHICLES BEING CHARGED USING TOWNSHIP POWER.

FRED LORD STATED THAT HE ADDED EMPLOYEES SHALL NOT RECORD TOWNSHIP OFFICIALS WITHOUT KNOWLEDGE.

CLEMENTZ MADE A MOTION TO ADJOURN AT 10:04 AM, 2ND COX STOMBAUGH – YES, COX – YES, CLEMENTZ - YES

