

## SHAWNEE TOWNSHIP BOARD OF TRUSTEES MEETING

April 27, 2009

A Regular Meeting of the Shawnee Township Board of Trustees was held in the Shawnee Township Administrative Building, 2530 Ft. Amanda Rd, Lima, Ohio.

Mr. Holly called the meeting to order at 7:30 P.M. A brief moment of silence was followed by the Pledge of Allegiance.

Roll call indicated the following were present: Chairperson Russell Holly, Vice Chairperson Christie Seddelmeyer, Trustee Christi Brown, Fiscal Officer Stephanie Hoffer, Police Chief Michael Keith, Fire Chief Todd Truesdale, Road Superintendent Howard Gray, Zoning Inspector John Gosnell, and Attorney Clay Balyeat.

### Approval of Minutes

Mrs. Brown motioned for approval of the Minutes of the Board of Trustees Regular Meeting held April 13, 2009. Mrs. Seddelmeyer seconded, and the motion passed 3-0.

Mrs. Brown motioned for approval of the Minutes of the Special Meeting held by the Board of Trustees on March 30, 2009. Mrs. Seddelmeyer seconded, and the motion passed 3-0.

### Report of Fiscal Officer

Max Stover from First Federal Bank will give a second presentation to the Board of Trustees and the Fiscal Officer on May 7<sup>th</sup>, at 1:00pm.

### Attorney's Report

There was no business to report.

### OPENING OF SEALED BIDS FOR A SPRINKLER SYSTEM FOR THE TOWNSHIP FIRE DEPT. BUILDING

Bids were opened and announced as follows:

1.	Ace Sprinkler Inc., Dayton, Ohio	38,400.00
2.	Armor Fire Protection, Inc., Lima, Ohio	34,000.00
3.	A-1 Sprinkler Systems Integration, Miamisburg, Ohio	33,280.00
4.	Border Fire Protection, Maumee, Ohio	38,000.00
5.	S&S Construction, Shambaugh & Sons, Fort Wayne, Indiana	38,150.00

Alternate prices and exclusions were announced with each bid.

### Trustees Business

A motion to amend the agenda to include Resolution 100-09 to open a Fire Equipment Fund was made by Mrs. Brown, and seconded by Mr. Holly. Motion passed 3-0. Roll call:

Mr. Russell Holly	(yes)
Mrs. Christie Seddelmeyer	(yes)
Mrs. Christi Brown	(yes)



BE IT RESOLVED that the Shawnee Township Board of Trustees hereby authorizes the extension of Injury Leave for Firefighter Dick Oder until May 23, 2009 for a work related injury that occurred on February 13, 2009.

Mrs. Brown motioned to adopt Resolution 90-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0.  
Roll call:

Mr. Russell Holly (yes)  
Mrs. Christie Seddelmeyer (yes)  
Mrs. Christi Brown (yes)

RESOLUTION 91-09 Extension of Injury Leave for Chris Miracle

BE IT RESOLVED that the Shawnee Township Board of Trustees hereby authorizes the extension of Injury Leave for Police Officer Chris Miracle until May 23, 2009 for a work related injury that occurred on February 16, 2009.

Mrs. Brown motioned to adopt Resolution 91-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0.  
Roll call:

Mr. Russell Holly (yes)  
Mrs. Christie Seddelmeyer (yes)  
Mrs. Christi Brown (yes)

RESOLUTION 92-09 Authorization for Lynn Sarchet to Attend Emergitech Training

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees authorizes Dispatcher Lynn Sarchet to attend the EmergiTech Users Training September 1 - 2, 2009 at Cherry Valley Lodge, in Newark, Ohio, and;

FURTHER the cost of the training of \$125.00 shall be covered by Shawnee Township along with lodging of \$99.00 per night for two (2) nights. Meals and mileage will be covered as per the Shawnee Township Personnel Policy and Procedures Manual.

Mrs. Brown motioned to adopt Resolution 92-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0.  
Roll call:

Mr. Russell Holly (yes)  
Mrs. Christie Seddelmeyer (yes)  
Mrs. Christi Brown (yes)

RESOLUTION 93-09 Authorization for Sgt. Larry Curl to Attend Crisis Intervention Instructor's Training

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees authorizes Sgt. Larry Curl to attend the Crisis Intervention Instructor's Training April 27 - 28, 2009 at OPOTA, in London, Ohio, and;

FURTHER the cost of the training of \$130.00 shall be covered by Shawnee Township along with lodging of \$15.00 per night for one (1) night. Meals and mileage will be covered as per the Shawnee Township Personnel Policy and Procedures Manual.

