

# RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

## Springfield Township Trustees

December 20th, 2025

### Trustee Organizational Meeting

**Meeting called to order by Tim Foley, Board President at 8 AM with the Pledge of Allegiance**

#### Board Members Roll Call

Trustee Tim Foley	Present
Trustee John Roeder	Present
Trustee Dan Detrick	Present
Fiscal Officer Mark Smith	Present

**Employee / Visitors in Attendance:** Jennifer Tuttle, Billy Saunders, Dave Nangle, Jamie Allen, Deputy Jake Shaw.

#### Approval of the minutes for the December 9<sup>th</sup>, 2025 Regular Trustee Meeting.

Motion to approve by Mr. Roeder

Second by Mr. Detrick

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

### DEPARTMENTAL REPORTS

#### Road Department/Cemetery

##### Billy Saunders:

Mr. Saunders reported that the road crew had managed a couple of recent snow events effectively. He stated that operations at the cemetery were running smoothly, and that there would be a funeral scheduled for that morning.

As this was the organizational meeting, Mr. Saunders brought forward several equipment concerns. He noted that the township's trucks are aging and presented a quote for a new single-axle dump truck. The quote, obtained from Kaleida Truck and Stoops, was for a single-axle Western Star equipped with a Cummins engine. He clarified that this purchase would not be through Gledhill.

In response to questions about delays with Gledhill, Mr. Saunders explained that the company had oversold its production capacity, resulting in significant backlogs. He stated that the tandem truck the township ordered approximately two years ago is now expected to be completed in April.

The proposed new truck would replace Truck No. 6, currently used by Brian Spurgeon. Mr. Saunders reported that Truck No. 6 has been experiencing intermittent shutdowns during plowing operations, posing a potential safety concern. He emphasized the need to begin rotating older trucks out of service.

When asked about the age of the existing truck, Mr. Saunders estimated it to be a 2004–2005 model. He confirmed that the township previously sold its sister truck. Mr. Saunders stated that the quoted cost for the new truck, fully outfitted, is \$223,486, noting that the final price could come in slightly lower. He added that the estimated delivery timeline would place the truck's arrival at the end of next year. Given the long lead times, he recommended that the Board consider appropriating funds so the

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process could begin, even though the truck would not be available for approximately a year.

Mr. Saunders continued his report, stating that he had obtained quotes for a new jetter, noting that the township's current jetter is no longer functional. He explained that the existing unit was originally a hand-me-down from either the county or the city and has reached the end of its service life. He presented new quotes from Best Equipment in Indianapolis, explaining that the pricing provided is considered state-bid level through the Sourcwell program, which the fiscal officer would be familiar with. Mr. Saunders described the quoted unit as a 375-gallon trailer jetter used for clearing storm sewer clogs. He noted that it shares the same drivetrain and pump system as the larger 750-gallon model, but the township likely does not need the larger tank. The quoted price for the new jetter was \$78,557.92.

Mr. Saunders then provided context on other equipment that may require replacement in the coming years. He reported that the township's DuraPatch machine is nearly 24 years old and that he had obtained a quote for a future replacement. He emphasized that although the township maintains its equipment well—servicing machines annually regardless of mileage—age is becoming a factor.

He also discussed the township's leaf machines, noting that the newer models are belt-driven rather than direct-drive. He explained that a failure in the belt-driven system could damage the PTO, resulting in a costly \$5,000 repair. He presented quotes for both 25-yard and 30-yard leaf machines. A new Durapatcher was quoted at \$93,500, and a new 30-yard leaf machine was quoted at approximately \$117,000. The township currently operates two 30-yard machines, one 25-yard machine, and a smaller dead-end machine pulled behind a 550 truck.

In response to questions, Mr. Saunders confirmed that the 30-yard and 25-yard machines are similar in design, with the larger unit simply offering greater capacity. He noted that the two 30-yard machines are used most frequently, with the 25-yard unit serving as a backup. He stated that the township would want to retain the small dead-end machine, which is used about once per week. He added that if a new leaf machine were purchased, the township could consider selling either one of the 30-yard units or the 25-yard unit.

