

Madison Township Board of Trustees
October 10th, 2022

The Madison Township Board of Trustees met this day for a work session to discuss the update of the Township Employee Manual at the Township Administration Building located at 5610 W. Alexandria Road, Middletown, Ohio at 6:00 p.m. The meeting was called to order by Board President Jeff Willoughby with the Pledge of Allegiance.

ROLL CALL: Mr. McGuire-Absent, Mr. Daniel-Present, Mr. Willoughby-Present, Mrs. Schenck-Absent.

Discuss of various items in proposed Manual were discussed

Section 1

- The Fire Department currently has their own manual. The desire is to have one manual for the Township. We will request the Fire Department review the manual for any overlap or conflicts. The Fire Department would have a section for items pertaining only to the department.

- Need to add Fiscal Officer to definitions
- Look to OTA for definitions
- Discussed how the manual would be distributed and if a sign off would be required.

Section 2

- Need to add Road Supervisor as head of Road Department and Fire Chief as Head of Fire Department.

Section 3

- Need information from Fire Department on Pay approval and pay scheduled.
- Road Department pay stubs are approved by Road Supervisor and paid every other week.
- Hiring and managing relatives. We want to encourage the community to be involved especially with the Fire Department. This leads to several members of a family being in the same department. This is not unusual with townships in Ohio. We will create wording that will not allow family members to be direct supervisors to other family members or to be involved in the hiring process. This in line with the guidance from the Ohio Ethics Commission.

Section 4

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- There was much discussion around the amount of Sick, Personal, Vacation and roll over time the Road Crew has. More discussion is need to understand how the various categories were added. Does the Road Crew have Short term Disability?

Section 5

- Does the township have life insurance coverage for anyone?
- Discussed 3 hour minimum call in pay, may expand to 4 hours.
- Discussed 40 hour minimum to receive overtime pay for Road Crew.
- Does Fire Department pay into OPERS or like?

Section 6

- Travel rates would be approved by Township yearly.

Motion to adjourn by Allen Daniel, Second by Jeff Willoughby
Adjournment 7:45PM


Attest - Fiscal Officer


Signed - President