Mrs. Brown motioned to adopt Resolution no. 93-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0.  
Roll call:

Mr. Russell Holly (yes)  
Mrs. Christie Seddelmeyer (yes)  
Mrs. Christi Brown (yes)

RESOLUTION 94-09 Authorization to Place Legal Ad Notifying Owners of 4024 Odema Drive Of Action to be Taken for Conditions of Property

WHEREAS, the Shawnee Township Board of Trustees have received complaints on the conditions of the property at 4024 Odema Drive (Owner of Record: Kenneth and Datha Deubler), and;

WHEREAS, the Shawnee Township Fire Chief has declared the property an imminent threat to public safety due to the conditions due to abandonment and in accordance with Ohio Revised Code Section 505.86, and;

WHEREAS, the findings of the Fire Chief are attached hereto and hereby declared an emergency requiring immediate action, and;

WHEREAS, all attempts to notify the owners of record have been made in accordance to ORC 505.86 with no response, and;

NOW THEREFORE BE IT RESOLVED that the Shawnee Township Board of Trustees authorizes a Legal Ad to be placed in the Lima News publicly notifying the owners of 4024 Odema Drive (Kenneth and Datha Deubler) that Shawnee Township plans to take action to secure the property, and;

FURTHER, the Shawnee Township Board of Trustees authorizes action to secure and maintain the property at 4024 Odema Drive and declares it an emergency in accordance with the Ohio Revised Code Section 505.86.

FURTHER, all cost pertaining to the securing of the property at 4024 Odema Drive shall be accessed to the tax duplicate and the owners of record in accordance with ORC 505.86

Mrs. Brown motioned to adopt Resolution 94-09, Mrs. Seddlemeyer seconded, and the motion passed 3-0. Roll call:

Mr. Russell Holly	(yes)
Mrs. Christie Seddlemeyer	(yes)
Mrs. Christi Brown	(yes)

RESOLUTION 95-09 Administrative Assistant Pay Increase

BE IT RESOLVED, that the Shawnee Township Board of Trustees hereby authorizes a change in the rate of pay for Michele VanMeter to \$16.12 per hour, to be effective retroactive to the pay period beginning March 1, 2009. All other benefits as provided in the Policy and Procedure manual are to continue as normal, i.e., health/life insurance, vacation, sick leave, personal days, holidays, etc.

Mrs. Seddlemeyer motioned to adopt Resolution 95-09, Mrs. Brown seconded, and the motion passed 3-0. Roll call:

Mr. Russell Holly	(yes)
Mrs. Christie Seddlemeyer	(yes)
Mrs. Christi Brown	(yes)

RESOLUTION 96-09 Adoption of Medical Billing Write-off Policy

WHEREAS, there is a need to adopt a policy pertaining to writing off debts incurred by EMS transports that have been billed through the medical billing process but remain unpaid, and;

NOW THEREFORE BE IT RESOLVED that the Shawnee Township Board of Trustees hereby adopt the following as Policy for Medical Billing Write-Offs:

The following will not be billed for medical transport:

- Township employees and their dependants.
- Employees of General Dynamics.
- DOA's that are transported as non-emergent.
- Professional courtesy as approved by the Board of Trustees.

The following will qualify for write-off status:

- Accounts with unpaid Medicare deductible; O.A.G qualified.
- Non-insured, or non-profit insured who pay at least \$150.00.
- Accounts with no payment after all reasonable attempts at collection.
- Needs based as approved by the Board of Trustees.

FURTHER, this policy shall be retroactive beginning the fiscal year of 2008.

Mrs. Brown motioned to adopt Resolution 96-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0.  
Roll call:

Mr. Russell Holly (yes)  
Mrs. Christie Seddelmeyer (yes)  
Mrs. Christi Brown (yes)

RESOLUTION 97-09 Medical Billing Write-offs for Year Ending 2008

WHEREAS, MBI Solutions has processed bills for medical transportation by the Fire Department during 2008, and;

WHEREAS, a total of 42 of those bills are not collectable in full due to the following:

- Allowable resident Medicare deductible, or;
- Non-payment due to lack of insurance, or insurance information, or lack of payment

WHEREAS, the Township does not force collection on unpaid accounts after reasonable attempts at billing are made, and;

NOW THEREFORE BE IT RESOLVED that Shawnee Township will write-off the outstanding amounts due on these 42 accounts (as attached) as uncollectable for the year ending 2008.

Mrs. Brown motioned to adopt Resolution 97-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0.  
Roll call:

Mr. Russell Holly (yes)  
Mrs. Christie Seddelmeyer (yes)  
Mrs. Christi Brown (yes)

RESOLUTION 98-09 Medical Billing Write-offs for the First Quarter of 2009

WHEREAS, MBI Solutions has processed bills for medical transportation by the Fire Department during 2008 and 2009, and;

WHEREAS, a total of 17 of those bills are not collectable in full due to the following:

- Allowable resident Medicare deductible, or;
- Non-payment due to lack of insurance, or insurance information, or lack of payment.

