

Clinton Township Board of Trustees - Special Meeting  
January 1, 2024 - 10:00 a.m.

The purpose of this meeting was to re-organize the Clinton Township Board of Trustees for 2024. The Fiscal Officer called the meeting to order and all members of the Board answered roll call (Trustee Dan Schmitz, Trustee Jim Distel, and Trustee Randy Kuhn).

Guests: Joe Worland, Ray Bishop

The meeting minutes of the regular meeting held December 18, 2023 were read and approved.

Joe Worland discussed the township's insurance coverage and says liability limits have not changed. He reviewed the stated values on the township's property and vehicles and says the annual premium for 2024-2025 is \$28,267.51. Trustee Distel made a motion to accept the OTARMA anniversary coverage as presented, seconded by Trustee Kuhn. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

The Fiscal Officer asked for nominations for Chairman of the Board. Trustee Schmitz nominated Trustee Distel for Chairman. Trustee Kuhn seconded the motion. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

Chairman Distel asked for nominations for Vice Chairman. Trustee Distel made the motion to nominate Trustee Schmitz for Vice Chairman. Trustee Kuhn seconded the motion. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

The regular meetings of the Clinton Township Board of Trustees for 2024 will be held on Mondays, every two weeks beginning January 1, 2024 at 6:00 pm with these exceptions: the meeting on January 1, 2024 will be held on January 2, 2024 and the meeting on April 8, 2024 will be held on April 9, 2024. The 2025 Organizational Meeting will be held Thursday, January 2, 2025 at 10:00 am.

**EMPLOYEES:** Trustee Distel made the motion that the Board rehire “at will” employees James Lang and Andrew Kimmet as road workers. This was seconded by Trustee Schmitz. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

Trustee Distel motioned to set the hourly wage for Mr. Lang as a part-time road worker at \$22.10 per hour and Mr. Kimmet as a full-time road worker at \$21.65 per hour. Road workers will be paid every two weeks beginning January 2, 2024 corresponding to the meeting dates of the Board of Trustees. Road workers will receive 12 1/2 paid holidays:

New Years Day	ML King Day	President Day	Memorial Day
Juneteenth Day	Independence Day	Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day	Day After T-Giving	½ day X-mas Eve
Christmas Day			

Trustee Schmitz seconded this motion: Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

## **LEAVE:**

Trustee Schmitz made the following motion regarding vacation, sick leave, and over time:

### **Vacation**

Mr. Kimmet will receive 12 days paid vacation in 2024. This is in line with the Board's policy of 7 days' vacation the first year worked, 10 days the second year worked, and one additional day per year for each year worked after the second year. Maximum vacation for an employee is 20 days per year. No vacation can be carried over to the following year. When an employee ceases employment for any reason, all vacation days that the employee has earned at that time will be paid. There will be no severance pay when an employee ceases employment. For any new employee there will be a 120-day probationary period, and there will be no sick leave in effect until after the probationary period is over. Employees are to notify the Board before taking vacation time. Vacation time can be used in ½ day increments only.

### **Sick Leave**

Starting January 1, 2024, full-time road workers will accumulate 10 days of sick leave at the rate .833 days per month. Andrew Kimmet and any new full-time employee hired after January 1, 2014 will be capped at 520 hours of maximum accumulated sick leave with a maximum payout of 25% of their accumulated sick leave. A return to work physician's slip will be required for an employee who is absent for more than four consecutive work days.

### **Over Time**

Time worked over 40 hours in a work week will be considered over time and paid at one and one-half (1.5) times the employee's regular rate of pay. This motion was seconded by Trustee Kuhn. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

### **Seasonal Employees**

Trustee Distel moved that the Board pay all extra help on a part-time basis to plow snow and any other work that the Board deems necessary. Pay rates will be determined based on the experience of the employee. Part-time employees are eligible for OPERS membership but are not eligible for vacation time, sick leave, health insurance reimbursement, dental insurance or life insurance. This was seconded by Trustee Schmitz. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

## **FIRE DEPT**

The Board considered the Fire Department wages and salaries. Trustee Schmitz moved that the Board set the following amounts as the wages and salaries for 2024: Firefighters, including the chief and all other officers, will be paid \$7.50 per run for the first hour with an additional \$7.50 for each additional hour. They will also receive \$7.50 per meeting attended. Firefighters who achieve and maintain EMR certification or higher will be paid an addition \$1.25 per hour and per meeting attended. Annual salaries will be: Chief: \$4300.00 - Asst. Chief \$900.00 - Captains \$475.00 - Mechanic \$515.00 - Safety \$465.00.

