

Williamsburg Township Board of Trustees Minutes

December 17, 2012

The Williamsburg Township Board of Trustees met on Monday December 17, 2012 to transact business. Chairman Jordan called the meeting to order at 7:00 PM, and all joined in the Pledge of Allegiance to the Flag. Guy Bainum, Bari Henning and Gary Jordan answered the roll call. Also present were Fiscal Officer, Gregory W. Carson, Brian Tatman, Jayne Lawrence, Joan Foster, Ken Wylie, Ed Boll, Richard Malott and Yvonne Malott.

Mr. Henning motioned to approve the minutes of the last meeting. Mr. Bainum second. All yeas. Mr. Carson presented a financial report, including a comprehensive account of expenditures and receipts and the trustees accepted it.

Mr. Bainum motioned to pay the attached bills. Mr. Henning second. All yeas.

Zoning Report

Mrs. Malott presented a zoning report. Mr. Jordan asked about the call about the old gas station on James E. Sauls Sr. Drive and she said that she told the caller that she only knows what is on the County Auditor's website. She said that someone called to ask about putting a restaurant at the corner of Half Acre Road and Old State Route 32, but it is zoned residential, so they would have to file for a variance if they wanted to move forward. She said that she plans to close the office from December 22, 2012 to January 3, 2013. The trustees said that this wasn't a problem as there isn't much activity that time of year in zoning.

Cemetery and Maintenance Report

Mr. Tatman gave a copy of the road inventory for year-end that we need to file with the county engineer. He also gave a copy of the inventory of all equipment. He asked if we planned to do any blacktopping in 2013. Mr. Henning said that information was given to the county engineer about what roads that we potentially wanted to blacktop but haven't heard anything back yet. He got some prices of safes for the cemetery building, because their current safe is completely full. He said that he is going to get some more prices. He said that he got a price for a new mini excavator ranging from \$34,000 to \$49,000 on state bid. He said that a used one ranges from \$15,000 to \$54,000. He said that the current Farmtrac is a 2004 and we paid \$24,000 new back then, but traded in 3 tractors to get it. Mr. Tatman said that they had a demo unit and they were able to dig a grave with it and they did some ditch work with it and both jobs worked so much better than what we have now. He said that we don't need it right away, but would like to start looking for one in 2013.

Emergency Services Report

Mr. Wylie said that he wants to send Chris Wright to an EMT class at a cost of \$675 plus books and exam fees and this is about half the cost of UC. He said that we paid for him to attend class at UC a couple of years ago and he flunked out. Mr. Henning said that we usually don't pay for anyone to attend class if they flunked out in the past. The trustees asked him to re-think his request. Mr. Wylie said that we need a new light bar for E-273 and it will cost around \$350 from Camp Safety Equipment. Mr. Jordan motioned to purchase a new light bar from Camp Safety Equipment for \$350. Mr. Henning second. All yeas.

Jayne Lawrence said that she only received part of her clothing allowance payment. She said that this happened last year also. She said that she asked Chief Wylie why she didn't get her full clothing allowance because he said that she doesn't get her training within the township for the points that add up to get the clothing allowance. She said that she gets the proper amount of training, but she can't always get it in the township because of work, so she takes it other places. Mr. Wylie said that he thinks that he needs to take a more proactive role with notifying them about how their points are tallied. He said that he'd like to post them monthly so that they know where they stand at all times. Mr. Jordan said that he thinks that it makes sense to look at outside training should be counting, but he wants to make sure that would agree with our SOG's. He said that we need to make sure that the outside training would be sufficient and that they aren't just taking classes to get points if the classes don't apply to the job. Mr. Henning said that internal training is good, because it builds teamwork and we can control it.

Mr. Jordan said that he received a phone call from Angie Pollitt about an incident. He said that he has the utmost respect for the Emergency Services and can't even begin to imagine the emotion that goes into their job and thanked them for their services. He said that we need to carve all of the emotion out of the situation. He said that the letters that the trustees received about this situation should have remained internal within the department and the Chief should handle the situation and debrief the team in these situations. He said that communication is very important and they all need to come together and the group should be closer than fingers on a hand. He is proud of our emergency services, because before he became a trustee, he always heard that Williamsburg Township Emergency Services was the pride of the county, because of our cohesiveness. He said that the leadership must be in the driver's seat and bring the group together. We have a hierarchy of officers and the Chief and they need to work on this. Mr. Henning said that too many times feelings are getting hurt because of misunderstandings and they need to talk things out and communicate.

