

**TWIN TOWNSHIP TRUSTEES, ROSS COUNTY, OHIO
MINUTES OF SPECIAL MEETING OF DECEMBER 17, 2024
MEETING LOCATION: 11474 KERAN ST., BOURNEVILLE, OHIO**

President Michael Whitt called the meeting to order at 6:00 p.m.

ROLL CALL

Officials present at roll call were: President Michael Whitt, Vice-President Michael Darbyshire, Trustee Bryan Bethel and Fiscal Officer Kim Litter.

2025 HOLIDAY SCHEDULE

Motion by Mr. Darbyshire to accept the 2025 Holiday Schedule for full-time employees. Mr. Bethel 2nd. All voted yes. Motion passed.

FINANCIALS FOR 2025

A. Temporary Appropriations for 2025:

Fund 1000-General	\$158,900.00
Fund 2011-Motor Vehicle	19,200.00
Fund 2021-Gas Tax	167,400.00
Fund 2032-Road/Bridge	129,500.00
Fund 2041-Cemetery	48,450.00
Fund 2191-Fire/EMS Services	242,450.00
Fund 2401-Special Assess	16,000.00

B. Fringe Benefits for full-time employees and public officials for 2025

1. Pay premiums for Term Life of \$30,000
2. Reimburse \$25 per month for cell phone stipend for township business use
3. Reimburse \$38 per month to Fiscal Officer for partial cost of internet for home office
4. Reimburse of health insurance premiums as per resolutions 2017-05-08-04 & 2017-08-14-08 to those who qualify. The 2025 Qualified Small Employer Health Reimburse Arrangements (QDRHRA) limit is \$6,350 per year.
5. Pay premiums of Vision and Dental insurance policy to full-time employees and public officials.

C. Paid 2025 Holiday Schedule for Full-time Employees

PAID HOLIDAY SCHEDULE FOR FULL-TIME EMPLOYEES FOR 2025:

- 1) NEW YEAR'S Jan. 1 (Wed)
- 2) MARTIN LUTHER KING DAY Jan. 20 (Mon)
- 3) PRESIDENT'S DAY Feb. 17 (Mon)
- 4) MEMORIAL DAY May 26 (Mon)
- 5) INDEPENDENCE DAY July 7 (Mon)
- 6) LABOR DAY Sept 1 (Mon)
- 7) VETERAN'S HOLIDAY Nov 11 (Tues)
- 8) THANKSGIVING HOLIDAY Nov 27 (Thurs)
- 9) CHRISTMAS HOLIDAY Dec 24 & 25-(Wed & Thurs)
- 10) NEW YEAR'S EVE HOLIDAY Dec 31 2025 (Wed)

NEW YEAR'S DAY 2026—Jan 1 2026 (Thurs)

Motion by Mr. Darbyshire to accept the the above items. Mr. Bethel 2nd. All voted yes. Motion passed.

CHANGE OF FUEL COMPANY

Motion by Mr. Darbyshire to contact RD Holder as new company. Mr. Bethel 2nd. All voted yes. Motion passed.

Motion by Mr. Bethel that all on-road gas will be purchased using township credit card. Mr. Darbyshire 2nd. All voted yes. Motion passed.

Kim will get Jerry a township credit card.

POLICY MANUAL

Motion by Mr. Darbyshire to accept newly revised policy manual. Mr. Bethel 2nd. All voted yes. Motion passed.

CEMETERY RULES AND GUIDELINES

Discussion that rules and guidelines seem good but need to be enforced better.

Discussion on sign concerning pets not permitted. It was suggested to get a sign for pets with visitors cleaning up after their pets.

Suggested to get a box with the cemetery rules and guidelines to be available for those visiting cemetery.

Suggested in Spring to start process of evaluating cemetery and those areas with overgrown vegetation or debris be marked. Owners of the graves would be contacted at that time in order for owners to have opportunity to cleanup or contact trustees with concerns.

FIRE DEPARTMENT ORGANIZATIONAL MEETING

Resolution by Mr. Darbyshire the following:

1. Chief Johnson is directed to schedule a Department meeting for elections to determine the members that will be brought before the Board for consideration of approval of the perspective office they have been elected. This must be completed prior to the Board's January 13 meeting. Only active members may participate in the elections. Active Member is defined by personnel that are card carrying Fire Fighters and are listed on the roster, prepared to take runs.

Chief Johnson is directed to notify every member for participation. You are also directed to conduct the election anonymously. All nominations must be anonymous and reviewed by the Chief, Assistant Chief, and the Fire Captain to determine the nominations. The nominations will be announced and the election for office holders will be conducted in the same manner as nominations. Votes should be counted by three members. Upon request any member may be shown the results.

2. The Board is directing you to submit a list of all members that include name, phone number, and address. This is to be submitted by email as soon as possible. (definition of member is to apply). Please indicate the office they hold if applicable.

Mr. Whitt 2nd. All voted yes. Motion passed.

Motion by Mr. Darbyshire to adjourn the meeting. Mr. Whitt 2nd. All voted yes. Motion passed. Meeting adjourned at 7:10 p.m..

Michael W. Whitt

Michael Whitt, President

J. Michael Darbyshire

J. Michael Darbyshire, Vice-President

Bryan Bethel

Bryan Bethel, Trustee-at-Large