

Troy Township Trustee
2026 Reorganization Meeting
January 3, 2026

Guests: Tom Woodruff, Dianne Woodruff

The 2026 Reorganization Meeting was called to order at 9:05 a.m. by Laura Abke, Fiscal Officer with the following Trustees present: Trustee Matthew L. Brinker, Trustee Kelley Knitz and Trustee Kenneth J. Recker.

Reelected Trustee Matthew L. Brinker and Trustee Kenneth J. Recker were given the Oath of Office by Fiscal Officer, Laura Abke.

The Fiscal Officer Abke, requested nominations for Chairman for 2026 year. Motion by Trustee Recker to nominate Trustee Brinker with a second by Trustee Brinker.

Vote: 3-Yes and 0-No. Motion carries.

The meeting was turned over to Chairperson Trustee Brinker who requested nominations for Vice-Chairperson for the Year 2026. Motion by Chairperson Trustee Brinker to nominate Trustee Knitz as Vice-Chairperson for the Year 2026 with a second by Trustee Recker.

Vote: 3-Yes and 0-No. Motion carries.

Date, time and place of meetings were discussed. Trustee meetings will be the second and last Wednesday of the month at 7:00 p.m. at the Maintenance Building, 237 Krotzer Avenue, Luckey, Ohio 43443.

Trustee Chairperson Brinker made a motion to approve Resolution 1-2026, RESOLUTION FOR OPEN MEETINGS UNDER SUNSHINE LAW with a second motion by Trustee Recker.

Vote 3-Yes 0-No. Motion carries.

RESOLUTION 1-2026 was adopted by the Trustees for open meetings under the Ohio Sunshine Laws (including regular meetings, special meetings and emergency meetings). Special Meetings and Emergency Meetings will be held at the same location as the regular meetings unless otherwise provided. Notice for Special Meetings or Emergency Meetings will be posted at the Maintenance Building, Fire/EMS Station electronic sign and on the Township's website as far in advance as possible.

Trustee Chairperson Brinker made a motion to continue Trustee Meetings on the second and last Wednesday of the month at 7:00 p.m. at the Maintenance Building, 237 Krotzer Avenue, Luckey Ohio and to conduct all business in open meetings in accordance to the Ohio Sunshine Laws with a second by Trustee Recker.

Vote: 3 -Yes and 0-No. Motion carries.

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Trustee Knitz made a motion that Special Meetings and Emergency Meetings will be held at the same location as the regular meetings unless otherwise provided. Notice for Special Meetings or Emergency Meetings will be posted at the Maintenance Building, Fire/EMS Station electronic sign and the Township's website as far in advance as possible with a second Trustee Recker.

Vote: 3-Yes and 0 -No. Motion carries.

The taping of meetings and agendas were discussed. Taping of the 2026 Trustee meetings are according to the adopted Records Retention Policy. The Zoning Boards can determine if they want to tape their meetings.

There was discussion about the insurance benefits. Currently qualified employees, the Trustees and Fiscal Officer qualify for Health Insurance with Anthem plus HRA, Vision Insurance with VSI, Life Insurance with Medical Mutual. There was an increase of 22.65% per month for Anthem Health Insurance. Additional discussion regarding the Anthem Health Insurance and options were discussed at previous Trustee meetings. Trustee Knitz will review options for future Health Care coverage.

The Disability Insurance with American United Life Insurance is for full-time employees only.

Chairperson Trustee Brinker made a motion to table the following until the next meeting with a second motion by Trustee Knitz:

To pay all or a portion of the Health Insurance (Anthem) including HRA benefits, Life Insurance, Vision insurance & Disability Insurance for qualified employees (full time and working over 1500 hours a year) & Elected Officials.

To pay other insurance benefits offered to Fire Personnel, Trustees and the Fiscal Officer through OTARA, Insurance and Investments (UIS), and Burnham and Flower of Ohio, Inc. or other agencies at the discretion of the Trustees.

All Insurance policies and coverage contracted will be offered to all elected officials and qualified employees except Volunteer Firefighters and Volunteer EMS personnel which are covered by a separate policy.

In the event coverage for the Trustees, Fiscal Officer and qualified employees is not needed or wanted, out-of-pocket expenses for coverage adopted somewhere else will be paid by the Township as long as it does not provide coverage beyond what is offered to the balance of the Township Trustees, Fiscal Officer and qualified employees according to ORC 505.603.

This benefit to the Trustees, Fiscal Officer and qualified employees is through a Cafeteria-Plan program which Troy Township Trustees entered into on September 30, 2015. The cash payment cannot exceed 25% of the cost of premiums that otherwise would be paid by the Township for benefits for the Trustee, Fiscal Officer or qualified employees under the offered plan.

