

Troy Township Trustee Meeting Minutes
August 28th 2024

Chairperson Trustee Brinker called the meeting to order at 7:31 p.m.

ROLL CALL with the following Trustees present: Trustee Knitz, Chairperson Trustee Brinker

Chairperson Trustee Brinker asked everyone to stand for the Pledge of Allegiance

MINUTES – Trustee Brinker made a motion to suspend the reading of the minutes of the August 14, 2024 Meeting with a second motion by Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

SIGN-IN – Scott Abke, Mike Vajen, Colleen Perry, Katherine Clark

GUESTS – Katherine Clark presented information about a Resolution for an Article V Convention Of States which are limited to Fiscal Responsibility, Term Limits, and Reining in the Scope, Power and Jurisdiction of the Federal Government, to draft, consider, debate and propose constitutional amendments which, once ratified, would restore the proper measure of authority and resources to the levels of government closest and most responsive to the people. A Wood County Troy Township Resolution was left, for the Trustees to consider and sign if approved. Website if conventionofstates.com for further information.

Darkon Sentle was present to ask about his repairing his drive-way that he has discussed with Trustee Brinker at 19754 Bradner Road. Trustee Brinker stated he will get with the Roads/Maintenance Department and get this taken care of.

REPORTS

SHERIFF – No one to report. Report was emailed.

Trustee Knitz asked about notifying the Sheriff for the Luckey Fall Festival. Trustee Brinker stated that the Sheriff takes care of setting up coverage themselves.

ZONING – Zoning Inspector Hahn had nothing to report

FIRE/EMS – Credit Card Reports were given to Trustees

Year-to-date run counts 624 for EMS

New Brush Truck – Three (3) nozzles for the whip line and reel line are needed at \$645.00 each (Paid with Brough Estate Donation) and an adaptor for SCA bottles to fill airbags at \$695.00 for Engine 718. Trustee Brinker made a motion to purchase 3 nozzles for the new Brush Truck whip lines with a second motion by Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

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Approval was given by Trustee Brinker to purchase the adaptor for the airbags in the amount of \$695.00.

Administrator Keiser will complete The Wood County Central Square Accessing Agency Agreement and submitted to Fiscal Officer Abke for payment of \$927.00 and signature.

The first home football game will be Friday against Elmwood. The medic units will be there along with parking of cars as normal.

John Wagner presented information for Fire Prevention Week. In the past, Troy Township has purchased the material for packets for Fire Prevention Week and then the cost was split with Pemberville-Freedom Fire Department. Chief Martin is still ok with doing this. Trustee Brinker approved Troy Township purchasing the material and then splitting the cost with Pemberville-Freedom Fire Department. Fiscal Officer Abke will invoice Pemberville.

Trustee Brinker also approved purchasing hot dogs and cider for the Open House at the Fire/EMS Department during the Luckey Fall Festival.

Mr. Wagner also discussed the invoice that was submitted from Lucas County Sheriff's Office for additional MARCs radios for the EMS full-time personal that will be added to the Countywide Communications System at \$50.00 each x 4 for a total of \$200.00. This payment was signed by the Trustees at the meeting. Once payment is received, ID's will be sent and radio's will be put into service.

ROADS/CEMETERY – no one to report

FINANCE REPORTS (FISCAL OFFICER)

July Bank Reconciliation was given at August 14, 2024 meeting. July Bank Reconciliation was reviewed and signatures were obtained from Trustee Brinker and Trustee Knitz.

Stony Ridge Street Lighting Special Assessment – As discussed at the previous meeting and after reviewing a map given by the Wood County Auditor, there are 16 parcels that need to be removed from this assessment and 7 parcels need to be added to this assessment. According to the Auditor's Office, the 16 parcels that have been incorrectly assessed can be refunded for 5 (five) years of assessments. This assessment was reviewed and approved last August. The correction of assessments will be on the property owner's tax bill. The total collected for this assessment has been \$5,000.00. The average per month for this assessment is $\$543.23 \times 12 \text{ months} = \$6,518.76$ yearly. The cost is more than what is being collected. Trustee Brinker made a motion to increase the Stony Ridge Street Lighting Special Assessment from \$5,000.00 to \$6,500.00 a year with a second motion by Trustee Knitz.
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Certification of Special Assessment for Kendall Douglas 0 Devils Hole Road, Pemberville, Ohio 43450. Zoning Inspector Hahn asked about assessing this property for the cost to removal the unsafe structure, clean-up of the property and mowing and maintaining the property. Troy Township has incurred a total cost of \$15,259.65 for this property. Trustee Brinker made a motion to assess Kendall Douglas property at 0 Devils Hole Road for \$15,259.65 for removal of unsafe structure, clean-up of property and mowing with a second motion by Trustee Knitz.
Vote 2-Yes 0-No. Motion carries.

Wood County Agricultural Society was invoiced for \$1,100.00 for the lease of the Medic Unit during the Wood County Fair.

Northwestern Ohio Tractor Pullers Association was invoiced for \$1,387.50 for the lease of the Medic Unit during the Tractor Pulls.

