

RECORD OF PROCEEDINGS

Minutes of

BARRETT BROTHERS - DAYTON, OHIO

SPRINGFIELD TOWNSHIP TRUSTEES

Meeting

Form 6101

Held

NOVEMBER 19, 2016

The meeting was called to order by the President with the Pledge of Allegiance.

Those present were as follows:

James Scoby

Alex Turner

Timothy Foley

John Roeder

R. Dean Wells

David Nangle

Michael Hively

Barbara Fletcher

For additional guests please see sign in sheet.

Motion Dr. Wells, Second Mr. Foley to approve the minutes of the October 25, 2016 Springfield Township Abatement Public Hearing.
Dr. Wells Yes, Mr. Foley Yes, Mr. Scoby Yes.

Motion Mr. Foley, Second Dr. Wells to approve the minutes of the October 25, 2016 Springfield Township Trustees Meeting.
Mr. Foley Yes, Dr. Wells Yes, Mr. Scoby Yes.

RESOLUTIONS

Motion Dr. Wells, Second Mr. Foley to approve Resolution #2016-121.
To approve Paycor electronic payments for payroll services, and Warrants #56559 through #56606 in the amount of \$506,184.63.
Dr. Wells Yes, Mr. Foley Yes, Mr. Scoby Yes.

Motion Dr. Wells, Second Mr. Foley to approve Resolution #2016-122.
To appoint Brian Stevens, Current BZA alternate, as a full BZA member to fill the unexpired term of Matt Cardosi which expires November 1, 2020.
Dr. Wells Yes, Mr. Foley Yes, Mr. Scoby Yes.

Motion Mr. Foley, Second Dr. Wells to approve Resolution #2016-123.
To authorize opening a credit account with Bob Sumeral Tire Company. The account would require that the balance to be paid in full monthly.
Mr. Foley Yes, Dr. Wells Yes, Mr. Scoby Yes.

Motion Mr. Foley, Second Dr. Wells to approve Resolution #2016-124.
To authorize payment to Kaffenbarger Truck Equipment Co. in the amount of \$3,896.00 to purchase a new moldboard, and payment in the amount of \$2,684.81 to Ironhawk Industrial Distribution for purchase of a 10 foot lake effect snow blade assembly.
Mr. Foley Yes, Dr. Wells Yes, Mr. Scoby Yes.

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Motion Dr. Wells, Second Mr. Foley to approve Resolution #2016-125. To approve intermittent Family Medical Leave for Road Department employee Richard Allander beginning November 15, 2016 through February 7, 2017. Dr. Wells Yes, Mr. Foley Yes, Mr. Scoby Yes.

Motion Mr. Foley, Second Dr. Wells to approve Resolution #2016-126. To enter in Executive session to discuss Road Department employee disciplinary action, and to hear the appeal of disciplinary action given to a Road Department employee by their Supervisor. Mr. Foley Yes, Dr. Wells Yes, Mr. Scoby Yes.

Motion Dr. Wells, Second Mr. Foley for the Board of Trustees to adjourn to move into Executive session. Dr. Wells Yes, Mr. Foley Yes, Mr. Scoby Yes.

Motion Dr. Wells, Second Mr. Foley for the Board of Trustees to return to the Public Forum. Dr. Wells Yes, Mr. Foley Yes, Mr. Scoby Yes.

Motion Mr. Foley, Second Dr. Wells to approve Resolution #2016-127. To terminate the employment of Road Department employee Alex Tobin effective November 19, 2016. Mr. Foley Yes, Dr. Wells Yes, Mr. Scoby Yes.

OLD BUSINESS

None

**NEW BUSINESS
2017 PLANNING SESSION**

TRUSTEES:

Mr. Foley- Stated Moorefield Township is closed on Fridays. Should Springfield Township also be closed?

Mr. Scoby- Stated that there are few dollars saved by closing. That it is good for the public to have someone at the office.

Dr. Wells- Agreed with Mr. Scoby, and would like to keep the office hours the same.

Mr. Foley- Inquired if it is necessary to keep \$24, 000 in the Medical Reimbursement Fund?