No cash payment in lieu of a benefit shall be made unless the Trustee, Fiscal Officer or employee signs a statement affirming that the Trustee, Fiscal Officer or qualified employee is

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covered under another health insurance program. Provide any benefits listed in ORC 505.60 (A) through a self-insurance program (HSA and/or HRA). Dental and other coverage may be considered in future weeks and this motion is meant to cover all qualified employees, Trustees and Fiscal Officer.

Vote: 3 -Yes and 0-No. Motion carries.

The Property and Liability Insurance is currently with OTARMA. The premium for 2016 was \$40,446.00; 2017 was \$42,923.00; 2018 was \$43,301.00; 2019 was \$38,370.00; 2020 was \$39,968.00; 2021 was \$53,674.82; 2022 was \$46,193.00; 2023 was \$49,663.00, 2024 was \$57,487.69 and 2025 was \$56,906.00. Discussion regarding sending the letter to OTARMA was beneficial to the rates for 2025 and will be discussed with Rob Fawcett to send for the year 2026.

Risk Assessment by OTARMA is completed annually and IT Risk Assessment by OTARMA was completed in 2025.

The Trustees reviewed vehicle Information. Additional, OTARMA coverage was discussed and reviewed at the June 26, 2025 Trustee Meeting.

The Township offers the Ohio Deferred Compensation Program to all qualified full-time employees.

Trustee Recker made a motion to pay conference/training expenses for Trustees, Fiscal Officer & designated employees for the Year 2026 with a second motion by Trustee Chairperson Brinker.

Vote: 3-Yes 0 -No. Motion carries.

Trustee Chairperson Brinker made a motion to pay a food allowance reimbursement up to \$50.00 per day, not including alcohol or tips (receipts must be provided) and mileage reimbursement for trips out-of-the township at .72.5 cents per mile for 2026 with a second motion by Trustee Knitz.

Vote: 3-Yes and 0-No. Motion carries.

Trustee Recker made a motion to approve the amounts paid per meeting for Zoning members to be set at \$60.00 per meeting for the Chairman, \$100.00 per meeting for the Secretary and \$40.00 per meeting for the other members (with quorum). If a meeting is held and not enough members are present to obtain a quorum, the members present pay will be reduced to 50% of rate with a second motion by Trustee Chairperson Brinker.

Vote: 3-Yes and 0-No. Motion carries.

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Trustee Knitz spoke to the member of the Troy Township Zoning Board of Appeals that has terms expiring. Troy Township Zoning Board of Appeals member William Simmons has agreed to serve another term. Chairperson Trustee Brinker made a motion to approve William Simmons for another term on the Troy Township Zoning Board of Appeals with a second motion by Trustee Recker.

Vote 3-Yes 0-No. Motion carries.

Chairperson Trustee Brinker made a motion to compensate the Trustees by annual salary in equal monthly amounts (O.R.C. 505.24) & Fiscal Officer (O.R.C. 507.09) with a second motion by Trustee Knitz. Vote 3-Yes and 0-No. Motion carries.

The Trustees were given a copy of the 2026 Compensation Chart provided by the Ohio Township Association at the December 29, 2025 meeting.

The Trustees reviewed the Fund Status and Revenue Status Reports as of December 31, 2025.

The Trustees reviewed the revenue information for the JEDD that was received in 2025 as follows:

➤ March 31, 2025	\$154,063.78	4th qtr. 2025
➤ June 30, 2025	\$ 23,814.43	1st qtr. 2025
➤ August 25, 2025	\$156,405.55	2nd qtr. 2025
➤ December 8, 2025	\$187,410.41	3rd qtr. 2025

The Temporary Appropriations for the Year 2026 were approved at the December 29, 2025 meeting.

The Trustees discussed outside Legal Council that was approved for 2026, with RESOLUTION 16-2025 at the December 10, 2024 meeting. The Trustees will retain Peter N. Griggs from Brosius, Johnson & Griggs, LLC for 2026 to represent the Township and its Officers, Boards and Commissions in their official capacities and to advise them on legal matters. Payments to Legal Counsel for 2022 was \$3,679.20; 2023 was \$9,474.52, 2024 was \$19,608.70 and 2025 was 20,829.30. Trustee Knitz stated all three Trustees should be notified regarding questions and answers that are addressed and obtained with Legal Counsel. A summary email should be sent to all Trustees regarding the communication.

The audit persons for the Year 2026 appointed by Chairperson Trustee Brinker will be Chairperson Trustee Brinker and Trustee Knitz.

