Island Creek Township
Reorganization Meeting
January 13, 2026
6:00 p.m.
Island Creek Community Building

The meeting was called to order with the Pledge of Allegiance by Chairman Brenda Powley at 6:00 p.m.

Roll Call Present: Brenda Powley, Chair; Sam Grafton, Trustee, Donnie Mossor, Trustee and Amy Browning, Fiscal Officer

The Fiscal Officer asked for Chairman nominations. Sam moved to elect Brenda as Chairman; Brenda accepted. Donnie second the motion. All in favor.

Sam nominated Donnie as Vice Chair. Donnie accepted. Brenda second the motion. All in favor.

LEGAL COUNSEL

Brenda moved that the position of legal counsel be Jeff Brown at $5,400 per year, Jeff accepted. Sam second the motion. All in favor.

COMPENSATION

Brenda moved to follow the State guidelines for the Trustees and Fiscal Officers' Salaries for 2026 according to our Estimated Resources to be Appropriated. Donnie second the motion. All in favor.

It was noted that part of the Trustees salaries will be taken from the General, Road and Bridge Fund and the Gasoline Fund will be used also. Road employees' wages will be taken from the Gasoline Fund, and Road & Bridge Fund.

ROAD FOREMAN

Brenda moved to keep Jake as Road Foreman at $22.00 per hour. Sam second the motion. All in favor.

EMPLOYEES

Brenda moved to keep the current full-time employees: Glenn (Jake) Bates, Floyd Faircloth and John Basta; and part-time employee Don Mossor. Sam second the motion. All in favor.

FIRE PREVENTION OFFICER

Brenda moved to re-appoint Ryan Boyd as Fire Prevention Officer. Donnie second the motion. All in favor.

CDL

Brenda moved that any employee that we hire to drive the trucks that require a CDL License must have a CDL, by the State guidelines. Donnie second the motion. All in favor.

HOLIDAYS

Brenda moved that the paid Holidays off remain the same for all full-time and part-time employees, if any Holiday falls on a Saturday, then the all employees receive the Friday before off. If a Holiday falls on a Sunday, all employees receive the following Monday off.

The days are as follows: NEW YEARS DAY, MARTIN LUTHER KING DAY, MEMORIAL DAY, JUNETEENTH, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, PRESIDENTS DAY, VETERANS DAY, THANKSGIVING DAY and CHRISTMAS DAY.

Donnie second the motion. All in favor.

PERSONAL DAYS

Brenda moved it will also remain as stated in the Personnel Policies and Procedures, full-time employees are entitled to a total of 5 personal days and part-time employees 3 personal leave days. All days cannot be taken in a row. They also cannot be carried over to the next year. Donnie second the motion. All in favor.

BEREAVEMENT DAYS

Brenda moved for it to remain as stated in the Personnel Policies and Procedures, 3 bereavement days for full-time employees for funerals for immediate family. These days cannot be carried over from year to year. Donnie second the motion. All in favor.

SICK DAYS

Brenda moved the sick days remain as stated in the Personnel Policies and Procedures, full-time employees receive 4.6 hours per 80 hours worked for a maximum of 512 hours of sick leave and part-time employees earn 4.6 hours based off hours worked. This can be carried over. After 3 days off a Dr's excuse is needed or at the discretion of the Trustees. Donnie second the motion. All in favor.

VACATION DAYS

Brenda moved the vacation time remain as stated in the Personnel Policies and Procedures.

1 YEAR OF FULL TIME EMPLOYMENT	1 Week Vacation
2 FULL YEARS WORKED	1 Week Vacation
3 TO 5 YEARS WORKED	2 Weeks Vacation
5 TO 10 YEARS WORKED	3 Weeks Vacation
AFTER 10 YEARS WORKED	4 Weeks Vacation
PART-TIME EMPLOYEES	60% based on years worked

A two-week notice should be given for vacation time. Only a maximum of two weeks' vacation can be carried over from year to year. Donnie second the motion. All in favor.

CALL OUTS

Brenda moved for the call out time remain the same, of a minimum of 4 hours. When a full-time employee gets called out it is an automatic 4 hour call out. If they are still working at 3:00 P.M. this is just overtime not a call out. Part-time employees receive overtime after 40 hours worked in a week. Trustees should know who and when someone has been called out or if a Trustee is checking on the situation. Donnie second the motion. All in favor.

For safety reasons two Trustees need to be notified when the truck leaves and where it's going in a call out situation, adding in a call out situation no one should go out by their self. Donnie second the motion. All in favor.

PURCHASES

Brenda moved purchases remains the same that is takes a decision of two Trustees to purchase anything or make major decisions. The employees have to have an O.K. from the Trustees for a major purchase. They are allowed to spend up to $350.00 in an emergency if they cannot get a hold of a Trustee. Donnie second the motion. All in favor.

MONTHLY MEETING

After discussion of meeting time, Brenda moved to continue holding the monthly business meeting at 6:00 p.m. on the second Tuesday of every month. Donnie second the motion. All in favor.

APPROPRIATIONS

2026 Estimated Revenue has been received from Jefferson County Auditor and permanent appropriations are $2,109,417.85.

Brenda moved to accept the Permanent Appropriations of $2,109,417.85. Donnie second the motion. The Annual Appropriations Resolution will be sent to the Jefferson County Auditor's Office for their approval certificate.

COMMITTEES

It was agreed that the following Trustees will be on the following Committees:

REGIONAL PLANNING: Sam and Donnie (alternate)

PORT AUTHORITY: Brenda (Chair) and Donnie (Vice Chair)

DAC: Sam

JSWCD: Brenda

PARK: Donnie

FIRE AND EMS: Brenda Powley

RECORDS COMMISSION: Chairman and Fiscal Officer

RECORDS MANAGER

Brenda made a motion for Amy to continue to be the records manager and will respond to Public Records Requests in a timely manner. Donnie seconded the motion. All in favor.

JSWCD WATER QUALITY CONSORTIUM PROGRAM

Brenda made a motion to continue participating in the program, Donnie seconded the motion. All in favor.

SUNSHINE LAW

Brenda made a motion to appoint Amy as designee for Sam and Donnie in completing the Sunshine Law Training as required by ORC for each term to ensure compliance with the public records and open meeting laws. Donnie seconded the motion. All in favor.

OTARMA

Bill Lucas will be here in April to review and renew the OTARMA Insurance.

CREDIT CARD POLICY

Brenda made a motion for the credit card bill will be reviewed at the monthly meeting and charges if any discussed. If you use a credit card, turn in receipts. The limit is $2,000.00 per card. Donnie seconded the motion. All in favor.

AGENDA TOPICS

Agenda topics posted on the website, deadline for pre-registration is recommended by the Friday prior to the regular monthly meeting and time limit of 5 minutes. Donnie second the motion. All in favor.

Any topic discussed in this reorganization meeting can be discussed and changed at any open meeting. Pay adjustments will be considered at March meeting.

ADJOURNMENT

There being no further reorganization business, Brenda made a motion to adjourn the meeting and continue into the regular monthly trustee meeting, seconded by Sam. All in favor.

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CHAIRMAN

_____
FISCAL OFFICER