Webster Township was invoiced for 2024 Fire Protection in the amount of \$23,917.52 and 2024 Emergency Medical Services in the amount of \$32,753.82 for a total invoice amount of \$56,671.34. Fiscal Officer Foos has requested the invoice be sent to them after the 2nd half property taxes were deposited so this invoice could be paid and posted before the end of the year.

The 2nd half property taxes in the amount of \$502,738.42 and the Stony Ridge Street Lighting Special Assessment in the amount of \$2,067.27 were deposited.

Jeff Boersma from Modern Data agreed to prepaying for 20 hours service at \$145.00 per hour for a total of \$2,900.00. As of 8/26/24 – 5.5 hours have already been used for service, leaving 14.5 hours available. These hours will not expire at the end of the year and will be carried over. Trustee Brinker made a motion to continue service with Modern Data for 20 hours for \$2,900.00 with a second motion by Trustee Knitz.
Vote 2-Yes 0-No. Motion carries.

Received the paperwork from the 911 Committee that Gary Britten and Doug Kale are on representing the townships. Copies of the County Final Plan will be copied and dispersed as requested.

Troy Township Resurfacing Project Update – Spoke to Jason Sisco from Wood County Engineer's Office regarding the status of resurfacing Dowling and Ottawa Roads. His response is that there is an issue with the berm that was placed in a few locations. The project cost is just under \$215,000.00 at this point but could change a little upon final resolution of all issues. The original bid for this project was \$205,566.00 (\$9,434.00 increase). This additional cost is related to needing additional intermediate asphalt for leveling purposes. Trustee Brinker suggested holding payment until all invoices and project can be reviewed.

The Troy Township Trustee Meeting Minutes have been updated on the Township Website by Trustee Knitz.

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Credit Card Daily Limit for Employees – There was an issue with a purchase being made on a Sunday night and a fraud alert was received. Spoke with State Bank on Monday afternoon and all Township credit cards have a \$2,500.00 daily limit. If a purchase needs to be made for over this daily limit, Fiscal Officer Abke needs to be notified prior to and if approved by the Trustees the limit can be removed for the purchase.

SAM Registration – this is so the Township can apply for grant or government money. The cost for renewal is \$599.00 this year and will increase to \$899.00 next year. Upon paying the renewal fee, Jacob Cummings was the Township's case manager and Fiscal Officer Abke will contact him for further instructions.

Wood County Township Association will meet on Thursday, September 19, 2024 at the Pemberville American Legion. Cash bar starts at 5:30 with dinner to follow around 6:00 p.m. The menu choices are steak for \$31.00 or chicken for \$26.00. RSVP by September 3rd. An invitation to candidates running for office to introduce themselves to the membership has been extended.

The Audit for 2022/2023 has been complete. A final report will be released and the Auditor will notify by email when the report has been released for this audit.

Troy Township received notice on July 12, 2024 that Medicare approved the Revalidation Application for 5 years.

Fiscal Officer Abke discussed that she has questioned the inconsistencies in how employees are being paid for events, training and overtime. Payroll hours are approved by Administrator Keiser and given to Fiscal Officer Abke for checks to be issued. The inconsistencies have been discussed with Administrator Keiser and each Trustee. The amount of EMS overtime has exceeded the payroll budget and this has been discussed at previous Trustee meetings. The amount of overtime is not sustainable and jeopardizes full-time EMS. Fiscal Officer Abke asked that the Trustees put a policy in place for paying employees for events, training and overtime.

- Trustee Knitz ask what is being done to help maintain all the overtime. Administrator Keiser stated he is looking at different options such as hiring additional full-time or part-time personnel and which avenue is most cost effective.
- Trustee Knitz questioned if the goal of the Township is to have all full-time or continue to have part-time personnel also. Administrator Keiser stated that all options are being looked at.
- The EMS Levy creates \$294,000.00 a year along the JEDD money is being used to pay for full-time EMS at this time.
- Trustee Knitz asked if the EMS is actively advertising and accepting applications. Administrator Keiser stated that there are currently seven (7) applicants on file, mostly seeking part-time positions.

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- Fiscal Officer Abke discussed that because there is no policy on how employees are to be paid for events, training and overtime, employees are being paid differently. The lack of a policy has been discussed previously and a policy should have been implemented at this time.
- Trustee Knitz expressed that not having a policy and employees being paid differently could create an issue with employees.
- Trustee Brinker stated that the three (3) Trustees will address creating a policy.
- Two employees attended the same training and each employee is being paid differently. This was addressed with Administrator Keiser and each Trustee. Administrator Keiser stated that each employee reported a different number of hours for attendance to the training (hours reported included attendance hours for education and looking at equipment for the Township for one employee and only education hours for the other). The inconsistency in employees reporting hours is because of the lack of a clear policy. The language in the Employee Handbook is vague on payment to employees for events, training and overtime and has been discussed between Fiscal Officer Abke and Administrator Keiser for months.
- Administrator Keiser stated that Policies and updating the Handbook is the responsibility of the Trustees. Trustee Knitz asked for a copy of the Employee Handbook to review.
- Administrator Keiser discussed that he does not believe that all employees have been given a copy of the Employee Handbook. Fiscal Officer Abke stated that each employee is to be given an Employee Handbook and sign an acknowledgment form that they have read the Employee Handbook. This acknowledgement form is to be in every employee personnel file that the Administrator has possession of.
- According to the State, the Fiscal Officer is the keeper of all records of the Township. During the transition from the previous Fiscal Officer, records were dispersed between the new Fiscal Officer and new Administrator at her discretion.
- Trustee Knitz discussed revisiting the Administrator job description and reviewing the Fiscal Officer job description set by the State. Also discussed reviewing how Township records/files are being kept. Trustee Brinker stated this will be put on the agenda for the next meeting for executive session discussion.

