Randolph Township Trustees Organizational Meeting Monday, January 4, 2016

Chairman Sue White opened the meeting with the pledge at 7:00 a.m. Present: Trustees Sue White Roger Klodt, John Lampe, Fiscal Officer Mary Rodenbucher, L. Klodt, M. Lang Jr.

Officials and Meeting:

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

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

Mary asked for the setting of meetings for 2016. Sue 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: August 25 time change from 7 p.m. to 7 a.m.; November 24 rescheduled to November 23 at 7 a.m.; December 22 time change from 7 p.m. to 7 a.m. for payroll only at the Administration Building; year-end meeting December 30 at 7:00 a.m. Roger seconded. RCV: Roger – yes; John – yes; Sue – yes.

Department Assignments: Sue moved to have the following department assignments:
Lampe: Zoning, Regional Planning, Parks, Cable, Community Betterment
White: Road, Cemetery, Buildings, Machinery, and Equipment
Klodt: Fire, EMS, Health Board
Roger seconded. RCV: Roger – yes; John – 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, and to rescind the motion for the trustees to pay a portion of medical insurance. Roger seconded. Discussion: Sue stated that the General Fund has more money carried over than it has for years. We are meticulously building up that balance and are able to remove the partial payment of medical insurance by the trustees. RCV: Roger – yes; John – 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; John – yes; Sue – yes.

Roads: Sue moved to appoint Larry Klodt as Road Supervisor at $23.46 per hour. John seconded. Discussion: There was a lengthy discussion about pay increases. Roger is in favor of a 2% increase for the Road and Fire Departments. Sue disagreed. Sue feels that Diane is grossly underpaid. Sue feels there should be more than a .37 difference between Diane, with 25 years with RFD, and Matt, who has 5 years. She also commented that she feels that the rest of the department is also underpaid. Sue feels the RFD should receive a larger increase. There was discussion how yearly increases will affect the budget. Roger suggested a 2% increase for the Road Department and a 3% increase for the Fire Department. Sue feels the difference in pay between Diane and Matt needs to reflect a larger difference. It was suggested that Diane receive a pay increase of $.78. Sue reluctantly agreed and would like to revisit the pay scale in 60 days. Sue asked Larry how the Road Department rates are compared to other townships. Larry stated that Rootstown is similar to our township and the rates are comparable. Sue mentioned that Suffield will be hiring a road employee with a pay of $20 per hour. Sue feels that Bruce should receive more than 2% to bring it more in line with the other townships. John suggested the township draft a plan for a yearly review of payroll. RCV: Roger – abstain; John – yes; Sue – yes. The increase in included in the above rate.

Sue moved to appoint Tim Pfile as Assistant Road Supervisor at $22.85 per hour; appoint Road Department employee Bruce Wagner at $19.00 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. Roger seconded. RCV: Roger – yes; John – yes; Sue – yes. The increases are included in the above rates.

Zoning: Sue moved to appoint Erin Myrla as Zoning Inspector with a monthly salary of $880. Duties to include JMV inspector, animal control contact, secretary to all Zoning Boards, quarterly newsletter. John seconded. Discussion: Sue stated that the salary increase is the same as the Atwater ZI and Atwater zoning secretary combined. Mary suggested a salary cap be placed on the ZI salary to avoid the prior budget issue which involved the Zoning Department. RCV: Roger – yes; John – yes; Sue – yes.

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

Fire/EMS: Sue moved to retain Mike Lang Jr. as Fire Chief with a salary of $1,545 per month. John seconded. Discussion: Sue stated that she would like to see Chief Lang receive a greater increase. Roger would like that also but feels we need to be conservative with pay increases. Chief Lang has a call out to Life Force to review other ideas for revenue. RCV: Roger –yes; John – yes; Sue – yes. The increase is included in the above rate.

Sue moved to appoint RFD full-time employees Diane Bunker at $19.63 per hour and Matt Winters at $19.03 per hour; pay part-time employees $11.33 - $12.36 per hour based on certification. John seconded. Discussion: Sue reiterated that she wants to review the pay rates in 60 days.
RCV: Roger – yes; John – yes; Sue – yes.

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

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

Building Rentals: Sue moved to appoint Bruce Wagner as the hall rental and use coordinator, general hall maintenance, park and property use and inspection contact, and general purchasing all at the direction of the trustees, as well as the Community Business and Township Roundtable facilitator and set the rental rate for the SC/CC/TH to $125 for residents and $200 for non-residents with Randolph based civic groups (Lions Club, Garden Club, LCA, Senior Citizens Luncheon, and Randolph Library) and funerals free; not-for-profits $100 per year as well as a $75 fee for fundraisers; $50 for any usage during the weekday for business meetings, trainings, and anything of the like. Roger seconded. Discussion: Roger stated that Bruce brought up some issues he encountered last year. He feels the suggestions Bruce made are valid. He hopes the above changes will improve the hall rental situation. RCV: Roger – yes; John – yes; Sue – yes.

Sue moved to retain Donna Yoder as cleaning personnel for $150 per week. Roger seconded.
RCV: Roger – yes; John – 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. Roger seconded.
RCV: Roger – yes; John – yes; Sue – yes.

Zoning Fees: Sue moved set the following zoning fees – Single dwelling - $200; duplex - $250; multi-family dwelling - $300 plus $25 for each unit over three; driveway - $50; oil and gas drive - $800; conditional permits and variances - $250; road boring - $500; rezoning – residential/$200 and commercial/$300; storage shed, swimming pool, hot tub, garage, lot splits - $50; signs - $75; residential addition or deck - $50; commercial/industrial building or addition - $100 plus $.10 per square foot to maximum of $500; communication towers - $200; wireless communication towers - $200; wind turbines - $100; zoning books - $20; zoning CD - $5; $.25 per page copies; land use books - $65; all available in

seven (7) working days if possible. John seconded. Discussion: John stated that Erin provided rates from a few other townships and recommended adding a few items. RCV: Roger – yes; John – yes; Sue – 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.

Roger 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; John – 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- John - yes; Sue – yes.

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

2016 Projects:
Gazebo or shelter at School Park
Town Center Improvements (Town Hall and Library painting)
Permanent Restrooms at School Park
Administration Building and Town Center parking lot improvements
SC/CC upgrades
Town Center gazebo repairs

Sue so moved to include the above projects in the 2016 budget if funds are available. John seconded. RCV: Roger – yes; John – yes; Sue – yes.

Fiscal Officer Business

Mary presented the year-end balances. Mary explained that the financial situation improved greatly last year. She has renegotiated contracts with some costs lower than before, loans were paid off, and decreased zoning payroll greatly improved the year-end balances. She requested a motion to set temporary appropriations in the amount of $265,248.09.

1000 General	$ 52,172.70
2011 MVL	21,636.84
2021 Gasoline Tax	25,454.74
2031 Road and Bridge	52,007.94
92041 Cemetery	9,074.05
2111 Fire	41,552.65
2181 Zoning	5,270.14
2191 EMT/Ambulance	32,497.36
2231 Permissive MVL	13,554.47
3105 General (bond) Retirement	5,293.95
4402 Public Works Commission	.00
9001 Aluminum Can Recycling	.00
9751 Private-Purpose Trust	6,733.25
Total	$265,248.09

Sue so moved. Roger seconded. RCV: Roger – yes; John – yes; Sue – 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 direct deposits.

With no further business, the meeting adjourned at 9:12 a.m.

Susan White

Susan White, Chairman

Mary A. Rodenbucher

Mary A. Rodenbucher, Fiscal Officer