

SHAWNEE TOWNSHIP BOARD OF TRUSTEES MEETING

December 28, 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, Fire Chief Todd Truesdale, and Attorney Clay Balyeat. Road Superintendent Howard Gray, Chief of Police Mike Keith, Fiscal Officer Stephanie Hoffer, and Zoning Inspector John Gosnell were absent.

Approval of Minutes

Mrs. Brown motioned for approval of the Minutes of the Board of Trustees Regular Meeting held Dec. 14, 2009, as amended, Mrs. Seddelmeyer seconded, and the motion passed 3-0.

Report of Fiscal Officer

The financial statements for the month ending Nov. 30, 2009, were reviewed by the board. Mrs. Brown motioned the statements be approved, Mrs. Seddelmeyer seconded, and the motion passed 3-0.

Attorney's Report

No business was reported for this section of the report.

Trustees Business

RESOLUTION 214-09 HIRING OF FULL-TIME FIREFIGHTER

WHEREAS, there is an unfilled position as a Full-time Firefighter within Shawnee Township Fire Department;

WHEREAS, the applications were screened and interviews were conducted, and;

WHEREAS, Matt Reaman was selected as the applicant to fill the position of Firefighter at the Shawnee Township Fire Department, and;

NOW THEREFORE BE IT RESOLVED, that contingent on Mr. Reaman's passing the necessary examinations and testing presently required by the Shawnee Township Fire Department and the Police and Fireman's Retirement Fund, the Shawnee Township Board of Trustees hereby approve the hiring of Matt Reaman as a Full-time Firefighter at entry level pay including all applicable benefits effective the week of Jan. 3, 2010.

Mrs. Brown motioned to adopt Resolution 214-09, as amended to omit the word paramedic, and change the effective date to Jan. 3, 2010, Mrs. Seddelmeyer seconded, and the motion passed 3-0. Roll Call:

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

SWEARING IN OF MATT REAMAN AS FIREFIGHTER

Matt Reaman was sworn is a Firefighter for Shawnee Township by Fire Chief Todd Truesdale.

RECOGNITION TO FIRE DEPT. PLATOON CHIEF PAUL WAY

Congratulations were given to Paul Way for recently completing his Bachelor's Degree in Fire Science.

APPRECIATION TO TRUSTEE CHRISTI BROWN

A Certificate of Appreciation went out to Christi Brown for her past service as Township Clerk and recent service as Township Trustee.

RESOLUTION 215-09 APPROVAL OF ROAD SUPERINTENDENT WORK AGREEMENT

WHEREAS, Howard L. Gray was appointed Road Superintendent on February 18, 2007, and;

WHEREAS, Mr. Gray's performance has been reviewed by the Shawnee Township Board of Trustees, and;

NOW THEREFORE BE IT RESOLVED, effective on the pay period beginning January 3, 2010, Mr. Gray shall be paid a bi-weekly salary of One Thousand, Nine Hundred Six Dollars and Fifty-four cents (\$1,906.54), Mr. Gray's position is an administrative salaried position, exempt from overtime payments.

Mrs. Brown motioned to adopt Resolution 215-09, Mrs. Seddelmeyer seconded, and the motion passed 2-0. Roll Call:

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

RESOLUTION 216-09 APPROVAL OF ROAD DEPARTMENT WORK AGREEMENT

Explanation of Benefits and Wages for Road Workers

WHEREAS, the Shawnee Township Board of Trustees hereby approves the following Resolution as an explanation of benefits and wages for the Shawnee Township Road Department, and;

FURTHER, this Resolution will supersede any and all other Resolution, Agreement, or Contract that has identified the wages and benefits for the workers of the Shawnee Township Road Department:

WAGES

Full-time employees shall be compensated in accordance with the following pay scale effective January 1, 2009.

YEAR	START	1 YEAR	2 YEARS	3 YEARS	4 YEARS
2010	14.42	15.97	17.25	18.90	19.52

Full-time employees shall be assigned to the above pay scale based on their years of service with the Township.

