

WORK SESSION

February 5, 2008

Mr. Dwelle called the meeting to order at 6:05 p.m. Roll Call was answered by Trustees Jeffrey Ferrell and William Dwelle. Mr. Coleman was absent. The new regular meeting is scheduled to be February 12, 2008 at 6:00 p.m.

Highway Superintendent Sternberg reminded the Board that the deadline for the Erie County Chip & Seal program was March 21st. Kevin Boos is currently working on the road condition inventory to label those areas in need.

Kevin Boos reported that Ken Fortney, drainage supervisor for Erie County, is requiring that every governmental entity submit a storm sewer outlet inventory. Enforcement could happen if not done by March 2008. Currently there is a college student that will document the information at the rate of \$11.00 per hour. This does not cover the cost of the physical work involved in identifying, locating, and measuring the storm sewers.

Highway Superintendent Sternberg then noted that the Board needed to address the Nielsen Avenue project. Mr. Dwelle said that this did qualify for the TIF program or a grant program.

Police Chief McClung said that he had nothing to report. He was preparing for fact finding with the Police Unions that will be held on Wednesday morning.

Mr. Dwelle asked that the Chief obtain documentation for the overtime submitted by several members of his department. And that all members of his department need to turn in their information sheets as requested. Chief McClung suggested that they would probably turn them in if we held on to their paychecks. Ms. Schaefer said that she would do that if he approved it. The Chief said that the memo was in their paychecks and was self-explanatory. Ms. Schaefer said that since the Police department was almost all direct deposit, holding the check stubs would not have the same impact as holding the actual check. The Chief agreed to track them down.

Mr. Dwelle asked about a bill from Richland Uniform for uniforms for Dispatcher Kate Barker. Why are we getting leathers goods for a dispatcher? Chief McClung said that she had been hired as a reserve road officer. She is qualified and provides another female officer when Officer Corbin is not on duty. Ms. Schaefer said that she has not been hired as a part-time officer and has worked overtime for the road. Mr. Dwelle noted that she is not on the list of officers.

Mr. Dwelle also asked what the Tactical Edge Team membership? Chief McClung said that it was membership for three officers. But this was for only one person.

Mr. Dwelle asked about the GPS that was purchased under uniforms. Chief McClung explained the use of the GPS. Mr. Dwelle asked if this would be something that the department should just purchase and not have it come out of their uniform allowance. Chief McClung said that there was nothing in the contract that specifies what can be purchased with their uniform allowance. Ms. Schaefer suggested that since it was an inventory item it should be purchased by the Township and stay with the Township. Mr. Ferrell said that the contract needed to be clarified as what classifies as uniforms. He also noted that their basic uniforms need to be proper before they are allowed to spend the allowance on other things. Ms. Schaefer reported that they are getting clarification as to what is taxable and what is not. She also noted that if the equipment stayed with the Township then there is no question that it is not taxable. Everyone agreed that it is a vague area.

Fire Chief Myosky reported that he had heard back from FEMA on their request to decrease the number of turnout gear from 52 sets to 46. FEMA did not approve this. They are waiting to set if the vendor will still honor the prices from 2007. So they could

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possibly have cost overruns for the purchase of 52 sets. The Chief said that they have money in escrow from motor vehicle collections of approximately \$8,000 in that account. If they do have cost overruns to meet the minimums to modify their gear, he will be approaching the Board to use money from the Motor Vehicle Collection Fund. Ms. Schaefer asked where was this Fund? Chief Myosky said that he did not have his line item budget which him, but that it was in a separate account. Chief Myosky said that when the ORC was changed to permit this, several of the major insurance companies have sought to change this. And since they do not know which way this was going to go, they have been holding the money in escrow. Cities cannot bill for this service, but townships and villages can

Chief Myosky said that Bill Walker's office had contacted him to provide a list for FEMA of all Township personnel and their NIMS training levels, either the 100 or 700 series. He will be contacting Superintendent Sternberg and Chief McClung for their lists. This is a requirement for applying for FEMA grants. The courses are available on line. Mr. Ferrell said that at the OTA Conference they stressed that Federal money and grants would be based on compliance with NIMS. Mr. Ferrell requested that the Fire Department take over the NIMS training for the Township. They are to get a copy of everyone's certificate and research what level everyone needs. Mr. Dwelle said that the State and Federal would be checking that everyone has the proper training and certification.