The Fire Chief will be paid \$11.00 for each meeting of the Board of Trustees attended. Any fireman who is qualified by certification and performs building inspections will be compensated at \$7.50 per hour with an addition \$1.25 per hour if they are EMR certified. Trustee Kuhn seconded this motion. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

**ZONING DEPT**

In the matter of zoning fees and compensation for 2024: Trustee Schmitz moved to set the compensation for Zoning Inspector Steve Welter at \$3,300.00 per year to be paid monthly. He will be compensated at the rate of \$15.00 per permit issued and \$10.00 per meeting attended.

All members of the Zoning Board of Appeals and the Zoning Commission will be reimbursed \$11.00 per meeting attended and the secretaries of these boards will receive \$41.00 per meeting attended.

Zoning fees for variances and changes will be \$225.00 for Residential properties and \$275.00 for commercial and industrial properties.

Zoning (building) permit fees for residential properties will be as follows:

Residential New Construction:	\$100.00	Condominiums New Construction:	\$150.00
Apartment House per unit	\$40.00	Utility Buildings (under 125 sq. ft.)	\$25.00
Utility Buildings (over 125 sq. ft.)	\$40.00	Additions	\$35.00
Pools (above ground, inc. fence fee)	\$40.00	Pools (in-ground, inc. fence fee)	\$55.00
Fences	\$25.00	Permit extension for 6 months (one time)	\$25.00
Misc. research fee	\$25.00		

Commercial (building) permit fees will be as follows:

Building 500 sq. ft. and under	\$100.00
Building between 501 and 1000 sq. ft. (initial fee)	\$150.00
Buildings over 1000 sq. ft. (after initial fee)	\$25.00 per 1000 sq. ft.
Additions 1000 sq. ft. and under (initial fee)	\$100.00
Additions over 1000 sq. ft. (after initial fee)	\$25.00 per 1000 sq. ft.
Fences	\$100.00

Industrial (building) permit fees will be as follows:

Building 500 sq. ft. and under	\$100.00
Building between 501 and 1000 sq. ft. (initial fee)	\$150.00
Buildings over 1000 sq. ft. (after initial fee)	\$50.00 per 1000 sq. ft.
Additions 1000 sq. ft. and under (initial fee)	\$100.00
Additions over 1000 sq. ft. (after initial fee)	\$50.00 per 1000 sq. ft.
Fences	\$100.00

Communication Towers	\$250.00
Signs (32 sq. ft. and under)	\$50.00
Signs (over 32 sq. ft.)	\$100.00

Trustee Kuhn seconded this motion. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

Trustee Distel made the motion to selected Trustee Schmitz and Fiscal Officer Bates to be on the Clinton Township Policy and Records Committees. This was seconded by Trustee Kuhn. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

Trustee Distel will see that the annual inventories of the road and fire departments will be completed.

Trustee Distel made a motion authorizing the Fiscal Officer to make online payments of bills and payroll liabilities on behalf of the Township. The Board will review these bills and liability payments at their regular meetings. This was seconded by Trustee Schmitz. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

At the request of the Fiscal Officer, Trustee Distel made the motion for temporary appropriations to be established in order to maintain the functions of the township until permanent appropriations are approved. Seconded by Trustee Schmitz. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

Trustee Distel made the motion to establish the 2024 mileage reimbursement rate at 67 cents per mile. This was seconded by Trustee Schmitz. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

There being no other business to come before the Board at this time, Trustee Distel made the motion to adjourn the meeting at 10:59 a.m., seconded by Trustee Schmitz. Mr. Schmitz – yes, Mr. Distel – yes, Mr. Kuhn – yes.

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Jim Distel, Ch., Trustee

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Dan Schmitz, Trustee

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Randy Kuhn, Trustee

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Jennifer Bates, Fiscal Officer