

BOARD OF TRUSTEES  
MARK SCHULTE  
KENDAL A. TRACY  
MARY MAKLEY WOLFF

FISCAL OFFICER  
ERIC C. FERRY

INTERIM ADMINISTRATOR  
STEVE KELLY



MIAMI TOWNSHIP  
6101 MEIJER DRIVE • MILFORD, OH 45150-2189

ADMINISTRATION  
248-3725  
248-3730 (FAX)  
COMMUNITY DEVELOPMENT  
248-3731  
SERVICE DEPARTMENT  
248-3728  
POLICE DEPARTMENT  
248-3721  
FIRE/EMS  
248-3700  
PARKS / RECREATION  
248-3727

## RESOLUTION 2023-41

The Board of Trustees of Miami Township, Clermont County, Ohio met in regular session at the Miami Township Civic Center on November 21, 2023, with the following members present: Mark Schulte, Ken Tracy, and Mary Makley Wolff.

A motion was made to adopt the following Resolution:

**RESOLUTION AUTHORIZING THE ADOPTION OF AN ANNUAL CONVERSION PLAN IN ACCORDANCE WITH OHIO REVISED CODE SECTION 145.01 AND OHIO ADMINISTRATIVE CODE 145-1-26 AND TO DISPENSE WITH THE SECOND READING**

**WHEREAS**, the Ohio Public Employment Retirement System provides for an Annual Conversion Plan that allows employers to convert vacation, personal and sick leave accrued and not used to be considered as earnable income. The maximum amount of vacation, personal and sick leave that can be considered is the maximum amount an employee earns in one year.

**WHEREAS**, Section 145.01 of the Ohio Revised Code permits the Board of Township Trustees (“Board”) to prepare an Annual Conversion Plan, and

**WHEREAS**, the Board desires to implement a Conversion Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Miami Township, Clermont County, Ohio by authority of Section 145.01 of the Ohio Revised Code and Section 145-1-26 of the Ohio Administrative Code adopts an Annual Conversion Plan, as follows:

**SECTION 1:** The Board determines that all employees eligible to accrue vacation, personal and/or sick time will be eligible for conversion.

**SECTION 2:** The maximum amount of converted vacation, personal and sick leave that can be considered earnable salary is the amount the employee earns in the current calendar year, less any leave not taken during the calendar year. To be considered earnable salary the leave must have been earned in the year it was converted or the year prior if converted in January.

**SECTION 3:** That employees earn up to 6 weeks of vacation per year. That vacation leave is accrued annually and awarded to employees on January 1 of each year; that sick leave is accrued at a rate of 10 hours per month and is awarded the first of each month for time accrued the previous month; and personal time is awarded at a rate of eight (8) hours provided no sick time is taken by an employee during the previous 120 days. A copy of the vacation schedule is attached as Exhibit A.

**SECTION 4:** Conversion will occur anytime upon request.

**SECTION 5:** That it is found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board; and that all deliberations of this Board of Township Trustees and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SECTION 6:** That the Board does hereby dispense with the requirement that this Resolution be read on two separate days, pursuant to Section 504.10 of the Ohio Revised Code, and authorizes the adoption of this Resolution upon its first reading.


**SECTION 7:** This Resolution shall take effect at the earliest period allowed by law.

First Reading:	<u>November 21, 2023</u>
Second Reading:	<u>Dispensed with</u>
Effective:	<u>November 21, 2023</u>

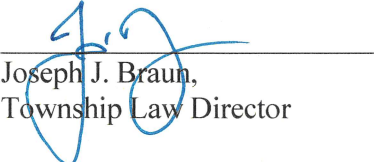
The motion was seconded, and the resolution as adopted.

Resolution 2023-41 adopted November 21, 2023.

ATTEST:

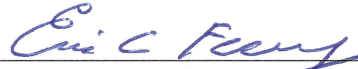
  
Eric C. Ferry, Fiscal Officer

APPROVED AS TO FORM:

  
Joseph J. Braun,  
Township Law Director

CERTIFICATION

I, Eric C. Ferry, Fiscal Officer of Miami Township, do hereby certify that the foregoing is taken and copied from the Record of the Proceedings of Miami Township; that the same has been compared by me with the Resolution of said Record and that it is a true and correct copy thereof.

A handwritten signature in blue ink that reads "Eric C. Ferry". The signature is written in a cursive style and is positioned above a horizontal line.

Eric C. Ferry, Fiscal Officer

## EXHIBIT A

### Miami Township Vacation Schedule

Per the Miami Township Personnel Policy and Procedure Handbook, Section III, Vacation:

Vacation accrual rates are as follows:

Less than 6 months service completed: no vacation

6 months completed with superlative review from Department Head: 40 hours

12 months (1 Year) plus one day to 72 months (6 Years) completed: 80 hours (40 hours on an employee's first anniversary if 40 hours were already earned at their 6 month anniversary)

72 months (6 Years) plus one day to 180 months (15 Years) completed: 160 hours

180 months (15 Years) plus one day to 288 months (24 Years) completed: 200 hours

288 (24 Years) months plus one day or more completed: 240 hours