

RECORD OF PROCEEDINGS

MINUTES OF PERRY TOWNSHIP TRUSTEES MEETING

HELD SEPTEMBER 28, 2026

PERRY TOWNSHIP TRUSTEES MET IN SPECIAL SESSION, CALLED TO ORDER AT 9:06 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 – KORINA WILKERSON (CLERK), FRED LORD (CLEMANS AND NELSON), COREY LEHMAN (ROADS), NICK ADAMS (FIRE)

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.

KORINA REQUESTED ADDITIONAL INFORMATION AND CLARIFICATION ON UPDATES FROM JUNE 2026 MEETINGS, AND HANDED OUT INFORMATION FOR REVIEW. NICK REQUESTED CLARIFICATION ON ADDITIONAL MATTERS.

REGARDING ADJUSTED WORK SCHEDULE/FLEX TIME, NICK REQUESTED ABILITY FOR FULL-TIME STAFF AT THE FIRE DEPARTMENT TO “BANK” HOURS TO HELP ALLEVIATE OVERTIME AND TO ACCOMMODATE SITUATIONS SUCH AS THE NEED FOR 2 HOURS OFF FOR AN APPOINTMENT – WHEREAS CURRENTLY, THEY HAVE TO TAKE AN ENTIRE DAY OFF. NICK CLARIFIED THE BANK HOURS WOULD HAVE TO BE APPROVED IN ADVANCE, AND THAT HE OR ASHLYN WOULD BE AVAILABLE TO COVER THE HOURS.

- FRED VERIFIED:
 - FLEX-TIME CAN ONLY OCCUR DURING THE SAME WEEK/PAY PERIOD
 - COMP TIME WOULD BE ABLE TO BE “BANKED” AND WOULD BE PAID/ACCRUED AT TIME AND A HALF
 - EXEMPT COMP TIME FOR SALARIED EXECUTIVES (i.e. FIRE CHIEF) PAID AT STRAIGHT TIME
- COMP TIME IS FOR ROADS AND HOURLY
- ALL FLEX/COMP TIME IS TO BE TRACKED
 - CHRIS NOTED SHE CAN ALSO TRACK THIS IN UAN
- SETTING CAP FOR COMP TIME AT 40HRS
 - ANYTHING OVER REGULAR SALARIED 40 HOURS, WILL REQUEST APPROPRIATE FLEX OR COMP FROM TRUSTEES.
- SUGGESTION TO CHANGE POLICE CHIEF FROM SALARY TO HOURLY, SINCE IT’S A PART-TIME POSITION AND NOT EXEMPT FROM COMP TIME.
- NO DECISION WAS MADE TO APPROVE ADJUSTED WORK SCHEDULE/FLEXT TIME FOR FULL-TIME FIRE DEPARTMENT STAFF AT THIS TIME.

OVERTIME APPROVAL 5.03-D PG#36

- THE HEADING OF THE SECTION NEEDS UPDATED
 - OTHER SECTIONS SPECIFY FIRE, POLICE, ETC.
 - THIS SECTION IS FOR ROADS AND ADMIN
 - FRED WILL UPDATE THIS

WORKWEEK AND OVERTIME 5.02-A PG#33

- “SHALL BE PAID IN CASH” IS BEING CHANGED TO “SHALL BE PAID IN THE MANNER NORMALLY PAID.
- CORRECT MINIMUM OF CALL-OUT HOURS FROM 2 TO 1.

WORK SCHEDULING 5.06-B PG#39

- DISCUSSED REMOVING SECTION B, PER FIRE DEPT. FRED EXPLAINED THIS IS FOR NORMAL WORK SCHEDULES. CLARIFIED THIS IS FOR ASSIGNING PERMANENT SCHEDULES, NOT FOR LAST MINUTE SCHEDULE CHANGES TO ACCOMMODATE LEAVE, TRADES, ETC.. KEEP AS IS.

