

**WOODVILLE TOWNSHIP TRUSTEE'S 2024 ORGANIZATIONAL MEETING  
DECEMBER 20, 2023**

The Woodville Township Trustees met in special session at 8:05 p.m. on December 20, 2023 to organize for the **Year 2024**. Board members present: Trustees: Chairman Bill Hammer, Ken Green, and Paul Runion, Fiscal Officer Lori Kepus, Fire Chief Tim Schnitker, Road Supervisor Jim Busdiecker and Zoning Inspector Steve Michaelis.

Chairman Hammer called the meeting to order.

Trustee Hammer moved to **adopt Resolution 2023-09** establishing Temporary Appropriations for 2024:

GENERAL FUND	\$ 105,000.00
MOTOR VEHICLE LICENSE FUND	\$ 5,000.00
GASOLINE TAX FUND	\$ 65,000.00
ROAD & BRIDGE FUND	\$ 120,000.00
CEMETERY LEVY FUND	\$ 44,000.00
EMS LEVY FUND	\$ 150,000.00
FIRE LEVY FUND	\$ 150,000.00
PERMISSIVE LICENSE TAX	\$ 0,000.00
<b>TOTAL ALL FUNDS</b>	<b>\$ 639,000.00</b>

Trustee Green seconded the motion. All answered yes to roll call. Motion passed.

Trustee Green made a motion to **adopt Resolution 2023-10** to enter into depository agreements with local banking establishments for the purpose of savings, checking, and investments in the form of certificates of deposit for the Year 2024. Trustee Hammer seconded. All answered yes to roll call. Motion passed. The Depository Agreement between Huntington Bank and Woodville Township will expire on December 31, 2026. The total sum of active, interim, and inactive deposits totals \$3,500,000.00.

Although Woodville Township's primary method of disbursement is check based, electronic fund transfers (EFT) are occasionally necessary to conduct the financial business of the Township. Trustee Hammer made a motion that **electronic funds transfers (EFT)** may be used by the Township's Fiscal Officer for Year 2024 for legal or contractual requirements; when expedited payment is required to meet a payment deadline; when it is already standard industry practice such as with all payments made to any office of the State of Ohio; or when it is the most cost-effective payment procedure. Trustee Green seconded. All answered yes to roll call. Motion passed.

Trustee Hammer moved to **adopt Resolution 2023-11** authorizing the Woodville Township Board of Trustees to proceed by Force Account for the Year 2024 in the matter of routine maintenance of roads and bridges and highway drainage, bridge, and culvert repair or replacement, upkeep and maintenance of equipment and yard facilities and such emergency work and closing of roads as may be necessary during the calendar year 2024. Trustee Runion seconded. All answered yes to roll call. Motion passed.

Trustee Runion moved to adopt **Resolution 2023-12** to offer healthcare in 2024 to the fiscal officer and full-time employee. Trustee Hammer seconded. All answered yes to roll call. Motion passed.

Trustee Hammer made a motion to renew the HRA account with Burnham & Flower for 2024. Trustee Green seconded. All answered yes to roll call. Motion passed.

Trustee Green moved to adopt a resolution to authorize the Fiscal Officer, Trustees, Fire Chief, and Road Supervisor to incur an obligation on behalf of the township for no more than \$2,500 each for Year 2024 without a vote of the trustees prior to purchase pursuant to ORC 507.11(A). Trustee Hammer seconded. All answered yes to roll call. Motion passed.

Trustee Hammer made a motion to adopt **Resolution 2023-13** authorizing Woodville Township to participate in the State of Ohio Cooperative Purchasing Program for Year 2024. Trustee Runion seconded. All answered yes to roll call. Motion passed.

**Trustee Green moved to adopt the following for the Year 2024:**

**Township Official's salaries** shall be governed by Ohio Revised Code Sections 505.24 and 507.09. Township Trustees will be paid by annual salary and paid in equal monthly installments based on the annual Township budget, and they shall certify to the Fiscal Officer the percentage of time spent working on matters to be paid from the general fund and special revenue funds. The Fiscal Officer will be paid 100% from the General Fund and will be paid in equal monthly installments. All payments shall be by direct deposit through Huntington Bank.

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In accordance with the Ohio Revised Code, the Township shall pay the cost of any required training or association dues for employees and elected officials including the cost to attend the Sandusky County Township Association's annual banquet in January.

If time does not allow for proper newspaper advertising, the Trustees will **advertise** any **Special Meetings** by posting a notice at the Township's front door (main entrance) at least 24-hours before the meeting time.

The Woodville Township Board of Trustees authorize the disposal of unneeded, obsolete, or unfit township property, including motor vehicles, road machinery, equipment, tools, supplies, and office equipment by Internet Auction in accordance with O.R.C. Section 505.10. Internet auctions will be conducted through [www.govdeals.com](http://www.govdeals.com) with whom Woodville Township has contracted. All items will be offered for sale "as is, where is" with Woodville Township making no warranty, guarantee, or representation of any kind expressed or implied, as to the condition of said items. Items placed on the auction site may also be advertised in the newspaper.