Mr. Jordan read a letter from Earl Whiteman thanking the trustees for the many years of allowing him to serve his community and thanking the trustees for the retirement clock. Mr. Jordan said that we received a letter from OTARMA notifying us that they have had a good year with the lack of claims in the reserve fund and they were sending out refunds of over a million dollars to their members and we have already received the refund for our portion and Mr. Carson thinks it was around \$4,700 off the top of his head.

Mr. Jordan made a motion to go into executive session at approximately 8:10 p.m. pursuant to ORC 121.22 to discuss possible complaints about an employee. Mr. Henning second. All yeas. Mr. Jordan motioned to return from executive session at approximately 9:10 p.m. Mr. Henning second. All yeas.

Mr. Henning motioned to have Marion Crosswell be our nominee for the 2013 Salute to Leaders for Williamsburg Township. Mr. Bainum second. All yeas.

The chairman turned the meeting over to the Fiscal Officer to take nominations for Chairman for next year. Mr. Jordan nominated Mr. Bainum for Chairman. Mr. Henning second. Mr. Carson closed the nominations hearing no further motions. All yeas. Mr. Carson asked for nominations for Vice Chairman. Mr. Jordan motioned to nominate Mr. Henning for Vice

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Chairman. Mr. Bainum second. Mr. Carson closed the nominations hearing no further motions. All yeas. Mr. Carson turned the meeting back over to the old chairman.

Mr. Henning motioned to re-appoint Brian Tatman as Cemetery Sexton & Road Maintenance Supervisor at a salary of \$42,000. Mr. Bainum second. All yeas.

Mr. Jordan motioned to re-appoint Ken Wylie as part time Emergency Services Chief at a salary of \$26,400. Mr. Bainum second. All yeas.

Mr. Henning motioned to re-appoint Yvonne Malott as part time Zoning Administrator and Trustee Secretary with a \$0.15/hour raise. Mr. Bainum second. All yeas.

Mr. Jordan motioned to give all full time employees a \$0.25/hour raise. Mr. Bainum second. All yeas.

Mr. Henning motioned to give all part time employees a \$0.15/hour raise. Mr. Jordan second. All yeas.

Mr. Henning motioned to leave the EMS and fire volunteer's pay per run at \$15.00/run. Mr. Bainum second. All yeas.

Mr. Jordan motioned to pay all zoning board and ZBA members \$20.00/meeting. Mr. Bainum second. All yeas.

Mr. Bainum motioned to pay the Trustees and Fiscal Officer the maximum compensation allowed per ORC and to pay in 12 equal installments. Mr. Henning second. All yeas.

Mr. Jordan motioned to pay the Trustees and Fiscal Officer's expenses to both the winter and summer conferences if they decide to attend. Mr. Bainum second. All yeas.

Mr. Henning motioned to pay \$0.565/mile for personal automobile use on township business, which is the same as the IRS rate and to adjust to the IRS rate if it changes during the year. Mr. Bainum second. All yeas.

Mr. Henning motioned to pay \$45.00/day without receipts for meals at any conference or out of town trip on township business. Mr. Jordan second. All yeas.

Mr. Jordan motioned to pay \$200.00 for Memorial Day expenses. Mr. Henning second. All yeas.

Mr. Jordan motioned to furnish Health Insurance for all qualified employees including trustees and fiscal officer. Mr. Henning second. All yeas.

Mr. Henning motioned to pay the Fiscal Officer and Trustee's state and local township association dues. Mr. Jordan second. All yeas.

Mr. Henning motioned to appoint the chairman and vice-chairman to the Fire Dependency Board. Mr. Bainum second. All yeas.

Mr. Jordan motioned to pay up to \$400.00 per fireman and up to \$400.00 per EMS volunteer for clothing. Mr. Henning second. All yeas.

Mr. Henning motioned to pay Shellie Seip \$100/month for cleaning the township hall. Mr. Bainum second. All yeas.

Mr. Jordan motioned to pay PERS employee rates at 10% and employer rates at 14% per PERS rules or to change them as needed if PERS adjusts the rates. Mr. Bainum second. All yeas.

Mr. Bainum motioned to pay OPFPF employee rates at 10% and employer rates at 24% per OPFPF rules or to change them as needed if OPFPF adjusts the rates. Mr. Henning second. All yeas.

Mr. Henning motioned to set meeting dates as the second and fourth Monday of each month at 7:00 p.m. with the exception of Memorial Day and Veteran's Day, which the meeting will be held that Tuesday. Mr. Bainum second. All yeas.

Mr. Jordan motioned to set the temporary budget equal to approximately 25% of the current budget. Mr. Bainum second. All yeas.

Mr. Bainum motioned to adjourn at approximately 9:45 p.m. Mr. Jordan second. All yeas.

Fiscal Officer

Chairman