

SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REORGANIZATIONAL/REGULAR MEETING HELD
DECEMBER 30, 2024

THE SUGARCREEK TOWNSHIP BOARD OF TRUSTEES MET IN REGULAR SESSION TO REORGANIZE FOR 2025 WITH MR BURTT, MR WENTLING, and MR REGULA PRESENT.
MR BURTT PRESIDED.

Public Participation

None.

MR REGULA MOVED TO DISSOLVE THE BOARD MR WENTLING SECONDED.
VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR BURTT ASKED FOR NOMINATIONS FOR PRESIDENT OF THE BOARD OF TRUSTEES. MR WENTLING MOVED TO NOMINATE MR REGULA FOR PRESIDENT. MR REGULA MOVED TO SECOND THE MOTION CLOSING THE NOMINATIONS AND ELECTING MR REGULA AS PRESIDENT.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA ASSUMED THE CHAIR, AND ASKED FOR NOMINATIONS FOR VICE-PRESIDENT OF THE BOARD OF TRUSTEES. MR REGULA MOVED TO NOMINATE MR WENTLING for Vice president.

MR WENTLING MOVED TO SECOND THE MOTION CLOSING NOMINATIONS AND ELECTING MR WENTLING VICE PRESIDENT.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR BURTT MOVED TO HAVE THE MEETING NIGHTS REMAIN AS THE FIRST AND THIRD MONDAY OF EACH MONTH AT 7:00 PM EXCEPT WHEN MEETING NIGHT IS ON A TOWNSHIP DESIGNATED HOLIDAY AS SPECIFIED BY THE BOARD OF TRUSTEES, THEN THE MEETING WILL BE HELD THE FOLLOWING NIGHT AT 7:00 PM. MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

VACATION SCHEDULE IS AS FOLLOWS:

0-6 MONTHS - NONE
6 MONTHS-2 YEARS - 1 WEEK
2 YEARS - 2 WEEKS
4 YEARS – 2 WEEKS 1 DAY
6 YEARS – 2 WEEKS 2 DAYS
8 YEARS – 2 WEEKS 3 DAYS
10 YEARS – 2 WEEKS 4 DAYS
12 YEARS – 3 WEEKS

13 YEARS – 3 WEEKS 1 DAY
15 YEARS – 3 WEEKS 2 DAYS
17 YEARS – 3 WEEKS 3 DAYS
19 YEARS – 3 WEEKS 4 DAYS
20 YEARS – 4 WEEKS
MAXIMUM TO BE 4 WEEKS

MR REGULA MOVED THE WORK WEEK CONSIST OF 40 HOURS, MONDAY THROUGH FRIDAY BEGINNING AT 7:00 AM AND ENDING AT 3:30 PM WITH ONE HALF HOUR FOR LUNCH. EMPLOYEES ARE SUBJECT TO CALL 24 HRS/DAY-7 DAYS/WEEK. MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED THAT ALL TOWNSHIP EMPLOYEES WORKING IN EXCESS OF 40 HOURS PER WEEK TO BE PAID ONE & ONE-HALF (1 1/2) TIMES THEIR NORMAL RATE. RATE FOR WORKING ON A HOLIDAY TO BE PAID DOUBLE TIME THEIR NORMAL RATE. MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO HEREBY ADOPT THE FORMULA TO PAY THE TRUSTEES ON THE SALARY BASIS METHOD TO BE EXPENSED FROM THE GENERAL FUND FOR FISCAL YEAR 2025.

MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO HERBEY CONTINUE TO ACCEPT THE HOSPITALIZATION, LIFE, VISION AND DENTAL INSURANCE THROUGH THE STARK COUNTY COUNCIL OF GOVERNMENTS, OFFERING THE COVERAGE OF MEDICAL MUTUAL AND AULTCARE. CANCER POLICY COVERAGE CONTINUES THROUGH WASHINGTON NATIONAL FOR FISCAL YEAR 2025.

MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO MAINTAIN AND REPAIR TOWNSHIP ROADS BY FORCE ACCOUNT UNDER THE DIRECT SUPERVISION OF THE ROAD SUPERINTENDENT, ASS'T ROAD SUPT. AND THE BOARD OF TRUSTEES.

MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO PAY TRUSTEES, ROAD SUPERINTENDENT AND FISCAL OFFICER

NECESSARY AND LEGITIMATE EXPENSES, AND INCLUDING \$45.00 PER DAY ALLOTTED TO BE SPENT FOR FOOD, INCURRED WHILE ATTENDING STATE CONVENTION OF TRUSTEES AND FISCAL OFFICER. MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO PAY THE FEES AND NECESSARY EXPENSES INCURRED TO THE TRUSTEES, ROD SUPERINTENDENT AND FISCAL OFFICER TO ATTEND EDUCATIONAL, SPECIAL TRAINING AND SEMINARS RELATING TO TOWNSHIP PURPOSES. MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO PAY TRUSTEES, ROAD SUPERINTENDENT AND FISCAL OFFICER THE IRS MILEAGE RATE, IN EFFECT AT THE TIME OF TRAVEL, FOR MILEAGE DRIVEN OUTSIDE TOWNSHIP BOUNDARIES IN THEIR PERSONAL VEHICLES WHILE ON OFFICIAL TOWNSHIP BUSINESS.

MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO PAY THE EMPLOYEES THREE (3) DAYS TO BE OFF WORK IN THE EVENT OF DEATH OF SPOUSE, PARENT, CHILD OR GRANDPARENT, BROTHER, SISTER, PARENT-IN-LAWS BROTHER-IN-LAW, SISTER-IN-LAW, SON-IN-LAW, DAUGHTER-IN-LAW, STEP PARENT, GRANDCHILD, STEP-CHILDREN, OR STEP-GRANDCHILD, OR OTHER PERSON DESIGNATED BY THE BOARD OF TRUSTEES.

MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO HAVE THE EMPLOYEES EARN 10 HOURS PER MONTH PAID SICK TIME WHICH CAN BE USED FOR THE TIME OFF SICK OR TO BE USED FOR DOCTOR'S APPOINTMENTS, DENTAL WORK OR ANYTHING PERTAINING TO MEDICAL REASONS TO BE TAKEN FOR NO LESS THAN ONE (1) HOUR AT A TIME. MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO APPROVE THE EMPLOYEE HANDBOOK FOR FISCAL YEAR 2025.

MR WENTLING SECONDED THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES

MR WENTLING YES

MR REGULA MOVED TO APPROVE THE ANNUAL INVENTORY. MR WENTLING
SECONDED THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO AUTHORIZE THE FISCAL OFFICER TO OPEN ANY PURCHASE
ORDERS OR BLANKET CERTIFICATES AS NEEDED FOR THE YEAR THROUGH
DECEMBER 31, 2025.

MR WENTLING MOVED TO SECOND.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR REGULA MOVED TO AUTHORIZE THE FISCAL OFFICER TO REQUEST REAL ESTATE
TAX ADVANCES FROM THE STARK COUNTY AUDITOR FOR FISCAL YEAR 2025.

MR WENTLING MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR BURTT MOVED TO REHIRE MIKE BUCHER AS ROAD SUPERINTENDENT WITH
HOURLY WAGE TO BE \$28.00 WITH 9 PAID HOLIDAYS-NEW YEAR'S DAY, GOOD FRIDAY,
MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, VETERAN'S DAY,
THANKSGIVING DAY AND CHRISTMAS IN ADDITION TWO (2) PERSONAL DAY TO BE
USED DURING THAT YEAR AND NOT BE CARRIED OVER TO THE NEXT YEAR UNLESS
APPROVED BY THE BOARD OF TRUSTEES.

MIKE'S TIME IS 19 YRS. - HIS VACATION WILL BE THREE (3) WEEKS AND FOUR (4) DAYS -
TO BE TAKEN AS ONE WEEK-OTHERS MAY BE TAKEN AS ONE WEEK OR AS DAYS UPON
APPROVAL OF TRUSTEES. VACATION IS TO BE TAKEN DURING THE YEAR AND NOT TO
BE CARRIED OVER TO THE NEXT YEAR UNLESS CIRCUMSTANCES ARISE THERE
WOULD BE AN EXCEPTION MADE WITH APPROVAL OF THE TRUSTEES.

MR REGULA MOVED TO SECOND THE MOTION.

VOTE:

MR BURTT YES
MR REGULA YES
MR WENTLING YES

MR BURTT MOVED TO HIRE KYLE JACOBY AS ASSISTANT ROAD SUPERINTENDENT
WITH THE HOURLY WAGE TO BE \$24.25 WITH 9 PAID HOLIDAYS-NEW YEAR'S DAY,
GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY,

GENERAL FUND	\$186,076.42
MOTOR VEHICLE LICENSE TAX	\$33,000.00
GASOLINE TAX	\$145,000.00
ROAD & BRIDGE	\$365,598.00
FIRE DISTRICT	\$281,497.00
ROAD DISTRICT	\$261,977.00
OPWC	\$ 30,000.00

SPECIAL ASSESSMENT	\$ 4,000.00
TOTAL	\$1,307,148.42

Mr. Wentling seconded.

Roll Call: Mr. Burttt – YES, Mr. Regula – YES, Mr. Wentling – Yes
Motion passed.

Mr. Burttt moved to approve the following permanent appropriations for fiscal year 2025:

GENERAL FUND	\$210,000.00
MOTOR VEHICLE LICENSE TAX	\$47,000.00
GASOLINE TAX	\$173,500.00
ROAD & BRIDGE	\$385,500.00
FIRE DISTRICT	\$289,000.00
ROAD DISTRICT	\$254,000.00
OPWC	\$ 30,000.00
SPECIAL ASSESSMENT	\$ 8,900.00
TOTAL	\$1,370,900.00

Mr. Regula seconded.

Roll Call: Mr. Burttt – YES, Mr. Regula – YES, Mr. Wentling – Yes
Motion passed.

Road Superintendent's Report

Mike's reported road maintenance and plowing was going well. On 12/29/24, 4 road closed signs and 8 safety cones were stolen after being placed on roads for downed trees.

Mr. Burttt

Mr. Burttt had nothing to report.

Mr. Wentling

Mr. Wentling had nothing to report.

Mr. Regula

Mr. Regula reported on the Harmen/Justus sewer project meeting. The Township is not responsible for plowing roads under construction which haven't been completely repaired.

The date and time of the next regular meeting was set for 01/20/25 at 6:00 p.m.

With no further business, Mr. Regula moved to adjourn.

Mr. Burttt_____

Mr. Regula_____

Mr. Wentling_____

Fiscal Officer_____