Mr. Hively- Currently the Township pays 80% of co-pays and 90% of deductibles. The fund has \$ 5240.00 currently and the Trustees could pass a Resolution to hold the \$24,000.00. The Trustees could change the policy for payments to 80% across the board.

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Mr. Hively- The funds are held at the Ohio Public Entity Consortium with an approximate reserve balance of \$3,900.00. A resolution was passed at the July 26, 2016 Trustees meeting to add \$24,000.00 to the account. The unfunded liability to the Township is \$67,500.00 if all employees maximize their deductibles. Historic usage is about \$12,000.00 per year. The Township could add \$12,000.00 instead of the \$24,000.00 which would provide a balance of about \$15,000.00. The Trustees could have a new resolution to change the dollar amounts to be held in the fund. Also the Trustees should discuss the reimbursement amounts and perhaps go to 80% for both co-pays and deductibles. This would lower the unfunded liability to the Township and change the percentage the Township will pay of the co-pays and deductibles.

Mr. Foley- Stated that the \$24,000.00 we have in the account is strictly discretionary and the Township does not have to do any reimbursements. The Township could not put any more money in the account and fund as needed. It is his understanding that they have never come close to using all the funds so if \$15,000.00 is in the account and there is a change to the reimbursement to 80% the Trustees would need a resolution at the next meeting.

Trustees- Agreement was made to change the fund to perhaps \$15, 00.00 and the Township's payment of 80% of co-pays and deductibles.

Mr. Hively- There will be a resolution at the next meeting for a change of dollar amounts and changing the copay percentage amount

Mr. Foley- He and Mr. Hively had reviewed the Policy & Procedures Manual.

Mr. Hively-The Trustees have already received a draft copy of the recommendations. The Policy Manual and Drug Policy were reviewed by PayCor HR Direct Department Specialists and they provided recommendations for changes and updates. Some of the recommendations were to change wording for political correctness, review of our drug policy, update to Family Medical leave, driving policy, and sexual harassment. The Trustees should review the draft and this will be placed as old business at the next meeting, and there will be resolutions prepared for the Trustees to approve or reject the changes.

Mr. Foley- Expressed as President of the Board for 2017 he would like to have and Resolutions, or agenda items into the office by Fridays.

Mr. Foley- Mentioned the Drug Policy and post-accident testing for 2017.

Mr. Hively- Stated that the Human Resources Specialist informed us that an OSHA policy states that post-accident testing cannot be used as retaliation against an employee. Our Policy and Procedural Manual procedure on post-accident testing is within the guidelines of OSHA.

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Trustees- Discussion was about the need for testing on perhaps a minor accident of damage, but certainly if any personal injury occurred. Different areas concerning drug testing and when were discussed by the Trustees. The Trustee that oversees the Department should be contacted as soon as possible on any incident.

Mr. Hively- Stated that page 56 of our Policy and Procedural Manual defines when to test.

Mr. Foley- Requested that when significant projects are planned for the Township that the Trustees be informed as to be able to address any residents' questions or concerns.

Mr. Turner- Mr. Foley discussed briefly what would be a significant project. Mr. Turner asked what would be a significant project. Mr. Foley stated a replacement of a culvert in someone's front yard or a closing of a road.

Mr. Foley- Inquired if the support group on the Fire Department were receiving their firefighting training?

Chief Roeder- Stated that their class had started and included the Pastor and an EMT.

Mr. Foley- Requested that if Township employees are to make press releases that the Trustees should be involved or informed.

Mr. Scoby- If the Trustee who oversees the Department is informed, that should be sufficient.

Mr. Foley- When he speaks to the press he states he is not speaking for the other Trustees.

Mr. Foley- Inquired of the Fire Chief on the consolidation of the Fire Associations.

Chief Roeder- Stated they were moving forward.

Mr. Foley- Requested that the EMS Department provide a report at the Trustees Meetings

Chief Roeder- He does provide that report along with his Fire Department report, when there is information to share.

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Mr. Foley-Reviewed the provided information on the number of files and costs for the 2016 Abatement program. Inquired as to where we go from here?

Mr. Hively- Explained there were assessments filed against three properties and one property that was not assessed due to receiving payment for costs. Based on the filing dates determines when the Township could recover those funds. One of the assessments will be recovered in 2017 and the other two in 2018. Next year will have funds budgeted for all areas of the abatement process. Net cost to the Township in 2016 is \$2,146.00. Suggested that he, Mr. Foley, and Ms. Fletcher have a meeting to decide on possible changes for 2017.

