

Williamsburg Township Board of Trustees Minutes

September 17, 2025

The Williamsburg Township Board of Trustees held a Special Meeting on Wednesday, September 17, 2025 at the Williamsburg Township Hall, for the following purpose: to discuss the Williamsburg Township Policy Manual and Emergency Services Standard Operating Guidelines and all other matters that may come before the Board. Mr. Bainum called the meeting to order at 9:00 a.m., and all joined in the Pledge of Allegiance to the Flag. Guy Bainum, Bari Henning, and Gary Jordan answered the roll call. Also present was Fiscal Officer Doug Lefferson.

Fiscal Officer Lefferson discussed reallocating appropriations in the 2901 EMS Fund between Social Security and Medicare. Mr. Henning motioned to adopt Resolution No. 2025-16 a Resolution of Approval to realign the permanent appropriation resolution by modifying appropriations from one account to another within the Fund 2901 EMS to reallocate \$1,000.00 from Social Security to Medicare. Mr. Bainum second. All yeas.

Mr. Bainum motioned to enter into executive session at 9:03 am under Ohio Revised Code Section 121.22 (G) (1) to consider compensation of a public employee. Mr. Jordan second. Roll call: All yeas. The Trustees came out of Executive Session at approximately 10:50 a.m. having discussed compensation of a public employee with no action taken and no decisions made.

The Trustees discussed vacation practices for full-time employees during the COVID pandemic (officially recognized by the Federal Government as ending May 11, 2023). During the COVID years, the Trustees adopted a practice of allowing full-time employees to carry over all their unused vacation from one anniversary year to the next due to limited staff and the need to have essential staff available. As COVID is no longer impacting operations and there has been sufficient time to utilize any additional carried over vacation, the Trustees discussed discontinuing this practice. Mr. Jordan motioned to end the Township's COVID practice of carrying unlimited vacation hours over to the next anniversary year effective at each full-time employee's anniversary date. As a transition out of the COVID practice full-time employees employed during the COVID Pandemic will be able to carry up to 40 hours of accrued vacation into the next anniversary year as allocated annually and receive up to 40 hours of accrued vacation time paid out above and beyond any carried vacation as a one-time pay out. Mr. Bainum second. All yeas.

There being no further business, Mr. Jordan motioned to adjourn at approximately 10:55 a.m. Mr. Henning second. Roll call: All yeas.

Fiscal Officer

Chairperson