When asked about priorities, Mr. Saunders stated that the new dump truck and the jetter are the most immediate needs. He clarified that he was not requesting approval for all equipment at once, but wanted the Board to understand the long-term cost outlook for machinery that will eventually require replacement.

Board members asked whether there was any guarantee on the delivery date for the proposed new truck. Mr. Saunders stated that he had not asked that question but could follow up. He explained that the quote was obtained through Dwayne Howers of Stoops, who coordinated with Kaleida Truck. According to their representative, delivery would likely be late next year. Mr. Saunders noted that the quote documents resemble a contract and include signature lines, but he had not reviewed all fine-print terms. He emphasized that his goal was simply to provide accurate numbers for the Board's consideration.

Mr. Foley initiated a discussion using a hypothetical scenario to clarify the new process for major equipment purchases, such as a \$250,000 dump truck. He explained that going forward, department heads would first bring equipment needs to the Township Administrator, who would then consult with the Fiscal Officer before any request came before the Board. He asked the group to walk through the scenario as an example.

Mr. Saunders was asked to present the hypothetical request for a new truck to Administrator Jennifer Tuttle. Ms. Tuttle would then meet with Fiscal Officer Bev Pollock to review available funding.

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Ms. Pollock explained that funding for road equipment comes from several road-related revenue sources, including the Motor Vehicle Tax, Gasoline Tax, Road and Bridge Fund, and the Permissive Motor Vehicle License Tax. She noted that while the fund status page shows current balances, those balances do not necessarily reflect what is budgeted for the upcoming year. She emphasized the importance of developing a five-year capital plan to better track long-term equipment needs. Looking ahead to 2026, Ms. Pollock stated that **\$250,000 is currently budgeted** in the Road and Bridge Fund for equipment. Additional funds exist in the overall road fund balances, but those amounts have not yet been allocated into the 2026 budget.

Mr. Smith added that the road department typically spends between \$300,000 and \$400,000 annually to stay in line with revenue. If a major purchase exceeds that amount, the General Fund could supplement the Road Department through a loan or transfer. He noted that the road funds have grown by approximately \$200,000 this year, with an estimated year-end balance of roughly \$957,000 across all road-related funds.

Mr. Smith explained that the Board has flexibility to reallocate appropriations within the funds as long as the adjustments remain within the same fund. He also confirmed that a major purchase could be split across multiple road funds (e.g., \$150,000 from one fund and \$100,000 from another).

The Board discussed timing, noting that ordering a truck in early 2026 would likely result in delivery near the end of the year, or possibly into 2027, depending on delays—particularly with the snowplow package. Payment would occur upon delivery, with funds encumbered at the time the purchase order is issued. Trustees also discussed the potential resale value of the existing truck, estimating it could bring \$15,000–\$20,000 based on recent sales.

Mr. Foley summarized the new procedure, stating that instead of department heads asking the Fiscal Officer directly whether funds are available, the process will now be:

1. Department head → Administrator
2. Administrator → Fiscal Officer
3. Public discussion at a Board meeting
4. A formal resolution at a future meeting

Trustees agreed that this will be the new standard process.

Mr. Saunders asked when he should notify the vendor to place the township on the build list. Ms. Tuttle recommended waiting until the budget numbers are finalized and reviewed in writing. She noted that there is a good chance the resolution could be prepared in January, depending on the completion of permanent appropriations.

Mr. Smith reminded the Board that temporary appropriations were approved at the last meeting, and permanent appropriations will be approved in January or February, allowing time to make any necessary adjustments for the purchase.

Mr. Smith noted that if the township intended to make additional purchases, adjustments could be made during the permanent appropriation process.

