

Special Meeting

Monday February 11, 2010

Call to order: Don Wilson @ 6:00 p.m.

Purpose of this Special Meeting: To open bids for contracted services for cemeteries and any other business to come before the Board of Trustees.

Roll Call: Paul Ritchey, Harold Grosnickle, Don Wilson, Absent Sandy Borchers.

Guests: Rebecca Moore, Tony Schwab, Lisa Rooks, Kaye Vicking, Lou Reeves, Wade Reeves, Mike Mantel, Dennis Elchlinger, Crystal Snider

Prayer and Pledge: Waived

Five bids were received:

Rolling Acres Lawn Care and landscaping \$950 for mowing for all four cemeteries, Jordon, Edenton and Plainview based on approximately 20 mowings.

Mayansun Landscaping based on 26 cuttings, \$505 for Plainview, \$105 for Edenton, \$60 for McCollum and \$45 for Jordon for a total of \$715.

Wade's Weeding & Service, Plainview \$480, Edenton \$130, Jordon \$35, McCollum \$35 for a total of \$680.

Pro Turf Landscaping \$780/mo. For all 4 cemeteries.

The Cutting Edge, Plainview \$500, Edenton \$195, Jordon \$39, McCollum \$39 for a total of \$773.

Jason Browning 2/Days \$598 plus a new mower using full time & emergency help or part-timer \$414/mo. Using Joe & Part Timer for 26 mowings. These figures for mowing include buying a new mower, moving Joe to a full-time position or using two part-time. Don Wilson was not in favor of another full time employee.

Mike Mantel questioned why Mr. Korpfragen was here. Mr. Korpfragen is here for the policy handbook. Mr. Mantel asked that Mr. Korpfragen review the bid proposal. Mr. Korpfragen reviewed the bid proposal for Wade Reeves Mowing & Service.

021110-1S: Harold Grosnickle moved that we accept Wade's Mowing and Service bid, Wade Reeves, owner, for mowing of 4 township cemeteries which includes Plainview, Edenton, Jordon and McCollum Cemetery. The price for mowing is \$680 for all four cemeteries and based on a minimum of 14 mowings with additional mowings if weather creates additional mowings. Mowings will be ordered by the Trustee in charge of cemeteries and/or his assistant Jason Browning, Maintenance Supervisor and included in

this bid will be to mow, trim and clean up debris removal. Also there is an addendum to the contract and Mr. Reeves has agreed to sign off on it in writing on his bid proposal and it reads: I, Wade Reeves, owner Of Wade's Mowing Service will include in the bid proposal, blowing off cemetery stones and mowing new 5 acre tract at Plainview Cemetery that joins existing cemetery and will provide proof of Worker's Comp and Mr. Reeves agrees to add Wayne Township Trustees as an additional insured to his liability policy.
2nd, Paul Ritchey

Vote: PR, HG, DW

All Aye

Motion Carried

Mr. Reeves reviewed and signed off on the addendum. Harold asked that this contract proposal now in form of a contract be included as part of the resolution that was just passed. The Fiscal Officer will need to certify the contract. Mr. Reeves was informed that the Fiscal Officer will return his bid bond check with his certification letter.

POLICY HANDBOOK:

John Korfagen: "You asked that I review the personnel policy to determine (1) whether it was in compliance with what was adopted by the Board back in December of 07 and (2) whether or not there were any sections of the contract that I would make recommendations for changing. I was able to find my notes from December 2007 and I compared it to this policy which is what the Chief sent to me which was the Policy modified by the Board December 12, 2007. There were some things I found that you had voted upon and approved in December 2007 which were not in this policy. I want to go through with them to make sure you understand what those are and then we will talk about other things I feel need to be done to the policy."

Most of what I found are just minor issues. Section 1.01C. – there were two words "to enter". that were removed on December 12, 2007.

In the Definition Section under Oral Reprimand there was a reference to a definition of Oral Reprimand where "he/she", you changed that to "the supervisor". There was a definition of "employee" which you changed and it was not carried forward. You deleted a word from permanent regular employee you deleted the word "regular". I was just giving you guys an example of what my notes showed that you did not carry forward.

In terms of the substantive issues, most items were really minor and the Chief can make the changes without an issue.

Re: Reference to Ohio Public Records Law in Section 2.01 my notes end here and then somebody put in "as required by Ohio Public Law. Again that is not in my notes but obviously it is required, it doesn't do any harm but it was not voted upon from my notes of the December 12 meeting.

Section 2.05: to comply with the ADA I had this language the chairman of the board is designated as the ADA Coordinator. Now after that or it says the Board of Trustees may designate a Coordinator. Harold Grosnickle remembered that being added in case the Chairperson was not available.

Section 5.03 Sick Leave: there two things that were deleted.

5.03C-1 Remove wording that follows the sentence 'Illness or injury of the employee or a member of the employee's immediate family, requiring the employee's presence at home or at a hospital.' - should be deleted.

Section 503C3: Wording following family, 'when an appointment cannot be made during non-working hours' should be deleted. Under Injury Leave we changed the letter 'F' to 'of'.

Section 6.10 and 6.11. In Mr. Korphagen's notes he had and 'o.k. beside. The Chief says they are not in this policy but he remembers it being o.k'd.

Section 8.04: Mr. Korphagen had proposed a job abandonment provision and it was not carried forward. It should be 8.05.

