Randolph Township Trustees Organizational Meeting Friday, January 2, 2015

Chairman Sue White opened the meeting with the pledge at 7:00 a.m. Present: Trustees Sue White Roger Klodt, Mike Lang, Fiscal Officer Mary Rodenbucher, B. Siegferth

Officials and Meeting:

Mary asked for nominations for Chairman. Roger nominated Susan White. Mike seconded.
RCV: Roger – yes; Mike – yes; Sue – yes;

Mary asked for nominations for Vice Chairman. Roger nominated Mike Lang. Sue seconded.
RCV: Roger – yes; Mike – yes; Sue – yes.

Mary asked for the setting of meetings for 2015. Mike moved to hold the meetings on the second and fourth Thursdays of the month at 7:00 p.m. in the Town Hall with the following exceptions: February 12 time change from 7 p.m. to 7 a.m.; July 23 time change from 7 p.m. to 7 a.m.; August 27 time change from 7 p.m. to 7 a.m.; September 24 time change from 7 p.m. to 7 a.m.; November 26 rescheduled to November 25 at 7 a.m.; December 24 time change from 7 p.m. to 7 a.m. for payroll only at the Administration Building; year-end meeting December 31 at 7:00 a.m. Sue seconded. Discussion: Roger requested to change the meeting time from 7 p.m. to 7 a.m. on February 12. (change included above)
RCV: Roger – yes; Mike – yes; Sue – yes.

Department Assignments: Sue moved to have the following department assignments:
White: Zoning, Regional Planning, Parks, Cable, Community Betterment
Lang: Road, Cemetery, Buildings, Machinery, and Equipment
Klodt: Fire, EMS, Health Board
Roger seconded. RCV: Roger – yes; Mike – yes; Sue – yes.

Officials Pay, Investments, Travel, Records, Audit, and Outside Counsel

Sue moved to pay the elected officials by salary according to state guidelines; Investment Officers to be Fiscal Officer and Chairman; pay registration fee and mileage for outside travel; Records Commission is the three Trustees and Fiscal Officer; Audit Committee is the three Trustees, Fiscal Officer, and T. Pfile; Retain outside counsel as needed. Mike seconded. RCV: Roger – yes; Mike – yes; Sue – yes.

Park Advisory Committee: Sue moved to retain Janice Adelman, Nancy Breidmeier, and Carol Kline to the Park Advisory Committee. Roger seconded. RCV: Roger – yes; Mike – yes; Sue – yes.

Roads: Sue moved to appoint Larry Klodt as Road Supervisor at $23.00 per hour. Mike seconded. Discussion: Sue stated that the raise the Road Department received last year was for the extra duties they took over from the former Administrative Assistant. She commented that the Road Department employees have done a phenomenal job in all areas. Sue would like to consider a raise for the Road Department. Mike does not have a problem as long as we can afford it. There was discussion about the amount of the raise. The amount is included above. RCV: Roger – abstain; Mike – yes; Sue – yes.

Sue moved to appoint Tim Pfile as Assistant Road Supervisor at 22.40 per hour; appoint Road Department employee Bruce Wagner at $18.30 per hour; hire extra help at current minimum wage per hour when needed up to 20 hours per week; improve roads by force account if the cost can be kept under $25,000 per mile by township employees; charge $5.00 per foot beyond the 30-foot length of culvert plus the cost of the pipe and stone billed to the resident. Mike seconded. RCV: Roger – yes; Mike – yes; Sue – yes.

Zoning: Sue moved to appoint Bruce Wagner as Zoning Inspector. Duties to include JMV inspector, animal control contact, secretary to all Zoning Boards, general purchasing at the direction of the trustees, hall rental and use coordinator, general hall maintenance, park and property use and inspection contact at the direction of the trustees, Community Business and Township Roundtable
Mike seconded. RCV: Roger – yes; Mike – yes; Sue – yes.

Sue moved to pay the zoning board members $20 per meeting up to 18 meetings per year. Mike seconded. RCV: Roger – yes; Mike – yes; Sue – yes.

Fire/EMS: Sue moved to retain Mike Lang Jr. as Fire Chief with a salary of $1,500 per month. Roger seconded. Discussion: Sue commented that while Chief Lang is employed full-time in Stow he works here as much as a full-time employee. She would like to increase his salary to $1,500 per month. Roger knows what he does and we could not find someone to do the same for that pay. Increase is included above. RCV: Roger –yes; Mike – abstain; Sue – yes.

Sue moved to appoint RFD full-time employees Diane Bunker at $18.85 per hour and Matt Winters at $17.48 per hour; pay part-time employees $11.00 - $12.00 per hour based on certification. Roger seconded. Discussion: Sue would also like to provide raises to the Fire Department employees. Mike commented that years ago we were on the cutting edge with EMS in the county and the part-time employees are the backbone of the department. He agrees with Sue that the Fire Department employees are deserving of a raise but would like to table until a review of the finances. Roger agrees with Mike. Sue is uneasy about not giving increases to the Fire Department. Mike stated that they are two different entities with different responsibilities and it is not a union. Sue commented that they are just as important as the Road Department. Mike's opinion is that we do not want to get in budgeting trouble like we did with Zoning and would like to revisit the issue after the first quarter. The issue of pay increase was tabled until the end of March. RCV: Roger – yes; Mike – yes; Sue – yes.

Sue moved to appoint Fire Safety Inspectors Mike Lang Jr., Diane Bunker, Nick Reynolds, Matt Winters, and TJ Ganoe. Roger seconded. RCV: Roger – yes; Mike – abstain; Sue – yes.

