

# RECORD OF PROCEEDINGS

Minutes of

**SPRINGFIELD TOWNSHIP TRUSTEES**

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held

**NOVEMBER 10, 2015**

The meeting was called to order by the President.

**Mr. Scoby** read the following salute to America's Veterans:

Since our founding in 1818 Springfield Township, like all rural communities, have witnessed seven (7) generations of our sons and daughters who answered the call to serve their county.

Many served in the heat of battle while those who could not serve worked in factories and lived on rationed food to support those in harm's way.

Sacrifice was never questioned; it is a way of life in small town America.

Everyone payed a price for the freedom we enjoy today, some paid the ultimate price. Many were decorated with symbols of valor and courage.

But all were filled with a sense of Patriotic Pride.

These unselfish patriots of past and present generations put their lives on hold to preserve the freedom and democracy we enjoy today.

So please let us take a moment and reflect on what we've been given, because we have been given so much.

We take this moment of silence for those who have served, who currently serve, and for those who gave the ultimate sacrifice.

Moment of Silence.

The President then called for the Pledge of Allegiance.

**Motion Mr. Scoby, Second Mr. Foley** to approve the minutes of the October 27, 2015 Springfield Township Trustees Meeting.

Mr. Scoby Yes, Mr. Foley Yes, Dr. Wells Yes.

## DEPARTMENTAL REPORTS

### **Alex Turner-Road Department**

Reviewed his trade with City of Springfield for mulch in lieu of having the City remove two trees near the Road Department. This saved the Township around \$1800-\$2000 in not having to hire this work done.

Two leaf machines were down for repair which were fixed "in house" but will still cost approximately \$5,000.00.

Due to the fact that the Road Levy was not passed on November 3, 2015 he sent an e-mail to the Trustees that they will have to review budget cuts. He presented the following options to the Trustees.

- 1) Staffing: The Department is currently at a skeleton crew, with the reductions over the last several years of full and part time employees. Compared current wages to the averages in the County and Springfield Township ranks number seven (7) out of eleven (11) Townships for the lowest wages and benefit packages. To reduce staffing would require reducing or eliminating services.

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**Mr. Scoby-** Restated the ranking of Springfield Township on wage levels and feels there is no room for additional reduction in this area.

**Mr. Turner-**

2) Snow Removal: Provide an option for a two (2) tier snow removal system for plowing and treating main roads, hilly areas, and intersections. Then plow (without treatment) all other roads. All roads would be plowed in a heavy snow event. This option would reduce overtime and salt usage.

**Mr. Scoby-** Verified that in a large/or heavy snow event the entire force would be called into action. Mr. Turner affirmed this statement.

**Mr. Turner-**

3) Leaf Pick Up: Without eliminating the service, suggested that the policy be changed to have leaves within six (6) feet of the roadway instead of the current ten (10) feet, thus eliminating the need of sending a "raker" with each crew. Saves on payroll and on potential accidents.

4) Brush pick up: Without eliminating the service, it takes the crews 2.5 to 3 weeks to complete a round through the Township. No saving there if the pickup was changed to the residents of one round per month.

5) Compost Facility: Current operating costs are \$25,000 which includes reduction of operating hours. Reviewed the costs of replacing the loader for \$150,000 and the tub grinder for \$500,000, and yearly operating expenses amortized over a ten (10) year period would cost \$90,000 per year. By closing the facility the current grinder could be sold for \$50,000 and also save the operating expenses, and the loader would not get the usage it currently does. Selling the brush chips and leaf compost could provide revenue of \$6400 to \$7800 per year and the Township could still continue to provide these services.

**Mr. Scoby-** Asked Mr. Turner to address how many Townships provide this service.

**Mr. Turner-** Only four (4) Townships in Ohio and they are large, highly populated areas.

Stated he also has a plan to save money on the Zoning contract with the County.

**Mr. Scoby-** Stated that these budget cuts will be reviewed at the January 2016 Organizational meeting and verified with Mr. Hively that the permissive tax is currently around \$61,000 per year.

**Mr. Hively-** Confirmed that was correct.

## **John Roeder- Fire Department**

Congratulated Mr. Foley on his re-election to Trustee.