**Zoning Inspector:** The Trustees reappointed **Steve Michaelis** as the Woodville Township Zoning Inspector for 2024 at a salary of **\$400.00** per month. Mileage will be paid at \$.40 cents per mile while traveling inside or outside the township on zoning business.

**Zoning Payroll**

Zoning Commission <b>Chairman</b>	\$75.00 per meeting
Zoning Commission <b>Secretary</b>	\$75.00 per meeting
Zoning Commission <b>Members</b>	\$50.00 per meeting
Zoning Board of Appeals <b>Members</b>	\$40.00 per meeting

The Trustees re-appointed **Joyce Bower** to a five-year term on the Zoning Commission. Her term will expire on December 31, 2028.

The Trustees re-appointed **Nick Rife** to a five-year term on the Zoning Board of Appeals. His term will expire on December 31, 2028.

**Zoning Commission**

John Thierry	Term expires December 31, 2024
Scott Lucas	Term expires December 31, 2025
Bill Rowles	Term expires December 31, 2026
Brad Rife, Chairman	Term expires December 31, 2027
Joyce Bower, Secretary	Term expires December 31, 2028

**Zoning Board of Appeals**

Buddy Perkins	Term expires December 31, 2024
Todd Atkin	Term expires December 31, 2025
Donna Nedelco	Term expires December 31, 2026
David Miller	Term expires December 31, 2027
Nick Rife, Chairman	Term expires December 31, 2028
Dave Sandwisch, Alternate	Bill Blausey, Alternate

**Zoning Permit Fee Structure 2024**

- Zoning permit for porch, deck, swimming pool, carport \$ 30.00
  - Zoning permit for a permanent sign \$ 50.00
  - Zoning permit for building additions, ponds, accessory buildings, electric wind generators, non-utility communication towers \$ 50.00
  - Zoning permit for new residential house construction \$100.00
- \*A permit for new construction located on a township road will cost an additional **\$300.00** damage fee (if new driveway access is required). Any damage done to the township road during construction, in excess of this fee, shall also be paid by the landowner. *Residential houses, when occupied, must have a green house number in plain view for safety reasons. The house number sign may be obtained by contacting the Fire Department.*
- Fee for new driveway access \$300.00
  - Fee for building in a commercial or heavy industrial zone \$150.00
  - Fee for a Conditional use permit for home-based business \$250.00
  - Fee for a road cut (when cut needed across the road) \$1,000.00

\*The Township follows Sandusky County Engineer's guidelines & pricing for a road cut

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Additions & Changes to the Zoning Fee Schedule:

- Fee for a Rezoning or Special Use application                   it was \$250.00 and increased to \$350.00
- Fee for a Residential Variance application                   it was \$250.00 and increased to \$350.00
- **Fee for a Non-Residential Variance application                   \$1,500.00**
  - Additional fees may apply if additional meetings are required
- Fee for a Conditional Use permit application                   it was \$250.00 and increased to \$350.00
- **Fee for a Non-Residential Conditional Use permit application                   \$1,500.00**
  - Additional fees may apply if additional meetings are required

At 8:38 p.m. Trustee Hammer made a motion to enter executive session per ORC 121.22(G)(1) to discuss employee compensation. Trustee Green seconded. All answered yes to roll call. Present in Executive Session: Trustees Hammer, Green, Runion, Fiscal Officer Kepus, Road Supervisor Busdiecker, and Fire Chief Schnitker. Steve Michaelis left at 8:38 p.m.

At 8:52 p.m. Busdiecker and Schnitker left the Executive Session.

At 9:13 p.m. the Trustees returned to the meeting to continue the Reorganizational Meeting.

**Employee evaluations** may take place before the first regular Trustee meeting in the months of July and December.

**Road Supervisor** – Full-time employee **Jim Busdiecker** shall receive a \$2 per hour raise for 2024. His hourly rate will be **\$30.00** per hour. Overtime rate shall be **\$45.00** per hour. At the end of the year, this position will be evaluated and may be eligible for a lump-sum performance bonus based upon the workload performed. **His performance bonus for 2023 will be \$2,000.00.**

**Full-time employees** can roll over up to one (1) week vacation time into the First Quarter of the following year.

**Seasonal employee Brad Rife** will receive a \$1 per hour raise for 2024 and his hourly rate will be **\$19.50** per hour. Seasonal employee **Dave Busdiecker** will receive a \$.50 per hour raise for 2024. His hourly rate will be **\$17.00** per hour. Seasonal employee **Dave Sandwisch** will receive a \$1 per hour raise for 2024. His hourly rate will be **\$17.00** per hour.

**Seasonal Labor** - The Board may advertise in 2024 for part-time seasonal help and/or additional full-time help, with or without a Commercial Driver's License (CDL). The seasonal labor base rate for 2024 will be **\$10.00** per hour. Seasonal labor called to work for **snow removal** must have a CDL. The base rate for snow removal is **\$12.25** per hour. Payroll may be conducted by warrant or through direct deposit.