Ms. Pollock added that if the Board determined the jetter was also an immediate need, now would be the appropriate time to identify funding and move the necessary appropriations. She explained that reallocating from savings-type funds early in the year is far easier than trying to locate funds later.

Mr. Saunders asked whether the township planned to move forward with purchasing the jetter.

Ms. Tuttle cautioned that the township must avoid drawing too heavily from funds needed for road and drainage projects. She noted that Ogden Road is already planned for 2026, and several drainage projects are expected to be costly. She

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emphasized the importance of ensuring that road work is not significantly reduced in order to accommodate equipment purchases.

Mr. Foley added that the township must also preserve funding for its share of potential grant-funded projects.

Ms. Tuttle confirmed that Ogden Road is the only firm commitment at this time. She also noted that if Community Development Block Grant (CDBG) funding becomes available, the township intends to apply for a project in Sunnyland. Because CDBG awards are competitive, she recommended setting aside reserve funds that could be used either for the grant match or, if the township is not selected, for other projects such as chip sealing.

Mr. Foley asked whether there were any additional items for the Road Department.

Mr. Saunders responded that he had nothing further.

Mr. Roeder then raised the topic of the salt bin, noting that although it remains on the project list, he preferred to delay major action for another year or two.

Mr. Saunders agreed, stating that the project is more complex than originally expected.

Ms. Tuttle explained that constructing a new salt bin requires stamped, engineered plans and a designated location for storing the existing salt during construction.

Mr. Foley added that EPA involvement is likely.

Ms. Tuttle explained grant funding is sometimes available for such projects, and she offered to check whether any programs are currently open.

Mr. Saunders acknowledged the update.

Mr. Roeder noted that the salt bin project had been a high-priority topic in past years and expressed a desire not to fall too far behind on planning.

Mr. Foley asked whether the recent roof repairs on the existing structure were effective.

Mr. Saunders confirmed that the building is staying dry and that crews had sealed all screws and related areas.

## **Fire/EMS Department**

Chief Nangle reported that the department is considering a possible hourly wage increase for personnel and asked whether the new equipment-request procedure outlined earlier would apply to Fire/EMS as well. The Board confirmed that it would.

Chief Nangle then explained that two firefighters who recently completed fire class wish to enroll in EMT school. The EMT program begins before the Board reconvenes for its next meeting on December 26. He asked whether the Township could authorize their enrollment immediately.

Ms. Tuttle advised that without the required training contracts in place, approving the request at this meeting would not follow proper procedure. However, the Board could retroactively approve the training at the next meeting, allowing the Township to reimburse the cost back to the date of registration. Trustees agreed this would be acceptable.

Mr. Foley noted that the Board will likely hold an emergency meeting before the end of the year, and Ms. Tuttle confirmed that the Township also has meetings scheduled for January 5 and January 13.

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Chief Nangle then requested a change to the previously approved Fire Marshal's Grant application. The department had originally planned to request SCBAs, but he stated that turnout gear is now the more urgent need. He recommended amending the request to pursue funding for turnout gear instead.

Mr. Smith noted that the AFG priority for 2026 favors SCBAs, which may increase the likelihood of award.

Ms. Tuttle added that the Board would simply need to amend the existing resolution once the department provides the updated terminology. Chief Nangle agreed to send the necessary language.

Chief Nangle also updated the Board on major apparatus purchases already in progress. He reported that the new engine has not yet begun production, and although the manufacturer estimates completion in late fall of 2026, he does not expect that timeline to hold. The new medic unit is likely 16–18 months from the start of production. Based on current information, he anticipates delivery of both units in late 2026 or into 2027.

He noted that the department recently had to order an antenna for one of the units, and based on discussions with the vendor, even small components are experiencing long lead times. He emphasized that while the purchases have been approved, the department does not expect to receive either the engine or medic until late 2026 or early 2027.