Stated that the Trustees had inspected the Fire truck the Department would like to replace, and requested that any questions concerning the truck be addressed to Chief Fairbanks.

**Mr. Scoby-** Inquired that the difference between International Harvester would be just the chassis and cab and that the Sutphen truck would be complete package

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**Chief Fairbanks-** Explained the difference is that an IH chassis would still have to have addition work done to meet the specifications, whereas Sutphen would deliver a completed truck. Sutphen is a Clark County employer on County Line Road.

**Mike Meyers-EMS Department**  
No Report

#### **Allan Neimayer-Zoning Department**

Addressed the Trustees concerning the Zoning fees for the City of Springfield's sewer project. The project is around \$20 million dollars the fees that are in the Township's regulations are based on the size of the project and would be \$1,000. Historically these fees have been waived for other municipalities. He inquired if the Trustees wanted to waive this fee for the City of Springfield.

**Motion Mr. Foley, Second Mr. Scoby** to waive the \$1,000.00 fee for the City of Springfield.  
Mr. Foley Yes, Mr. Scoby Yes, Dr. Wells Yes.

#### **Michael Hively-Fiscal Officer**

Informed the Trustees that a letter was received from the Clark County Auditor requiring the Township to repay \$24,302.40 of estate tax revenue received in 2011, this is due to the attorney for the Estate filing an amended return.

Informed the Trustees that the Bureau of Workers Compensation (BWC) has paid out \$44,486.00 in claims from January through September 2015. This will have an impact on our experience rating and premiums. Reviewed the conversation with our representative from CareWorks about options to reduce our BWC premium. The Township in the past has not signed up for Safety and Drug programs. He will be signing up for these programs through BWC but stated it will take a commitment from all three Trustees and all Department Heads to support and document the necessary training. Once registered for the programs' discounts, if we are audited and no training documentation is found then the Township faces a sizeable penalty. Registering for these programs and properly administering them could result in approximately a 10% premium discount.

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Reviewed the information the Trustees were provided with their financial reports concerning the balances on debt. The Administration Building, Beatty Fire Station, and the ladder truck was \$1.5 Million and the balance for Garden Acres Fire Station is \$554,000.00

The contract for the Township's 2014-2015 Audit will be performed by the CPA firm of Bastin & Company LLC based in Cincinnati, OH. He has requested the audit begin in April of 2016. The costs are estimated based on time spent on the Audit of about \$11,000.00

Thursday (November 12, 2015) there is a conference call with the State Treasurer's Office to begin the process of Townships being placed on the "OhioCheckBook" web site.

Reviewed the 2016 Health Insurance premiums. As a result of the Consortium experiencing several hundreds of millions of dollars in deficits for claims over premiums, we will have a deficit recovery added to our premium. The Health Insurance premium will increase by 25%; however, there will be no increase for dental and vision insurance. Mr. Hively reviewed a spread sheet that he provided to the Trustees detailing the current premium to several premium options.

There is a Resolution for the Trustees' approval to authorize the Fiscal Officer to act as the Representative for the Township to sign the Health Insurance contract. The Trustees will have until December 31, 2015 to decide on which plan they wish to choose for the Township.

**Dr. Wells-** If the two elected officials (and their spouses) who qualify for Medicare and use the Township's insurance as a supplemental policy helps to save the Township money, he is in favor of that option.

**Mr. Hively-** Inquired of the Trustees if there were any questions on the Financial Reports. There were no questions.

**Motion Mr. Scoby, Second Mr. Foley** that the Trustees were in receipt of the Appropriation Statue, Revenue Summary, and Fund Status Report.  
Mr. Scoby Yes, Mr. Foley Yes, Dr. Wells Yes.

### OLD BUSINESS

None

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### NEW BUSINESS

**Mr. Foley-** Reviewed the information received from Sheriff Gene Kelly concerning the crime statistics for Clark County and each Township. The specific numbers for Springfield Township show a decline in most of the major offenses such as burglary, stolen vehicles, and theft. Mr. Foley requested that the information be provided as an attachment to the minutes.

### RESOLUTIONS

**Motion Mr. Foley, Second Mr. Scoby** to approve Resolution #2015-111.

To approve Paycor Electronic payments for payroll services, and warrants #55508 through #55536 in the amount of \$391,838.31.