Mr. Foley-Inquired of Chief Roeder about the current level of staffing for firefighters and EMTs.

Chief Roeder- The Department currently has 85 members, with a cap of 90. In 2016, three members were terminated, three to four more to leave and will be receiving letters.

Dr. Wells- Stated that in an email from Lisa D'Allessandris from Clark Co. Emergency Management Agency there is millions of dollars available in grant monies for firefighters needs. Several hundred thousand could be for Springfield Township

Chief Nangle & Chief Roeder – The department applies with the State Fire Marshall's Grant program each year for equipment and recently for radios, perhaps with no match from the Township. Many of these grant requests are not awarded to the Township. It was suggested that perhaps hiring a professional grant writer would benefit the Township.

Mr. Hively- Requested that before the grants are submitted that he is provided the paperwork.

Trustees - Recommended that the Township pursue the idea of hiring a professional grant writer for both the Road and Fire Departments.

Dr. Wells- Reviewed the Township's Road Levy was defeated by a small margin of only 104 votes. He recognized the committee members for the good job they did, and he feels that the Township should continue to pursue to get the levy passed in 2017.

Dr. Wells- In the past Trustees have been assigned the oversight of different departments. He would be happy to continue with oversight of the Fire Department in 2017 if Mr. Foley is in agreement.

Requested of Chief Roeder that if he is not available for a Trustees Meeting, to please send a representative to provide the Fire & EMS reports.

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Mr. Scoby- Stated that he thought that the work session in November was a good idea, and would also like to schedule another work session in May.

Also mentioned the Road Levy, and would like to pursue having it on the ballot at the next election.

Would also like to pursue additional grants for the Road Department.

Inquired from Mr. Turner about the closing of the mulch facility and the costs for replacing equipment.

Mr. Turner- Provided the Trustees with the extreme wear and aging conditions of the equipment at the mulch facility. The costs for repairs for the tub grinder could be \$5,000.00 to \$8,000.00. Replacement costs of the equipment would be in the tens of thousands.

Mr. Scoby-The Township would continue to offer brush and leaf picks up and continue to close down some of the hours.

Dr. Wells- Inquired of Mr. Turner that that only a small percentage of residents actually use the facility. Mr. Turner agreed that only about 10%.

Mr. Foley- Recalled that the Trustees agreed to keep the compost facility open with reduced hours until the tub grinder no longer was operational. Since the levy failed perhaps the Trustees should close the facility.

Mr. Turner- The Township could still haul brush and leaves to LawnMasters, of C&S Tree Service. An option to sell the mulch was not pursued.

FISCAL OFFICER:

Mr. Hively- Provided the Trustees with information concerning the new Medical Marijuana law and that the Township still has a "no tolerance" and a drug free workplace in their drug policy.

In 2016 the revenues were slightly higher then expenses for departments, and stated the Department Heads had done a good job managing their budgets, only the General Fund was showing expenses higher then revenues.

He informed the Trustees that the final payment for Prime Ohio II has been made.

He provided print outs from the Ohio Checkbook system for 2013 through year to date 2016, he reviewed for the Trustees the expenses and revenues for all Township Departments to include their major purchases over the years.

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Mr. Hively- In 2017, the costs for OTARMA expenses for equipment and vehicles will be allocated to the appropriate department's budgets, but will not include health insurance costs.

Dr. Wells- Inquired about the legal standing on medical marijuana for the Township based on medical needs?

Mr. Hively- The Bureau of Worker's Compensation feels this is on firm ground but would still recommend obtaining legal counsel if the situation should arise.

Mr. Scoby- Inquired about the some of the large debt owed by the Township.

Mr. Hively- The Township still owes about ten years on the building, and there is a bond that could be called in December, but most likely not pursued.

FIRE:

Chief Roeder - The major purchase the Department would like to make in 2017 is the purchase of a Stryker cot for the new Medic. The cost would be \$18,228.00 and was not included in the original cost of the Medic.