HOLIDAYS 6.01-A PG#43

- DISCUSSED ADDING COLUMBUS DAY BACK IN – IT WAS PREVIOUSLY TRADED FOR BLACK FRIDAY, BUT NOW IT’S CONSIDERED A STANDARD TO GET BLACK FRIDAY. NOTED THAT THE COUNTY STILL GETS THAT BOTH HOLIDAYS AND IT’S LISTED AS A FEDERAL HOLIDAY. IT WAS DECIDED TO ADD COLUMBUS DAY BACK IN THE HOLIDAY LIST.

VACATION 6.02 PG#44

- DISCUSSED VACATION TIERS WITH YEARS OF SERVICE. WHAT WAS APPROVED AT PRIOR MEETING WAS NOT UPDATED IN RECENT HANDBOOK UPDATES. FRED VERIFIED ORC DOES NOT APPLY TO TOWNSHIPS. AGREED TO UPDATE TO THESE TIERS AS A BENEFIT TO WORKING WITH PERRY TOWNSHIP:
 - 1WK FOR 6 MONTHS+
 - 2WKS FOR 1-5 YEARS
 - 3WKS FOR 6-10 YEARS
 - 4WKS FOR 11-15 YEARS
 - 5WKS FOR 16+ YEARS

AWOL 1.03 PG#1:

- VERIFIED CHANGE/UPDATE IS CORRECT

PART-TIME EMPLOYEE PG#5 & 16-A

- NEEDED A GRAMMAR CHANGE – ADD “IS” BETWEEN “EMPLOYEE NOT”
- DISCUSSED CONTRADICTION IN VERBIAGE FOR HOURS REQUIRED BETWEEN PART-TIME AND FULL-TIME EMPLOYEES
- IT WAS DECIDED TO REMOVE THE LAST SENTENCE UNDER “FULL-TIME” WITH 36HRS.

PPM ACKNOWLEDGEMENT FORM

- REQUESTED VERIFICATION FROM FRED IF WE SHOULD BE PROVIDING A COPY. FRED STATED YOU COULD SEND A COPY WHEN PROVIDING AN OFFER, AND VERIFIED IT’S ACCEPTABLE TO JUST PROVIDE ACCESS.

PRE-EMPLOYMENT PHYSICAL & PSYCH EXAMS 3.07.01 PG#22

- CHRIS VERIFIED THAT JOHN ITEN NEVER PROVIDED HER THE INFORMATION FOR THE POLICE DEPARTMENT. FRED VERIFIED THE LANGUAGE IS GOOD AS IS.

MEDICAL EXAMS 3.07.02-A PG#22

- IT WAS DECIDED TO REMOVE “FULL-TIME” IN THIS PARAGRAPH. THE VERBIAGE WAS REMOVED IN THE FIRST SENTENCE, BUT IT WAS LEFT IN ON THE LAST SENTENCE. FRED WILL HAVE THIS UPDATED.

PROBATIONARY/INSTRUCTIONAL PERIOD 4.02 PG#24-25

- DISCUSSED CHANGE TO INSTRUCTIONAL PERIOD, INSTEAD OF PROBATIONARY. FRED CLARIFIED THAT ONLY POLICE AND FIRE GO BY PROBATIONARY PERIODS, AND EVERYONE ELSE IS CHANGING TO INSTRUCTIONAL – FRED NOTED THAT WE ARE “AT WILL” REGARDLESS. REQUESTED VERIFICATION IF WE NEED TO KEEP IT AS PROBATIONARY SINCE THE HANDBOOK IS FOR ALL DEPARTMENTS.
- FRED NOTED THAT THE PROBATIONARY PERIODS CAN BE SET BY EACH TOWNSHIP. REQUESTED CLARIFICATION IF WE NEED TO NOTE WHAT OURS ARE, SINCE THEY CAN DIFFER BETWEEN TOWNSHIPS. FRED VERIFIED THAT THE HANDBOOK STATES THAT ALL EMPLOYEES WILL SERVE A ONE YEAR PROBATIONARY PERIOD, SO EVERY DEPARTMENT WOULD BE COVERED.
- DISCUSSED PROBATION EXTENSIONS AND RECOMMENDATION FROM ATTORNEY - ASKED FRED FOR CLARIFICATION IF WE NEED THIS ADDED IN THE HANDBOOK. FRED STATED HE CAN ADD THAT LANGUAGE.