Lt. Matthews reported that the overtime submitted by Dispatcher Barker was for time working for another dispatcher. The notation about the Road was her way of noting that she road as a reserve.

Mr. Ferrell suggested that they bring a lady in to look into other grants that are available. Chief Myosky said that based on the amounts that we have received, we will probably be subject to an audit at some time in the near future.

Mr. Dwelle asked about the status of Officer Kusser. Chief McClung reported that he would be off for two weeks at least.

Mr. Ferrell suggested that the office manager make copies of all policies currently in effect for the Township. These would be distributed to the Department Heads, office staff, Fiscal Officer, Mr. Coppeler, and Trustees for comments and suggestions. Then at some point in time we could meet at a round table session to discuss them and make one, up to date Township Policy book. This could be put on line for access.

Mr. Ferrell noted that going through the budget he believed that the amount of money spent on cell phones was high. He asked that each department head give them a list of each person in their department who has a cell phone and receives some type of compensation from the Township. He would like documentation that each person who receives compensation is properly following the cell phone policy and a statement as to why that person needs the cell phone. He believes that we are spending too much on cell phone. Mr. Ferrell said that he had discussed going to two-way in the Highway Department. Chief McClung said that the current policy is \$45.00 per month. Ms. Schaefer said that the Auditors are saying that we need documentation of the actual cost and the percentage of Township usage and personal usage. It is noted that many of the employees have two-year contracts.

Mr. Ferrell also would like a list of all the organizations that the employees and Trustees belong to, who belongs, cost, date of expiration, reason for belonging, and how it benefits to Township.

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Public Records Policy

Mr. Ferrell moved to adopt a Public Records Policy as presented and required by ORC 149.43. Mr. Dwelle seconded the motion. Mr. Ferrell noted that we needed to do this so that we are in compliance. All were in favor.

Spokesperson Policy

Mr. Ferrell moved to adopt a Spokesperson Policy as presented. Mr. Dwelle seconded the motion. Mr. Dwelle seconded the motion. Mr. Ferrell said that the policy had been reviewed by our legal advisor, John Coppeler. Mr. Dwelle said that the Board needs to be aware of what is being said, what is being done in the Township's name. All were in favor.

Direct Deposit Policy

Mr. Ferrell moved to adopt a policy that all current and future employees are paid by direct deposit by March 14th. Mr. Dwelle seconded the motion. Mr. Ferrell said that it is accepted business practice and a time and cost saving measure. Mr. Dwelle said that it would eliminate two separate methods of pay. All were in favor.

Time Sheet Policy

Mr. Ferrell moved to adopt a policy that all compensatory time earned and overtime earned shall be documented as to why it was required. Without the necessary documentation, the overtime will not be processed. Mr. Dwelle seconded the motion. All were in favor.

Mr. Dwelle noted that while at the recent Ohio Township Association Convention, they learned many things. One was that the Fiscal Officer has the right to ask for policies that apply to the accounting and record keeping of the Township. She can do this with or without the approval of the Trustees. While it is better to do it with the approval of the Board, the department heads need to be aware that the Fiscal Officer does have the authority to ask for further documentation and clarification as it relates to the expenditure of public funds.

Mr. Ferrell presented a letter from Kasper Auto Group. Chief McClung explained that while the business was located in the Township, the storage facility was not. It has been their policy to use a storage facility located in the Township. Chief McClung said that Kasper was on the list for towing, but not for storage. Chief McClung said that the current contract with Sidoti's was for \$4,000. Mr. Ferrell said that the current agreement was signed November 2005.

Chief McClung asked for a clarification regarding the Spokesperson Policy. The Trustees said that if he was asked about the day-to-day operations of the department he was allowed to speak about that. But that if it involves a matter that is a Township matter, something the Board will have to make a decision on, then they are not to speak about it.

Chief McClung requested an executive session to discuss personnel.

Mr. Ferrell moved to go into executive session to discuss personnel with no action to be taken. Mr. Dwelle seconded the motion. Roll call: Mr. Ferrell, yes; Mr. Dwelle, yes. Motion adopted.

Mr. Ferrell moved to exit the executive session and return to regular session. Mr. Dwelle seconded the motion. Roll call: Mr. Ferrell, yes; Mr. Dwelle, yes. Motion adopted.

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With no further business to be conducted, the meeting was adjourned.

William Dwelle, Chairman

Diane Schaefer, Assistant Fiscal Officer