Seasonal labor will be scheduled on an as-needed basis. The Road Supervisor is to check first with the Board of Trustees before scheduling any workers. Seasonal labor may be called in to dig graves, plow snow, or for any other maintenance reason.

Regarding Township payments or contributions to **ditch cleaning projects**, the Trustees will first obtain a LIDAR from the county engineer to identify the correct percentage of land affected to fairly assess each property owner's financial contribution.

**Firefighter's Compensation Package 2024** – No changes were made to the current policy and payment schedule for volunteer firefighters. All payments shall be made by direct deposit.

**Fire Chief - Tim Schnitker** was reappointed Fire Chief for 2024. His salary will increase \$50 a month to a salary of **\$550.00** a month. At the end of the year, this position will be evaluated and may be eligible for a lump-sum performance bonus based upon the workload performed.

**Assistant Fire Chiefs** – The Active Assistant Fire Chiefs will receive a \$25 a month increase to **\$100.00** a month based on their inhouse contributions to the assistance of the Fire Chief.

**Sandusky County Public Health Department, District Advisory Committee** – Trustee Kenneth Green was re-appointed to serve as the township's representative on this committee.

**The goal is to have all Township Roads mowed by:**

May 15, 2024 (1<sup>st</sup> mow) July 15, 2024 (2<sup>nd</sup> mow) Sept. 15, 2024 (3<sup>rd</sup> mow) Oct. 15, 2024 (4<sup>th</sup> mow)

These dates are a guideline and on an as-needed basis due to growing and weather conditions. The Board of Trustees will be contacted for advisement.

**Road bids** will be handled in accordance with ORC 5575.01 by the force account method or the Sandusky County bid process. The Township has a Resolution on file detailing this procedure.

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**Road Damage** - The Township will charge a minimum fee of **\$500** for any damage caused to a township road.

**Cemetery Cleanup** – The Fiscal Officer will advertise at least once in a local newspaper for spring cleanup and at least once for fall cleanup. Removal of all arrangements and decorations must be by March 15, 2024 and October 15, 2024 respectively. New arrangements may be placed April 1, 2024 and November 1, 2024 respectively.

**Monument Repairs** - The Trustees may allocate an annual maximum of **\$8,000.00** for repairs to monuments in the Old Woodville Cemetery on Lime Road.

**Road Cleanup** – The maximum to be paid to an organization assigned by the Board of Trustees for cleanup along township roads will increase from \$30 a mile to **\$50 per mile** not to exceed a maximum payment of **\$500.00**. The roads will be determined by the Road Supervisor and/or Board of Trustees.

**Garbage Site** – The cost of a dump ticket for township residents will be **\$100.00** annually. The dump site is located at the Township Garage, 761 East Main Street, and is open from 7:30 a.m. to 11:00 a.m. on the 1st and 3rd Saturday of each month.

**Recycling Program** – In cooperation with the OSS Solid Waste District the recycling drop-off dumpsters for residential recycling only (no businesses) are located at the Township Road Maintenance building on East Main Street. The site is open seven days a week **during daylight hours only** for glass, metal, plastics, and paper products. All materials can be put into the containers together.

**Records Commission** - The Records Commission consists of the Fiscal Officer and the Chairman and shall meet at least once a year and always during the organizational meeting to discuss the destroying of any records. Upon review, the commission decided that no records should be destroyed at this time.

Lori Kepus, Todd Ritzler (Huntington Bank), and William Hammer were appointed to the **Audit/Finance Committee** for the Year 2024. The Audit/Finance committee may meet quarterly if necessary.

**Board Meetings** - The Board of Trustees will hold their monthly meetings on the 1st and 3rd Wednesday of every month at 7:00 p.m. in the Township's Fiscal Office located in the Woodville Township Volunteer Fire Station, 321 East Main Street, Woodville.

**Custodial Services** – The Trustees rehired Sherri's Cleaning (Sherriann Welch, Woodville) to clean the fire station meeting room and restrooms for 2024 at a monthly rate of up to **\$350.00** or \$75 per cleaning.

**Trustee Hammer seconded all of the above. Roll call was as follows: Hammer – yes, Green – yes, Runion – yes. Motion passed (3-0).**

Chairman Hammer stepped down. Fiscal Officer Kepus asked for nominations for Chairman and Vice-Chairman for 2024. Trustee Hammer moved to nominate **Ken Green as Chairman**. Trustee Runion seconded. All answered yes to roll call. Motion passed. Trustee Hammer moved to nominate **Paul Runion as Vice-Chairman**. Trustee Green seconded. All answered yes to roll call. Motion passed.

Trustee Green administered the **Oath of Office** to the newly re-elected Trustee Bill Hammer. Mr. Hammer's four-year term begins on January 1, 2024. Trustee Green administered the Oath of Office to newly re-elected Fiscal Officer Lori Kepus. Her four-year term begins April 1, 2024. Kepus has secured the correct Faithful Performance of Duty bond certificates through OTARMA.

At 9:25 p.m. with no further business, Trustee Hammer moved for adjournment. Trustee Runion seconded. This meeting was held in accordance with the ORC Sunshine Law.