New full-time employees shall be assigned to the start rate and shall advance to the next higher pay step on the applicable pay scale on each anniversary date of employment with the Township until the four (4) year step is reached.

LONGEVITY

Employees, who have been with the Shawnee Township Road Department for ten (10) or more consecutive years as a full-time employee, shall receive the following longevity supplements in addition to their regular wages on their anniversary date. The hourly longevity supplement shall be added to the Employee's base hourly rate before calculating the Employee's overtime rate of pay.

CONSECUTIVE YEARS OF SERVICE	AMOUNT
10 Years	\$.34 per hour
15 Years	\$.43 per hour
20 Years	\$.53 per hour
25 Years	\$.63 per hour

CALL-IN

Employees called in to work hours not contiguous to their regular shift shall receive a minimum of two (2) hours pay at the applicable hourly rate.

INSURANCE

The Employer shall provide single or family medical insurance coverage as appropriate to full-time Shawnee Township Road Department Employees. The coverage shall be the same as provided to other Township Employees.

The Employer shall contribute up to the following amounts each month toward the premium cost for each Employee’s medical, dental and prescription drug insurance coverage:

Single Coverage	\$390.00
Family Coverage	\$975.00

Any increase in insurance premiums above the limits specified herein shall be paid fifty percent (50%) by the Employer and fifty (50%) percent by the employee between the cap and the monthly Cobra figure.

The Employer shall pay the full cost for a \$15,000.00 group term life insurance policy covering all full-time employees.

Employees shall pay all co-payments and/or deductibles as provided in the group health insurance.

The Employer has established a Health Care Cost Containment Committee with representatives from each department of the Township to review and make recommendations to the Trustees regarding various types of group insurance coverage and plans, alternate services and cost containment programs. The Shawnee Township Road Department Employees shall have one (1) voting representative on the Committee.

For those desiring to participate, the Township will set up a Section 125 medical account.

HOLIDAYS

Full-time Employees shall be entitled to the following paid holidays during which the Road Department will normally be closed and employees shall receive eight (8) hours of holiday pay:

New Years Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25 th

If any holiday above falls on a Saturday it shall be observed on the preceding Friday. If the holiday falls on a Sunday it shall be observed on the following Monday.

In lieu of Martin Luther King Day, Presidents Day, and Columbus Day, Full-time Employees shall have three (3) floating holidays. Employees may schedule the use of their floating holiday by submitting a request to the Road Superintendent at least twenty-four (24) hours in advance of the date requested. Requests to use a floating holiday shall be subject to the approval of the Road Superintendent based on the operational needs of the Department.

New Full-time Employees shall not be entitled to floating holidays until after the normal day for the holiday has passed.

Floating holidays shall be used during the same calendar year in which they were granted or shall be forfeited.

PERSONAL LEAVE DAYS

Full-time employees shall be entitled to four (4) personal leave days per calendar year beginning the January 1 following the Employee's date of hire.

Employees must submit their request to use a personal leave day at least twenty-four (24) hours in advance of the date requested. Personal leave days shall be subject to the approval of the Road Superintendent based on the operational needs of the Department.

Personal Leave Days shall be used during the same calendar year in which they are granted or shall be forfeited.

UNIFORMS

In the event the Employer elects to terminate the uniform rental service, each Full-time Employee shall be provided a two hundred fifty (\$250.00) uniform allowance each January for the purchase and maintenance of work uniforms. This allowance will be prorated for new Employees or in the event the uniform rental service is terminated during the calendar year.

SAFETY EQUIPMENT

The Township will furnish safety glasses meeting OSHA standards for each Employee. Those employees requiring prescription glasses will be tested at the Employee's expense and safety glasses will be furnished by the Township with the Employee's eyeglasses. Other safety equipment will be available to use as required by the Road Superintendent. (i.e. Hard hats, back supports, ear plugs, safety vests, gloves, Carharts, etc.)