WHEREAS, the Township does not force collection on unpaid accounts after reasonable attempts at billing are made, and;

NOW THEREFORE BE IT RESOLVED that Shawnee Township will write-off the outstanding amounts due on these 17 accounts (as attached) as uncollectable for the first-quarter of 2009.

Mrs. Seddelmeyer motioned to adopt Resolution 98-09, Mrs. Brown seconded, and the motion passed 3-0.  
Roll call:

Mr. Russell Holly (yes)  
Mrs. Christie Seddelmeyer (yes)  
Mrs. Christi Brown (yes)

RESOLUTION 99-09 Family Medical Leave for Steve Kennedy

BE IT RESOLVED that the Shawnee Township Board of Trustees hereby authorizes Firefighter/Paramedic Steve Kennedy's Family Medical Leave (FMLA) beginning April 17, 2009 and to continue as necessary.

Mrs. Brown motioned to adopt Resolution 99-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0.  
Roll call:

Mr. Russell Holly (yes)  
Mrs. Christie Seddelmeyer (yes)  
Mrs. Christi Brown (yes)

RESOLUTION 100-09                      Open Fire Equipment Fund

BE IT HEREBY RESOLVED, the Shawnee Township Board of Trustees hereby requests that the Fiscal Officer open a new fund for the purpose of reserving money to be used towards the purchase of capital projects and acquisition of fixed assets for the Township Fire Dept.; and,

FURTHER, the new fund will be opened as a special revenue fund strictly for the Fire District, and will be titled Fire Equipment, Fund No. 2903.

Mrs. Brown motioned to adopt Resolution 100-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0. Roll call:

Mr. Russell Holly	(yes)
Mrs. Christie Seddelmeyer	(yes)
Mrs. Christi Brown	(yes)

DEPARTMENTAL ACTIVITIES:

FIRE DEPARTMENT

Fire Chief Todd Truesdale

Discussion:

- Cost recovered for Hazmat Detail for Putnam County Flood.
- Reimbursement for foam usage for the I-75 Tanker Incident.
- Health Dept.-Swine Flu Website (cdc/gov/swine flu)
- FDIC and Ladder Trucks. (Standard Emissions)

POLICE DEPARTMENT

Chief of Police Michael Keith

Discussion:

- Participate with Allen Co. Police Agencies May 1<sup>st</sup>, and 2<sup>nd</sup>, "Driving Safely" Program.
- Participant pleased with Active Shooter Training and spoke well of Instructor Officer Jack Miller.
- Thank You from Elaine Ladick.

ROAD DEPARTMENT

Discussion:

- Gas Co. capping of gas line at Inwood Dr.
- Copy of Resolution 77-09 to County Engineers.
- Concrete streets on Sheffield Drive.
- Ottawa River Clean-up.
- Township "Spring Clean-Up", scheduled for June 6<sup>th</sup>.
- Township Recycling Program. Dumpster available every 3<sup>rd</sup> Saturday.

ZONING

Zoning Inspector John Gosnell

Discussion:

- Aaron and Donna White of 1201 Crayton Ave. to meet with Asst. Law Director Tammy Hersh.
- Letter to clean up property by May 1<sup>st</sup> sent to Karen Mayer of Breese Rd.
- Resident collecting scrap metal.
- Problem with sign at R.J. Pets on Breese Rd.

Other Business:

- Two permits issued.
- Regional Planning Annual Meeting.
- Meeting for Township Comprehensive Plan scheduled April 29<sup>th</sup>, at 7:00 pm, at the Township Administration Bldg.

COMMUNICATIONS

- Allen Water District Minutes.
- Ohio Insurance Agency-Dental Rates.
- Consumer Corner-Gas Prices.

BILLS

Mrs. Brown motioned the Board approve paying the bills by resolution, Mrs. Seddelmeyer seconded, motion passed 3-0. Roll Call:

Mr. Russell. Holly (yes) Mrs. Christie Seddelmeyer (yes) Mrs. Christi Brown (yes)

ADJOURNMENT

With no further business to be brought before the Shawnee Township Board of Trustees, Mrs. Brown motioned the meeting adjourn, Mrs. Seddelmeyer seconded, motion passed 3-0. Meeting adjourned at 8:47 p.m.

Approval of the Minutes held April 27, 2009

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Russell E. Holly, Chairperson

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Christie A. Seddelmeyer, Vice Chairperson

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Christi L. Brown, Trustee

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Stephanie J. Hoffer, Fiscal Officer