Discussion was held by the Trustees on the subject of records and retention procedures and locations of these items. Township records are located at 311 Krotzer Avenue, 237 Krotzer Avenue, 24002 Luckey Road, 5501 Fremont Pike and the old maintenance building. Public Records training is attended as required by Ohio Revised Code. A Record Retention Policy and Records Retention Policy was approved at the July 9, 2025 Trustee meeting.

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Annual Inventory is required by the second Monday of January. One copy is to be filed with the Fiscal Officer and one copy with the Wood County Engineer.

The Trustees discussed facilities. The rental of buildings was reviewed:

- Fire/EMS Station is not rented.
- The Maintenance Building is not rented.
- The Stony Ridge Building rental ended December 31, 2025 along with the position for maintenance/rental coordinator Jeff Kuntz. The Stony Ridge Building will be used for records retention storage.

The Troy Township Zoning Permit Fees and the Troy Township Zoning Resolutions were discussed. There was no action taken to change any Zoning Permit Fees.

The Cemetery Fees were discussed. There was no action taken to change any Cemetery Fees. These fees will be reevaluated in June 2026 due to the increase cost of concrete.

The EMS fees were discussed. The amount paid to Life Force Management to bill EMS runs is 7%.

The Troy Township Trustees have a Fire and EMS Agreement with Webster Township for a portion of Webster Township. The amount paid for the agreement for years 2013, 2014 & 2015 (\$14,825.14 Fire & \$22,237.72 EMS), 2016, 2017 & 2018 (\$23,133.96 Fire & \$31,677.93 EMS) and 2019, 2020 & 2021 (\$20,611.29 Fire & \$28,226.02 EMS) January 1, 2021 through December 31, 2023 (\$22,652.88 Fire & \$31,021.94 EMS), January 1, 2024 through December 31, 2026 (\$23,917.52 Fire & \$32,753.82 EMS).

The Depository Agreement for Troy Township is with State Bank. The agreement dates are August 1, 2021 to July 31, 2026.

Trustee Recker made a motion to approve the Troy Township Trustees checking account with State Bank with a minimum of two Trustees signatures and the Fiscal Officer signature that required on Township checks with a second motion by Trustee Knitz.
Vote 3-Yes and 0-No. Motion carries.

Policies/Handbook and other miscellaneous items were discussed. Policies/Handbook continue to be reviewed, revised and updated.

- The Troy Township Credit Card Policy. Credit cards are issues to Fire Chief Woodruff, Deputy Chief Appelhans, Mr. Gottschalk, Mr. Blecke, Trustees, Fiscal Officer and a General credit card (updated and approved November 12, 2025).
- The Troy Township Cell Phone Policy. Mr. Gottschalk, Mr. Blecke and Mrs. Hahn have Township cell phones. Mrs. Hahn has a Troy Township iPad.
- Troy Township Public Records Policy and training requirements.

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- Troy Township Investment Policy. The Investment Policy is filed with State Bank.
- The Troy Township Laptop, Computer & iPhone Policy that was approved on March 31, 2021.
- Employee Handbook is currently being updated.
- Troy Township Fraud Reporting. Each new employee receives and acknowledges receipt of this document.
- Public Records Training & Fiscal Officer Training
- Executive Session (Ohio Sunshine Laws)
- Ethic Policy & Ohio Ethics Law that was approved on April 27, 2022.
- Records Retention Policy and Schedule were approved July 9, 2025

Resources that the Trustees and Fiscal Officer can use are the Ohio Township Handbook & Ohio Township News Magazine & Grassroots Clippings, Ohio Sunshine Laws and Ohio Revised Code.

The Trustees discussed miscellaneous expenses. There could be certain instances when it would be appropriate to use Township Funds to purchase flowers for someone hospitalized or a family death, which is a proper public purpose to show concern. Trustee Recker made a motion to approve using public funds for an occasional purchase of flowers or similar items with a second by Trustee Chairperson Brinker.

Vote 3-Yes and 0-No. Motion carries.

Super Blanket Certificates not to exceed \$10,000.00 were discussed. Trustee Recker made a motion to approve Super Blanket Certificates not to exceed \$10,000.00 with a second motion by Trustee Chairperson Brinker.

Vote 3-Yes 0-No. Motion carries.

The Departments of the Township that each Trustee will be responsible for in 2026 were discussed.

Trustee Knitz stated as the Trustee responsible for Zoning in 2025, she felt bullied and she was purposely left out of emails by Zoning Inspector Hahn. Trustee Knitz stated there is never any discipline for the unethical behavior of Zoning Inspector Hahn. Trustee Knitz stated there needs to be a system in place to document Zoning complaints and how the complaints are addressed and resolved. At this time there is no resolution in the complaints that are received. Trustee Knitz stated she was voted in by the residence for a reason.

