

**BOSTON TOWNSHIP TRUSTEES
MINUTES OF ORGANIZATIONAL MEETING**

JANUARY 4, 2006

Present at the organizational meeting of the Boston Township Trustees were Randy Bergdorf, Amy Anderson, Gerald Ritch, and legal counsel, Edward C. Pullekens and Joanne Noragon. Trustee Amy Anderson called the meeting to order 7:00 P.M.

Newly elected trustees Amy Anderson and Gerald Ritch previously took their oath of office at the December 28, 2005 meeting of the Trustees.

The Trustees then proceeded to review the organizational structure of the township for the year 2006.

MOTION by Ritch seconded by Bergdorf, that Amy Anderson be selected as Chairperson of the Board of Trustees for the year 2006. All voting: yes.

MOTION by Ritch seconded by Anderson that Bergdorf be selected as Vice-chairperson of the Board of Trustees for the year 2006. All voting: yes.

MOTION by Anderson seconded Bergdorf to retain Edward Pullekens as legal counsel for Boston Township for 2006 (12 month contract) at the following rates: \$50.00 per hour for all non-litigation work; \$98.00 per hour for work relating to litigation; expenses and advances of litigation and otherwise will also be reimbursed. All voting: yes.

MOTION by Anderson seconded by Ritch that the Trustees would proceed to act as a Board in matters concerning the maintenance and repair of the roads within the Township. All voting: yes.

MOTION by Anderson seconded by Ritch that Bergdorf be appointed as liaison to the Zoning Commission and to the Boston Township Hall Committee. All voting: yes.

MOTION by Anderson seconded by Bergdorf that Ritch be appointed as liaison to the Peninsula Police Department. All voting yes.

MOTION by Ritch seconded by Bergdorf to appoint Trustee Anderson to the remaining term as the township liaison and member to the Valley Fire District Board of Directors. Trustee Anderson shall finish the term of John Puchalsky, who retired as Boston Township Trustee. The three-year term ends on December 31, 2006. All voting: yes.

MOTION by Anderson seconded by Bergdorf that the regular meetings for 2006 be held on the second and fourth Wednesday of every month at 7:00 P.M. All voting: yes.

MOTION by Ritch seconded by Bergdorf to set the Clerk's salary as allowed by law, per the basis of the budget of Boston Township. All voting: yes.

MOTION by Anderson, seconded by Ritch to retain Wesley Bergdorf as Zoning Secretary for 2006 at the rate of \$4,800.00 per year, to be paid on a monthly basis at the rate of \$400.00 per month. Voting yes: Ritch and Anderson. Randolph Bergdorf abstained.

MOTION by Bergdorf, seconded by Ritch, to retain Paul Kaczmarski as Zoning Inspector for 2006 at the rate of \$7,200.00 per year, paid on a monthly basis. All voting: yes. The zoning inspector will be asked to attend a future meeting of the trustees to discuss his position and the possible need to appoint an assistant zoning inspector.

There was discussion concerning the Zoning Board of Appeals and Zoning Commission members. There were no appointments made to either group at this time.

MOTION by Anderson seconded by Ritch that members of the Zoning Commission and the Zoning Board of Appeals be reimbursed \$35.00 per meeting, on a per diem basis, for expenses incurred to attend those meetings. Reimbursement will be made after the end of the calendar

year and upon certification of meeting attendance by the Zoning Clerk. Voting "yes" were Anderson and Ritch. Bergdorf abstained.

MOTION by Anderson seconded by Ritch reaffirming the appointment of Randolph Bergdorf to the Union Cemetery Board for a three-year term ending on December 31, 2008. Voting yes: Bergdorf and Ritch. Anderson abstained.

MOTION by Anderson seconded by Bergdorf to reappoint Wes Bergdorf and Martin Griffith as township representatives to the Cuyahoga Valley Communities Council for the year 2006. All voting: yes.

MOTION by Anderson seconded by Ritch that Timothy Tesmer be re-appointed Road Superintendent for the year 2006 to serve at the pleasure of the Board of Township Trustees. All voting: yes.

Discussion followed concerning the compensation paid to the Road Superintendent.

MOTION by Anderson seconded by Bergdorf that the Road Superintendent be paid \$17.51 per hour effective beginning with the pay period beginning on January 11, 2006, (A 3% pay increase). All voting: yes.

MOTION by Anderson seconded by Bergdorf that all part-time employees of the township road department be paid \$10.50 per hour. All voting: yes.

MOTION by Anderson, seconded by Bergdorf that Doug Mayer be paid the rate of \$12.00 per hour as a full time road department employee. His pay rate will be reevaluated on or after his one-year anniversary hire date: April 4, 2006. All voting: yes.

MOTION by Anderson, seconded by Ritch, that all Township employees be given the following legal holidays pursuant to law: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Veteran's Day, Labor Day, Columbus Day, Thanksgiving, the day after Thanksgiving, the day before Christmas and Christmas Day. All voting: yes.