Things that should be revisited: Mr. Korphagen recommended taking the Policy that is in place, having the Chief go through and making these changes, which has already been adopted since December 2007 there would be no further action to take. All he needs to do at this point is distribute it or make it available to employees for them to review and have the employees sign off on it. Mr. Korphagen would like the Board to consider, rather than a comprehensive review of the whole policy is to do it section by section. There needs to be changes to the discipline section because this last situation showed how burdensome the current procedure is. The changes Mr. Korphagen would make: (1) He recommends that the three categories of offenses be combined into two. (2) The process takes too long. He would make changes to the length of time of the pre-disciplinary stage. Mr. Korphagen will clean up the language before the March 15 meeting.

Mr. Korphagen will continue to review sections to see if they still comply with Federal Regulations.

Comp-Time - an Exempt Employee is entitled to Compensatory Time.

Chief's Salary does not have to be restricted to be paid from one fund if you believe he is performing duties which he can charge to the General Fund.

Chief's duties: As long as the Chief can perform both duties, he can hold more than one position with the Township. The Chief must provide Legal Counsel with a description of his duties outside the position of Fire Chief. Mr. Korpfgan will do further checking on these issues.

There will be no Zoning Commission in March.

Chief Dave Moulden:

- (1) Chief has the seller's agreement for GOVDEALS.com which needs to be signed by the Chairman of the Board. There also needs to be a resolution passed by the Board in accordance with ORC 505.10. Dave Frey has approved this resolution. The resolution must be advertised in the media.

021110-2S: Harold Grosnickle moved that we adopt the proposed written letter prepared by Dave Frey our Township Legal Counsel and it reads like this: The Wayne Township Board of Trustees hereby resolve to adopt this resolution expressing its intention to sell personal property that is not intended for public use, is obsolete or is unfit for use for which it was required sale of which will be by internet auction. The auction shall be conducted in accordance with the Seller's Agreement between the Wayne Township Board of Trustees and GOVDEALS, INC.; a Delaware Corporation in the business of conducting Internet based auction service having its principal place of business at 5907 Carmella Place, Montgomery, Alabama 36117. All auctions will be held for bidding for a minimum of ten calendar days including Saturday, Sundays and Holidays. GOVDEALS, INC. contact person is Marty Maloney, Sales Representative, Midwest Region who can be reached at 708-704-2600. The general terms and conditions of the sales are attached hereto and incorporated herein. We provide the resolution date of 02/11/2010., 2nd Paul Ritchey.

Vote: PR, HG, DW

All Aye

Motion Carried

- (2) The Ohio Valley Regional Development Commission ARC & EDA Grant Orientation was changed to 2/17 at 2 p.m.
- (3) The Chief called the Ohio Auditor's Office regarding any sample policies for the safe guarding and handling of public funds. I am waiting on a response from them.
- (4) The Chief talked with Mr. Brett Gespart from Rumpke. As part of the agreement they made with the Village of Newtonsville, they will be providing the Fire Department with a 2 yard dumpster which will be delivered the last week of February and will be free of charge for usage. We will cancel the CSI one at the end of the month.
- (5) The AFLAC representative asked the Chief to change the end date for Township involvement from March 1st to March 15th as that marks the end of the billing cycle.

021110-2S(A) Harold Grosnickle moved that we make an amendment to the previous motion to change the date that we no longer collect funds on employees involvement with AFLAC be changed to March 15, 2010., 2nd Paul Ritchey.

Vote: PR, HG, DW

All Aye

Motion Carried

(6) The shipping charge for the safe that the Board was interested in would come Fedex ground at a cost of \$57.53 making the total cost of \$454.53.

021110-3S: Harold Grosnickle moved to open a Purchase Order in the amount of \$454.53 to BUYASAFE.COM for the purpose of purchasing a safe to go in the Fiscal Officer's office to be able to drop money in for any of the appropriate personnel who handles money. 2nd Don Wilson.

Vote: PR, HG, DW

All Aye

Motion Carried

(7) The PA system was ordered and was able to get it for about \$50 less by going to two different vendors for parts of the system. They should be in within the next week. The Warranty is 30 days at the site and 3 years at the Manufacturer.

(8) The Chief requested the Board approval to renew our Firehouse Software Support Contract Renewal for 2010. The cost is \$705. Funds to come from line item: 2281-230-430-9700.

021110-4S: Don Wilson moved to renew our Firehouse Software Support Contract Renewal for 2010. Funds to come from Line Item 2281-230-430-9700 in the amount of \$705., 2nd by Paul Ritchey.

Vote: PR, HG, DW

All Aye

Motion Carried

(9) The Chief has a personnel problem he would like to discuss in Executive Session.

(10)

021110-5S: Don Wilson moved to go into Executive Session under G121.22-(G)1 for a disciplinary action at 7:25 p.m. , 2nd by Paul Ritchey

Vote: PR, HG, DW

All Aye

Motion Carried

021110-6S: Don Wilson moved to return to regular session at 7:28 p.m., 2nd by Harold Grosnickle.

Vote: PR, HG, DW

All Aye

Motion Carried

An overlay of the Executive Session was a potential disciplinary action with a Cadet.

021110-7S: Harold Grosnickle moved to extend this Cadet, a minor, that his probation period be extended three months to make it a 15 month probation instead of a 12 month probation. That extension shall be voted on tonight, February 11, 2010 and that extension shall be started at the end of his one-year probation for an additional three month period., 2nd by Paul Ritchey.

Vote: PR, HG, DW

All Aye

Motion Carried

021110-8S: Don Wilson moved to adjourn the meeting at 7:30 p.m., 2nd by Harold Grosnickle.

Vote: PR, HG, DW

All Aye

Motion Carried

Don Wilson, Chairman

Harold Grosnickle, Vice Chairman

Paul Ritchey, Trustee

Sandy Borchers, Fiscal Officer