Sue moved to appoint the following officers: Assistant Fire Chief Diane Bunker, Captain Ryan Hall, Captain Jasen Bryan, and Captain Adam Lang. Roger seconded.
RCV: Roger – yes; Mike – abstain; Sue – yes.

Building Rentals: Sue moved to set the rental rate for the SC/CC/TH to $125 for residents and $175 for non-residents with civic groups, not-for-profits, and funerals free; scheduling with Bruce Wagner. Roger seconded. Discussion: There was discussion about increasing the rates. Bruce brought a few items to their attention via a letter. Various suggestions were brought up such as donations from each group, community service in lieu of donation. For non-profits and fundraisers it was recommended that Bruce send a letter requesting a donation. RCV: Roger – yes; Mike – yes; Sue – yes.

Sue moved to retain Donna Yoder as cleaning personnel for $150 per week. Roger seconded. Discussion: Sue stated that the amount paid for Donna is a great bargain for the money and does not want to cut her hours. The amount paid is divided between the General and Road funds. It was discussed last year to have the Road Department clean the Road Garage every other week but that will not help the General Fund. Sue suggested that the Road Department help Donna by taking out the trash since she was having some back issues. RCV: Roger – yes; Mike – yes; Sue – yes.

Cemetery Fees: Sue moved to allow four (4) graves per family at $200 each for residents and $400 each for non-residents; permit residents with honorable military discharge certificate to receive one free grave for their own use; charge for cremation on weekdays $100 and weekends/holidays $150; interment on weekdays $300 and weekends/holidays $500; infant burials weekdays $150 and weekends/holidays $200; disinterment $500 and re-interment $300; permit one interment and one cremation or four cremations on one lot; foundations at $60 per square foot. Mike seconded.
RCV: Mike – yes; Sue – yes; Roger – yes.

Zoning Fees: Sue moved set the following zoning fees – Single dwelling - $200; duplex - $250; driveway - $50; oil and gas drive - $800; conditional permits and variances - $250; road boring - $500; rezoning - $200; storage shed, swimming pool, hot tub, garage, signs, lot splits - $50; residential addition or deck - $50; commercial/industrial building or addition - $75 plus $.01 per square foot to maximum of $225; multi-family site plan review - $225; zoning books - $20; zoning CD - $5; $.25 per page copies; land use books - $56; all available in seven (7) working days if possible. Mike seconded. Discussion: Mary asked the Board if they wanted to change any fees as was discussed last year at the

Organizational Meeting. After a review it was decided to increase the fees for conditional permits and variances and storage shed, swimming pool, hot tub, garage, signs, lot splits.
RCV: Roger – yes; Sue – yes; Roger – yes.

Employee Benefits: Sue moved to set the following benefits:

* Permit seven (7) sick days per year, non-accumulative;
* Vacation for new hires after January 5, 2009 – 5 days after one year; 10 days after two years; 15 days after 10 years.
*Current full-time employees (Larry Klodt, Tim Pfile, and Diane Bunker) are entitled to the following vacation benefit -15 days after 8 years; 20 days after 15 years; and 25 days after 25 years. Permit one week carry over per year or cash out at year end.
*Holidays – New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas. Holidays are to be taken as scheduled unless approved by trustees prior to the day.

Mike seconded. Discussion: Mary recommended a 30 day notice of year-end vacation cash out. This would be very helpful for budgeting purposes. Mike understands and agrees. Roger commented that the employees will know if they plan to use any vacation before year-end. RCV: Roger – yes; Mike – yes; Sue – yes.

Sue moved to appoint Mark Wise and Kevin Steiner to the Randolph Township Volunteer Fire Department Indemnity Board. Roger seconded. RCV: Roger – yes; Mike – yes; Sue – yes.

Sue moved to dispose of unneeded township equipment by internet auction as an option. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

2015 Projects:
Gazebo or shelter at School Park
West Cemetery improvements (trees, plantings, chapel)
Town Center Improvements (Town Hall and Library painting)
Permanent Restrooms at School Park
Administration Building and Town Center parking lot improvements
Assist the Lions Club with new sign at gazebo

Sue so moved to include the above projects in the 2015 budget if funds are available. Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Fiscal Officer Business

Mary presented the year end balances. Mary explained that she expects the financial situation to improve greatly this year. She has renegotiated contracts with some costs lower than before, loans will be paid off, and decreased zoning payroll will change the finances. She requested a motion to set temporary appropriations in the amount of $187,069.96 for 2015.

1000 General	$ 935.32
2011 MVL	12,514.50
2021 Gasoline Tax	32,841.59
2031 Road and Bridge	69,423.10
92041 Cemetery	13,697.04
2111 Fire	2,305.51
2181 Zoning	2,605.47
2191 EMT/Ambulance	6,289.19
2231 Permissive MVL	12,963.41
3105 General (bond) Retirement	26,726.06
4402 Public Works Commission	.00
9001 Aluminum Can Recycling	.00
9751 Private-Purpose Trust	6,768.77
Total	$187,069.96

Sue so moved. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Mary stated that it is working well with the current schedule and would like to continue having the time cards and bills turned in by noon on the Monday before the meeting. She stated that it is imperative that she receive this information to allow proper time for processing the warrants.

With no further business, the meeting adjourned at 7:45 a.m.

Susan White

Susan White, Chairman

Mary A. Rodenbucher

Mary A. Rodenbucher, Fiscal Officer