MOTION by Ritch, seconded by Bergdorf that the regular workday for Township hourly employees will remain at 7:30 A.M. until 4:00 P.M. with a one-half hour unpaid lunch. All voting: yes.

MOTION by Bergdorf, seconded by Ritch, to continue the vacation schedule of the Township full-time employees as previously adopted:

One week (5 work days) after one full year of employment;
Two weeks (10 work days) after two full years of employment;
Three weeks (15 work days) after five full years of employment;
Four weeks (20 work days) after fifteen full years of employment.
There shall be no carryover of vacation days from one year to the next unless the prior written permission of the Trustees is given.

All voting: yes.

MOTION by Bergdorf, seconded by Ritch, to allow 20 sick days per year in 2004 with an accumulation of 120 days of sick leave per Ohio Revised Code. All voting yes.

MISCELLANEOUS MATTERS Clerk Noragon discussed the following matters of interest with the Trustees:

Annual financials: Clerk Noragon reported that the annual financials are done. She asked that legal counsel, Ed Pullekens, arrange to have the legal notice placed in the *Plain Dealer*, a newspaper of general circulation, as required by law.

Doug Mayer-CDL: Doug Mayer, road department employee has a CDL temp and needs to pass the practical, but would like to take a training course for \$18 per hour. The CDL practical test cost \$50.00 for the 1st time and \$100.00 if retaken. He has asked to be reimbursed for the

costs. Clerk Noragon indicated that she has checked with Bath, Springfield, and Peninsula and said communities pay for the costs with prior approval. After discussion, the trustees asked that Doug Mayer provide them with an exact cost of the training course (i.e., the number of hours of the course). The entire matter will be reviewed at the next meeting of the trustees.

JEDD: Clerk Noragon reported that County Council has received all of the JEDD documents. Nick Kostandaras is sponsoring the process and will make every effort to have it passed on the first reading.

JOINT MEETING: The Township trustees have invited the Village of Peninsula Council to attend the February 8, 2006 meeting of the Trustees to discuss issues of mutual interest. Clerk Noragon will extend the invitation to Peninsula.

INSURANCE: Clerk Noragon reported that Scottsdale has given a one year extension on the preparation of a handbook. Seibert-Keck has indicated that a binder for insurance have been issued for the township and that an invoice will be forwarded to the township for payment at the January 11, 2006 meeting of the trustees. The trustees indicated that they would address the issue of an umbrella insurance policy at the January 11, 2006 meeting of the trustees. Finally, Clerk Noragon reported that she has requested 8 handbooks used by other Summit County townships and other political entities, and that she has received 4 so far.

AUDIT UPDATE Clerk Noragon reported that the township has received one quote for the audit of the township records (The State of Ohio Auditor's office advertised the matter). The sole quote was from Harris. The audit cost will be \$4,500.00, a fixed fee. Only a significant finding that caused further investigation would cause extra charges, and that price would be negotiated and a new contract made. The Harris quote is about \$100 more than what the Auditor of State charged for the last audit. The cost of the last audit was \$4,379.00, for 149 hours of work. Harris is quoting \$4,500.00 for 100 hours; however, the rate is fixed. There will be additional charges of about \$600.00 from the Auditor of State for reviewing and approving the audit. The Harris offer must be acted upon by January 17, 2006. The trustees will review the matter at the January 11, 2006 meeting of the trustees.

GASB CONVERSION: Clerk Noragon reported that she has decided not to make the GASB conversion. She indicated that: (1) The conversion is cosmetic only; an attempt to present funds by categories so that financial statements resemble the financial statements presented by a business. GASB presents income as either revenue from taxes or revenue from services and presents expense as supported by taxes or services income. (2) Although they "look -like" financial statements, they do not represent a true financial position; the only asset remains cash. Assets such as buildings, equipment and infrastructure are not reported or depreciated. Other assets, such as accounts receivable (our fuel, salt and zoning inspection invoices, for example) and inventories (\$8,000.00 of salt in the salt barn) are not accounted for. Liabilities such as accounts payable, taxes and payroll insurances are not accounted for. (3) Entities will continue to be required to do cash basis accounting, for which current presentations are adequate. GASB is attempting to present more user-friendly information to the public, not an attempt to convert to accrual (real!) accounting. Clerk Noragon gave the opinion that possibly one citizen in five hundred is able to read a bona-fide financial statement. The converted statements say nothing about the financial position of the township; they only state what is already known: taxes support township operations, not income from services. (4) The "dual" audit opinion will simply say: These financial statements do not conform to GASB, but are an accurate presentation of the cash basis financial records. There is no extra charge for this opinion.

MOTION by Ritch, seconded by Bergdorf, to adjourn. All voting yes. Meeting duly adjourned.

CHAIRMAN	CLERK
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