Employees shall be required to wear steel toe shoes while working. The Township will reimburse each Full-time Employee up to \$175.00 annually for one (1) pair of steel toe shoes as approved by the Road Superintendent. The Employer shall provide other equipment as determined necessary and recommended by the Road Superintendent and approved by the Trustees.

The Township's Personnel Policy and Procedure Manual (PPM) including any applicable amendments to said manual adopted following the effective date of this Resolution shall cover the Shawnee Township Road Department Employees unless otherwise stated within this Resolution. If there is a conflict, it shall be interpreted to comply with the provisions of the PPM.

Mrs. Brown motioned to adopt Resolution 216-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0.

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

RESOLUTION 217-09 PAYMENT OF DUES TO OHIO TOWNSHIP ASSOCIATION

Be it hereby resolved, the Shawnee Township Board of Trustees authorizes payment to the Ohio Township Association for member dues for the Trustees, Fiscal Officer, and Zoning Inspector in the amount of \$45.00 per person.

Mrs. Seddelmeyer motioned to adopt Resolution 217-09, Mr. Holly seconded, and the motion passed 3-0.

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

RESOLUTION 218-09 WINTER CONFERENCE

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees authorizes Trustee Holly, Trustee Belton, and Trustee Seddelmeyer to attend the 2010 Winter Conference in Columbus, Ohio

FURTHER, the total cost of the registration is \$40.00 per person and shall be covered by Shawnee Township. Lodging shall also be covered by Shawnee Township with Meals, mileage, cab-fair and parking being paid as per the Shawnee Township Personnel Policy and Procedures Manual where applicable.

Mrs. Seddelmeyer motioned to adopt Resolution 218-09, Mr. Holly seconded, and the motion passed 3-0. Roll Call:

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

RESOLUTION 219-09 HEALTH INSURANCE

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees accepts the recommendation of the Shawnee Township Health Insurance Cost Containment Committee (HICCC) for the 2010 fiscal year, and;

FURTHER, the recommendation of HICCC is renewal with Medical Mutual with OPEC 1 Option for partially self-funded insurance as a mechanism to fund major medical claim for Shawnee Township effective January 1, 2010.

Mrs. Seddelmeyer motioned to adopt Resolution 219-09, Mr. Holly seconded, and the motion passed 3-0. Roll Call:

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

RESOLUTION 220-09 FUNDING FOR PARTIALLY SELF-FUNDED HEALTH INSURANCE

WHEREAS, the Shawnee Township Board of Trustees passed Resolution 219-09 accepting the recommendation of the Health Insurance Cost Containment Committee authorizing the renewal of Medical Mutual with the OPEC 1 option for partially self-funding;

THEREFORE BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees authorized the Fiscal Officer to appropriate funds for the partially self-funded portion of health insurance to be divided by the employee census per department with each employee covering the cost of the monthly \$5.00 per person administration fee for the OPEC 1 funding source.

Mrs. Seddelmeyer motioned to adopt Resolution 220-09, Mr. Holly seconded, and the motion passed 2-0. Roll Call:

Mr. Russell Holly	(yes)
Mrs. Christie Seddelmeyer	(yes)
Mrs. Christi Brown	(no)

RESOLUTION 221-09 SALE OF TRAILER

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees authorizes the sale of a trailer that is no longer of use to the Shawnee Township Fire Department, and;

FURTHER, the trailer will be sold to Van Wert Fire Department at a cost of \$2,500.00

Mrs. Seddelmeyer motioned to adopt Resolution 221-09, Mr. Holly seconded, and the motion passed 3-0. Roll Call:

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

RESOLUTION 222-09 SUPPLEMENTAL APPROPRIATIONS

BE IT HEREBY RESOLVED, the Shawnee Township Board of Trustees authorizes the following Supplemental Appropriations of Shawnee Township:

<u>Line Item</u>	<u>Description</u>		<u>Amount</u>
2081-210-211-0000	OPERS-Police District	Increase	\$ 8,318.99
2081-760-740-0000	Machinery, Equip. & Furniture	Decrease	\$ 8,318.99
2081-210-211-2100	OPERS-Police Dispatch	Increase	\$ 329.49
2081-760-740-0000	Machinery, Equip & Furniture	Decrease	\$ 329.49

(To increase appropriations in OPERS in order to print vouchers for withholdings created in 2009 that will be paid 2010- Temporary payroll mode - UAN System)

Mrs. Seddelmeyer motioned to adopt Resolution 222-09, Mr. Holly seconded, and the motion passed 3-0. Roll Call:

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

RESOLUTION 223-09 POLICY MANUAL

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees accepts the Shawnee Township Personnel and Policy Manual as presented.

Mrs. Seddelmeyer motioned to adopt Resolution 223-09, Mrs. Brown seconded, and the motion passed 3-0. Roll Call:

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

RESOLUTION 224-09 ACCEPTANCE OF LETTER OF UNDERSTANDING

BE IT HEREBY RESOLVED, the Shawnee Township Board of Trustees hereby accepts the attached Letter Understanding between the Shawnee Township Board of Trustees and FOP/OLC regarding changes to Article 17, Section 17.9 of the current Collective Bargaining Agreement the Dispatch Unit.

Mrs. Brown motioned to adopt Resolution 224-09, Mrs. Seddelmeyer seconded, and the motion passed 3-0. Roll Call:

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

RESOLUTION 225-09 PURCHASE OF PUMPER TRUCK

WHEREAS, there is a need to replace a 1994 Boardman Pumper Truck at the Shawnee Township Fire Department due to the projected increased cost in emission standards and new chassis cost adjustment, and;

WHEREAS, it was determined that the vehicle that best suited the needs of the Shawnee Township Fire Department is that of a 2009 Metro Star Chassis/2010 Demo Smeal Pumper, and;

WHEREAS, Smeal is a participant in the State Purchasing Co-op therefore forgoing the need to accept bids for the purchase of the said vehicle, and;

NOW THEREFORE BE IT RESOLVED that the Shawnee Township Board of Trustees authorizes the purchase of the above mentioned 2009 Metro Star Chassis/2010 Demo Smeal Pumper, at a cost not to exceed \$380,000.00, including the trade-in of the 1994 Boardman Pumper Truck.

Mrs. Seddelmeyer motioned to adopt Resolution 225-09, as amended to add "including the trade-in of the 1994 Boardman Pumper Truck, and to omit "for a Heavy Rescue Demo Unit offered by Smeal", in the 2nd paragraph, and to omit " for a Heavy Rescue Demo Unit", in paragraph 3, and to correct typo "are" to "is" in 2nd paragraph, Mrs. Brown 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:

- Rescue and Extrication.

POLICE DEPARTMENT

Chief of Police Michael Keith

Discussion: None

ROAD DEPARTMENT

Road Superintendent Howard Gray

Discussion:

- Salt Shipment.

ZONING

Zoning Inspector John Gosnell.

- Zoning for PCS.
- Forest property cleaned.
- Resolution to apply cost of demolition to property's taxes.

COMMUNICATIONS

- Jan. 4, 2010-12:00 pm. Shawnee Township Reorganizational Meeting.

BILLS

Mrs. Seddelmeyer motioned the Board approve paying the bills by resolution, Mrs. Brown 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 Regular Meeting, Mrs. Seddelmeyer motioned the meeting adjourn, Mrs. Brown seconded, and the motion passed 3-0. Meeting adjourned at 8:33 p.m.

Approval of the Minutes held Dec. 28, 2009

Russell E. Holly, Chairperson

Christie A. Seddelmeyer, Vice Chairperson

Christi L. Brown, Trustee

Stephanie J. Hoffer, Fiscal Officer