**Mr. Scoby-** Inquired about the two different checks to Ohio Edison.

**Mr. Hively-** One check is for the Lighting District, to be able to keep the accounts separate.

**Dr. Wells-** The large dollar amount is due to the payment on the debt for the two buildings.

**Mr. Hively –** There were no fees this billing period; in fact there was a credit.

Mr. Foley Yes, Mr. Scoby Yes, Dr. Wells Yes.

**Motion Mr. Scoby, Second Mr. Foley,** to approve Resolution #2015-112.

To authorize Michael Hively, Fiscal Officer, to sign the Document Management agreement with ComDoc to lease two (2) Xerox copiers for \$179.95 per month for a period of sixty (60) months.

**Mr. Hively-** This is to replace the copier in the Fire Department and the Administration Office. The Administration copier will be a color copier, and the Fire Department will be given a key code if color copies are required. Also this contract has been approved by Ryan Saunders in the Prosecutors Office.

Mr. Scoby Yes, Mr. Foley Yes, Dr. Wells Yes.

**Motion Mr. Foley, Second Mr. Scoby** to approve Resolution #3015-113.

To authorize Michael Hively, Fiscal Officer, to act as our representative for the Ohio Public Entity Consortium Cooperative to execute any paperwork, proposals, and/or documents to renew our Health Care plan effective January 1, 2016 through December 31, 2016.

Mr. Foley Yes, Mr. Scoby Yes, Dr. Wells Yes.

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### RECOGNITION OF SPECIAL GUESTS

None

### OPEN TO THE PUBLIC

None

### CLOSING REMARKS BY TRUSTEES & FISCAL OFFICER

**Mr. Foley-** None

**Mr. Scoby-** Thanked all Veterans and those in Public Service for their dedication.

**Mr. Hively-** Stated the next audit for the 2014-2015 periods should go smoothly with all the efforts in improving record keeping and should produce a second GAGS audit. He had requested of the Trustees all their e-mails that pertained to the business of the Township for the audit and in the event that there is a public records request. He has not received those e-mails. To comply with our record retention policy and public records policy emails discussing Township business must be maintained for two (2) years. When the server is installed they will be automatically maintained for two (2) years. Also reminded the Trustees to use the subject line, for better filing by subject and gave examples on how he maintains his emails.

**Dr. Wells-** Congratulated Mr. Foley on his re-election, and hoped to see the Road Levy on the next November (2016) ballot.

### NEXT MEETING

The next Springfield Township Trustees meeting will be on Tuesday November 24, 2015 beginning at 6:30 PM

Reminder: The Township Office and Road Department will be closed on Wednesday November 11, 2015 for Veterans Day.

### MOTION TO ADJOURN

**Motion Mr. Scoby, Second Mr. Foley** to adjourn the November 10, 2015 Springfield Township Trustees Meeting.

Mr. Scoby Yes, Mr. Foley Yes, Dr. Wells Yes.

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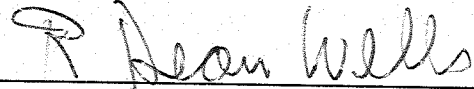
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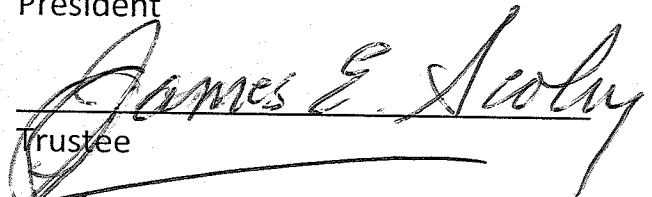
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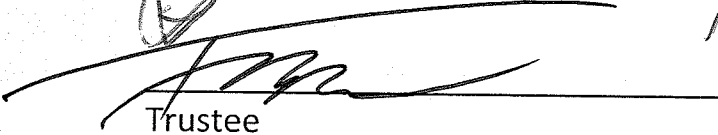
Respectfully Submitted:



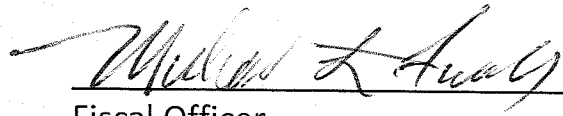
President



Trustee

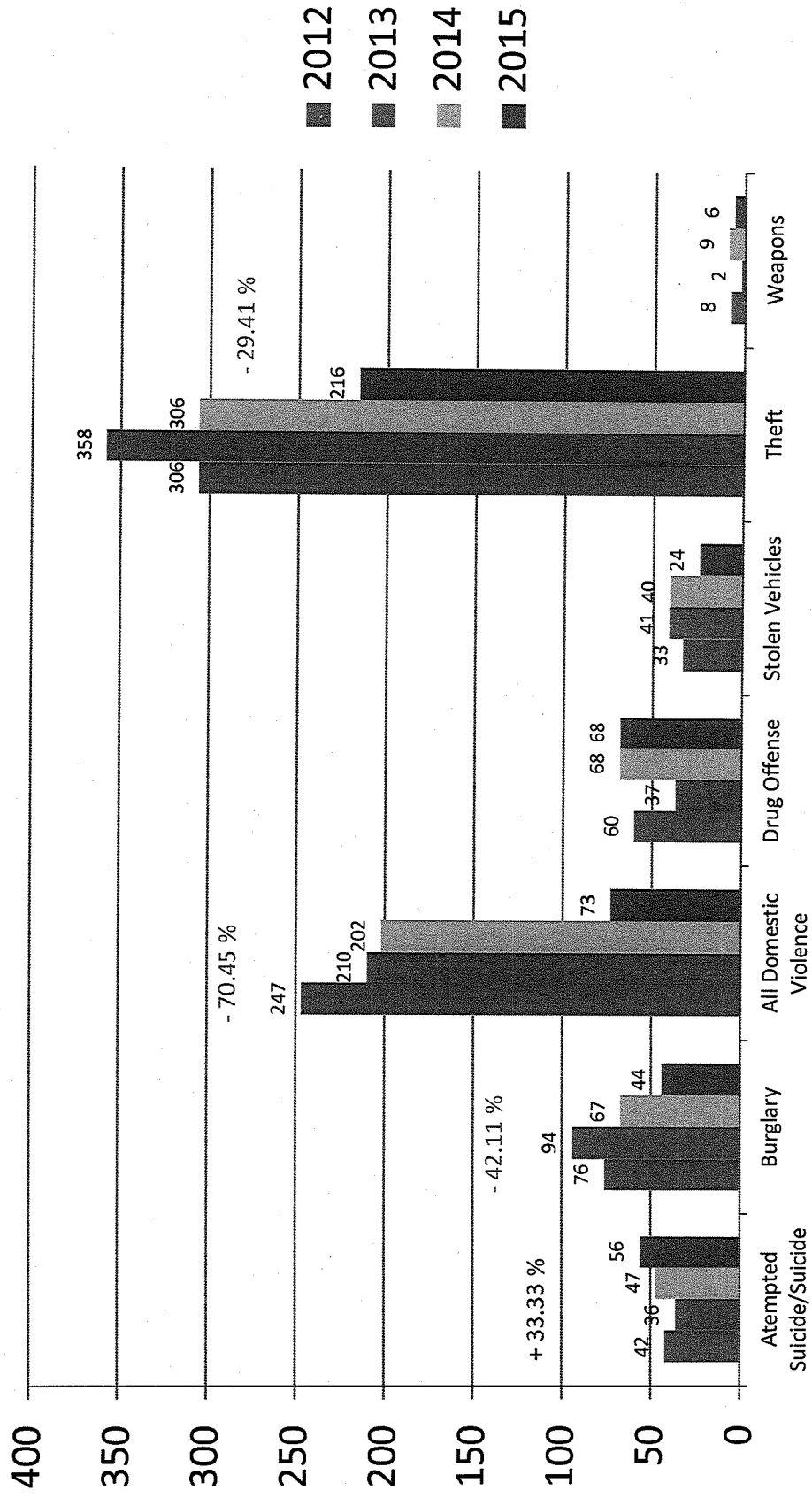


Trustee



Fiscal Officer

# Springfield Township



2015 = January - October