Chief Roeder & Chief Nangle. They stated that the current self-contained breathing apparatus is currently on their last cycle, and explained the need for replacement to remain compliant with regulations, and what equipment could continue to be used.

Mr. Hively- Informed the Trustees that the Fire equipment fund had sufficient funds to purchase, but would like to investigate the possibility of available financing to assist in cash flow.

Chief Roeder – The Department could also sell the old equipment on GovDeals and that would assist in lowering the total purchase cost.

Motion Dr. Wells, Second Mr. Foley to pursue the purchase of fire equipment from Warren Fire Equipment.

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

Chief Roeder- Informed the Trustees that the burn of a home on S. Bird Rd. scheduled for today has been moved to March 2017 due to the current weather conditions.

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ROAD:

Mr. Turner- Provided the Trustees with a handout for review of expenses and future expenditures.

Review the possibility of receiving the grant for road repair costs on Leffel/ Bird. To chip seal for 2017 would be about \$50,000.00

Informed the Trustees that the largest expense this year on culverts was for the work done on Eva Circle. He would budget about \$15,000 for 2017 for culvert replacement.

The cost of replacing the plate compactor was \$5800 for a new one, but will investigate looking for a used one for about \$3,500.00

Possible replacement in of the 2002 Ford F-150 in 2017.

This summer the reach arm fell off the equipment. The cost for replacing the arm and mower with a new one is \$120,000.00 versus a used one for about \$50,000.00 was reviewed with the Trustees.

The barn roof is leaking and temporary repairs are not sufficient to stop the problem with the age and condition of the roof.

Seal coat for both Station 2 & 3 for about \$3,000.00 each costs would be in the Fire Department's budget.

Reviewed for the Trustees the conditions of the tub grinder and the case loader at the compost facility. Currently waiting on a quote to repair the tub grinder, in its current condition it is dangerous for employees to operate, since it threw a cutter block into the barn roof. Chief Fairbanks is investigating the issues with the case loader.

Mr. Turner- Stated the personnel level for the Road Department in 2011 was 13 employees and in 2016 it is currently 9 employees. The reduction of staffing has a direct impact of the service levels for the Township.

He has made adjustments to work assignments for all employees.

Mr. Foley- Now the department has one less full time employee; will Mr. Turner be considering hiring part-time employees instead of full time?

Mr. Turner- He has taken that into consideration, and will bring his suggestions to the Trustees at a future date.

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The General Fund has transferred \$50,000.00 in two years to the Road Department. The benefits of all the efforts to cut expenses and employee costs are being used up. Now there are going to be additional (insurance) expenses added to the Road budget in 2017

Mr. Hively-Explained that it is not appropriate to pay departmental expenses out of the general fund, since this does not give an accurate picture of the costs/expenses for each department.

Mr. Scoby- Requested that Mr. Turner also investigate hiring someone with mechanical experience, to help with costs in the department.

ZONING:

None

RECOGNITION OF SPECIAL GUESTS

None

OPEN TO THE PUBLIC

Chief Roeder & David Noble

Reviewed for the Trustees the potential of the County Fairgrounds on having OPC boat racing at the lake. These would be professional racing teams that could enhance the economics of the area. They wanted to let the Trustees know since there may be some future discussion concerning noise if these events occur.

CLOSING REMARKS BY TRUSTEES & FISCAL OFFICER

Mr. Foley- If there are changes to the operations, or hours, of the compost facility in 2017 he would like to have a post card sent out to the residents.

Dr. Wells- Stated that there seems to be considerable progress at the Love's construction site. Wished everyone a blessed Thanksgiving.

Mr. Hively- None

Mr. Scoby- None

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NEXT MEETING

The next Trustees meeting will be Tuesday November 29, 2016 beginning at 6:30.

MOTION TO ADJOURN

Motion Mr. Foley, Second Dr. Wells to adjourn the November 19, 2016 Board of Trustees Meeting.

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

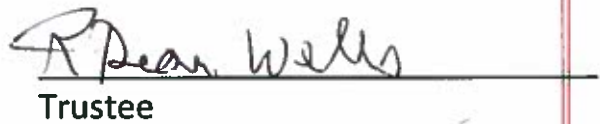
RESPECTFULLY SUBMITTED:



President



Vice President



Trustee



Fiscal Officer