Financial Reports given: Payment Listing, Wages and Overtime Detail, Fund Status, Revenue Status and Appropriation Status

OLD BUSINESS

Administrator

Guardian Alarm has completed the installation of cameras at the Fire Station. Administrator Keiser has contacted sales representative Kelly Kent to set up training on the operation of the new camera system. Also obtaining a price for keypads for the Chief's and EMS offices to eliminate the use of keys. Once an estimate is obtained it will be presented to the Trustees.

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Separation of the phones between the Fire/EMS Station and the Maintenance/Administration Building as been completed. There is a wait for the porting process which should lower the cost per line. The cost per line is currently around \$100.00 per line and the new cost will be approximately \$30.00. There will be three (3) numbers that will be ported. The new company for phone service will be from Citi-tel/Edge.

Trustee Knitz will be meeting with the current Township Website Designer to discuss a few changes to our current webpage the second week of September and obtain an estimate. Trustee Knitz has uploaded the Troy Township Trustee Minutes and the Zoning Minutes. Additional information is being obtained to upload the Articles for zoning.

Blanchard Valley Health System – Received correspondence from Blanchard Valley Health System seeking transportation support in the event of a facility evacuation or emergency incident from Troy Township EMS. Chief Woodruff talked to EMS personnel regarding this contract and this is not a contract Troy Township EMS would like to enter into at this time. There is a Countywide/Statewide mutual aid agreement in cases of disasters. Trustee Brinker and Trustee Knitz agreed with this decision.

Trustee Knitz asked for explanation on the radio system at Troy Township in the event of an emergency incident or natural disaster. It was explained that the MARCS radio system of the Township and County would be the radio system used and that the Township has ample radios.

NEW BUSINESS

Northwestern Water and Sewer – Received notification from Northwestern Water and Sewer regarding the one (1) nominee for Troy Township's consideration to fill the Township-Appointed Board Seat. The name of the one Nominee is Steve Arnold. The nominee needs a majority of the 20 townships to vote for him to be appointed to the Board. Should the Board select the nominee, a Resolution needs to be passed verifying the ballot and this is to be done in an open meeting. The Resolution and ballot will need to be returned by October 25, 2024. Trustee Brinker tabled this until next meeting for a vote and Resolution number to be assigned.

A meeting with Rob Fawcett from OTARMA will need to be scheduled for asset/coverage review. This meeting will include Trustee Knitz, Administrator Keiser and Fiscal Officer Abke. Availability will be sent to Administrator Keiser to schedule the meeting.

Trustee Knitz is looking into a Troy Township logo to be placed on shirts for Trustees, Fiscal Officer and Administrative Personnel to wear to meetings and events. The designs will be brought to the Trustees for approval.

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MEETINGS/EVENTS

Habitat for Humanity of Wood County is having a networking/information session on bringing affordable housing to Wood County. This will be held September 26 2024 from 11:30 a.m. to 1:00 p.m. at the Northwood Community Center, 3700 Main Street, Northwood, Ohio 43619. Please RSVP to mohashi@wchabitat.org. Lunch will be provided.

ITEMS ON HOLD

- Fire – Email from Peter Griggs concerning an agreement between Fire/EMS Association and Troy Township – no new information
- Rezoning Fire/EMS Station Property – Jennifer Kuhlman to continue working on

APPROVE & SIGN CHECKS

Trustee Brinker made a motion to approve and sign checks for August 15 to August 24, 2024 in the amount of \$21,925.92 check #61558 to and including check #61577 with a second motion by Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

Trustee Brinker made a motion to approve and sign checks for August 28 to August 31, 2024 in the amount of \$55,161.50 check #61578 to and including check #61618 with a second motion by Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

The next meeting will be Wednesday, September 11, 2024 at 7:30 p.m.

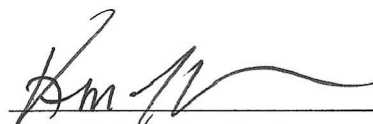
Trustee Brinker made a motion to adjourn the meeting with a second motion by Trustee Knitz.

Vote 2-Yes 0-No.

Meeting ended at 8:38 p.m.


Matthew L. Brinker, Chairperson

Kelley A. Knitz, Trustee


Kenneth J. Recker, Trustee


Laura L. Abke, Fiscal Officer