Trustee Knitz stated the level of integrity is different between herself and Zoning Inspector Hahn and Trustee Knitz does not want to be the Trustee responsible for Zoning in 2026. Trustee Knitz would like to be the Trustee responsible for Fire & EMS Personnel & Equipment for 2026. Trustee Knitz stated she works well with Deputy Chief Appelhans and looks forward to working as a team, using her good leader skills with the Fire & EMS Department.

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Resident Tom Woodruff asked it to be put on record that a lot of people have an issue with Zoning Inspector Hahn. Mr. Woodruff stated this is a management issue. Blatant disrespect hurts the entire operation of the Township and Mr. Woodruff stated there are good people in the Township. Mr. Woodruff discussed zoning conflicts he has had with Zoning Inspector Hahn in the past.

Trustee Recker stated moving forward Trustee Chairperson Brinker will be responsible for Zoning. Trustee Recker stated there will be a conversation with Zoning Inspector Hahn to address behavior and that zoning complaints need to be addressed.

The following are the Departments each Trustee will be responsible for:

- Trustee Knitz will be responsible for Fire & EMS Personnel & Equipment
- Trustee Recker will be responsible for Roads & Cemetery, Paving, Maintenance, Drainage, Mowing & Berming
- Trustee Chairperson Brinker will be responsible for Zoning, Zoning Inspector, Zoning Commission, Zoning Board of Appeals, Wood County Planning Commission, Wood County Sheriff Patrol and TMACOG.
- All three (3) Trustees, Trustee Brinker, Trustee Knitz and Chairperson Trustee Recker will be responsible for the following:
 - Building & Grounds
 - Wood County Health Department
 - Northwestern Water and Sewer District (DISTRICT)
 - Wood County Economic Development Commission (WEDC)

Chairperson Trustee Brinker made a motion at 10:16 a.m. to go into executive session to discuss compensation with a second motion by Trustee Knitz.

Roll Call: Trustee Recker – Yes Trustee Knitz – Yes Trustee Brinker – Yes. Motion carries.
Fiscal Officer Abke entered into executive session also.

Trustee Chairperson Brinker made a motion by to go out of executive secession at 10:47 a.m. with a second motion by Trustee Knitz.

Roll Call: Trustee Recker – Yes Trustee Knitz – Yes Trustee Brinker – Yes. Motion carries.

Trustee Chairperson Brinker made a motion to approve salaries for 2026 at the current from 2025 with no other changes made with a second motion by Trustee Knitz.

Roll Call: Trustee Recker – Yes Trustee Knitz – Yes Trustee Brinker - Yes

Vote: 3-Yes and 0-No. Motion carries.

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The 2026 OPERS rates: OPERS-G employee rate is 10.00% and the OPERS-G employer rate is 14.00%.

The 2026 Medicare rates: Employee 1.45% and Employer 1.45%.

The Village of Luckey income tax for employees is 1.00%.

The employees that are residents of Eastwood School District pay 1.00% income tax.

Part-time employees are not to exceed 1500 hours per year.

The 2026 holidays that Troy Township employees observe are as follows:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (on day observed)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

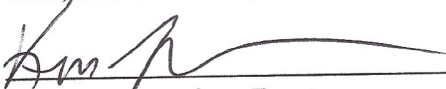
Trustee Knitz discussed Ohio House Bill 315 regarding Zoning Violations. HB 315 establishes a civil enforcement process for township zoning violations. The bill modifies current law, which specifies that a person who violates a township zoning law must be fined up to \$500 per offense, to provide that a civil fine must be collected by filing a civil action in the court of common pleas in the county where the property is located. Trustee Knitz stated imposing the \$500 fine per offense could help with cleaning up of properties in violation. Trustee Knitz would like further discussion on this.

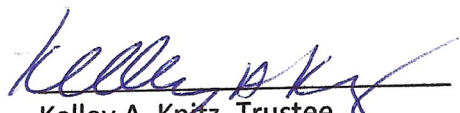
Trustee Chairperson Brinker made a motion to adjourn the meeting with a second motion by Trustee Knitz.

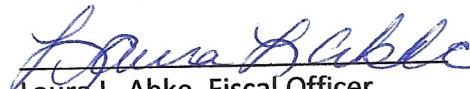
Vote: 3-Yes and 0-No. Motion carries.

Meeting ended at 10:56 a.m.


Matthew L. Brinker, Chairman


Kenneth J. Recker, Trustee


Kelley A. Knitz, Trustee


Laura L. Abke, Fiscal Officer