TRAINING 4.05 D, PG#27

- NEEDS EDITS REVISED
 - DUPLICATE WORDING
 - REPLACE “MAY” WITH “SHALL”
 - 1ST AND SECOND SENTENCE SHOULD BE COMBINED TO AVOID DUPLICATION:
 - “ALL FIRE DEPARTMENT EMPLOYEES SHALL BE REQUIRED TO ATTEND DRILLS WITH THE PERRY TOWNSHIP FIRE DEPARTMENT IN ORDER TO MAINTAIN PROFESSIONAL SKILLS, WHICH INCLUDES: A MINIMUM OF SIX (6) HOURS FOR FIRE DRILLS AND SIX (6) HOURS OF EMS DRILLS EACH CALENDAR YEAR.”
 - FRED WILL HAVE THIS UPDATED
- DID ITEN GIVE CHRIS LIST OF REQUIRED TRAININGS FOR POLICE?
 - CHRIS VERIFIED NO INFORMATION WAS RECEIVED

OT 5.02 A, Pg#33

- VERIFIED PAID SICK, HOLIDAY, VACATION, AND OTHER APPROVED LEAVE IS CONSIDERED TIME WORKED.
 - THIS WAS ADDED AS A BENEFIT

EXPENSE REIMBURSEMENT 5.07-A-3, PG#41

- DISCUSSED DECISION WAS TO STRIKE WHOLE SECTION
 - CHANGED TO ALLEN COUNTY, BUT WHOLE PARAGRAPH REMAINS.
 - VERIFIED CORRECT AS IS

HEALTH CARE 5.08 PG#42

- STATES IT MAY BE “ADDED”, BUT IT DOES NOT GIVE PERMISSION TO AMEND, MODIFY, OR TERMINATE. REQUESTED VERIFICATION IF THIS NEEDS MODIFIED. FRED CLARIFIED THAT THE WORD “MAY” IS PERMISSIVE. TRUSTEES STATED THEY CAN MAKE A CHANGE WITH A MOTION. DECIDED NO CHANGE IS NEEDED.

VACATION CREDIT DATE 6.02-B-2 PG#44

- MAY NEED TO REVISIT CALENDAR/ANNIVERSARY CREDIT PERIOD
 - ANNIVERSARY IS MORE DIFFICULT TO TRACK/MANAGE. DUE TO THIS, MOST EMPLOYERS PRO-RATE EMPLOYEES DURING HIRE/TIERS/DISMISSAL PERIODS TO ENABLE EASY CONVERSION TO CALENDAR YEAR.
 - DECIDED NO CHANGE TO HANDBOOK IS NEEDED

SICK LEAVE 6.03 PG#46-49

- THERE’S NO VERBIAGE FOR PRO-RATING NEW HIRES AND/OR DISMISSALS – IS THIS NEEDED. VERIFIED NO CHANGE IS NEEDED.

FRED WILL APPLY THE UPDATES AND SEND AN UPDATED HANDBOOK. ONCE REVIEWED BY THE TOWNSHIP, WE WILL THEN SCHEDULE THE NEXT MEETING TO FINALIZE. THE GOAL IS TO HAVE THIS NEW HANDBOOK FINALIZED AND EFFECTIVE BY JANUARY 1ST. FURTHER REVIEW AND CHANGES FOUND AFTER THAT WILL BE ADDRESSED VIA A MOTION, ADDITIONAL MEETINGS, ETC.

STOMBAUGH MOTION TO ADJOURN AT 11:25 AM, 2ND COX.
STOMBAUGH – PRESENT, COX - PRESENT, CLEMENTZ – ABSENT.