Ms. Pollock added that the current fire fund balance of approximately \$980,000 still has a \$670,000 fire truck purchase encumbered against it. She also noted that the ambulance purchase of roughly \$370,000 is split between the EMS 4-mill levy fund and the half-mill ambulance fund, and those appropriations have already been set aside for that purpose.

Chief Nangle confirmed that he had no further items unless the Board had questions.

Mr. Foley stated that the Board would be circling back to several topics later in the meeting.

A brief discussion followed regarding the new purchasing procedure. Chief Nangle explained that he preferred the updated process—department head to Administrator, Administrator to Fiscal Officer, then Board discussion—because it allows the department to review funding availability in advance and present well-informed requests to the Trustees. He noted that while it is easy to suggest wage increases such as \$17, \$18, or \$19 per hour, it is more responsible to first review the fiscal impact with the Fiscal Officer.

Chief Nangle also stated that the department needs to develop a new system for merit-based evaluations now that the automatic two-year pay increases have been discontinued. He suggested that evaluations could be conducted once or twice per year so that all employees are reviewed consistently rather than based on individual hire dates.

Mr. Roeder asked what the EMS billing account is used for.

Mr. Smith responded that it is primarily used for payroll and other EMS-related expenditures.

Mr. Foley added that, as part of improving procedural consistency, the Administrator should make every effort to have all necessary information and draft resolutions prepared by noon on the Friday preceding each meeting. He noted that while emergencies or unexpected weekend developments may occur, this standard would

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allow him, as Board President, to contact the Administrator on Friday afternoon to review the upcoming agenda.

Mr. Roeder remarked that this practice had been followed in the past.

Mr. Foley agreed, stating that the process had gradually faded for unclear reasons. He emphasized that reinstating this timeline would help prevent last-minute surprises or “ambush” items and ensure smoother, more transparent meetings.

### **Deputy Jake Shaw**

Deputy Shaw reported that he was not requesting any additional funding at this time. He noted that he recently received a new patrol vehicle, which was provided at no additional cost to the township under the existing contract. He stated that he would present his annual statistics for 2025 at next month’s meeting. Other than that, he had no pressing issues requiring Board action.

Deputy Shaw thanked the Trustees for retaining him for another year and acknowledged that his position is evaluated annually based on budget conditions. He commented briefly on broader community and jail-related challenges, noting that he does not expect Issue 11 to pass given current circumstances and the anticipated increase in residents with dual citizenship, which he believes may further affect outcomes.

The Trustees thanked Deputy Shaw for his service and encouraged him to stay safe.

**Zoning and Administration** - Mrs. Tuttle provided report; she first confirmed that all Trustees and department heads had the updated contact number for Jake, noting that a township phone had been issued to him.

Turning to Fire/EMS administrative matters, Mrs. Tuttle emphasized that the department’s Standard Operating Procedures are outdated and still reflect practices from a prior fire chief. She stated that updating the SOPs should be a top priority for the coming year. She also expressed concern about the number of accidents involving Fire/EMS vehicles over the past year, noting the resulting costly repairs and the need for additional training.

Mrs. Tuttle explained that the department has hired many new personnel, and she would like to become more involved in understanding staffing patterns and scheduling. She noted that several employees are approaching the annual maximum of 1,976 hours, while others have logged very few hours—some as low as 20 for the entire year. She recommended reviewing staffing distribution to understand why such disparities exist.

She also stated that the township needs to establish a formal replacement schedule for Fire/EMS vehicles and equipment, especially given the long lead times for new apparatus. While the department does have a capital fund, there is currently no structured plan for when major equipment should be replaced. She added that she is still familiarizing herself with the age and lifecycle of Fire/EMS vehicles, as her experience has been primarily with Road Department equipment.

Mr. Foley asked whether the 1,976-hour limits were being monitored.

Mr. Allen stated that they are.

Mrs. Tuttle added that they now have a clearer understanding of the hour tracking system.

Mr. Allen stated that several employees are not meeting expected work levels, while others are nearing their maximum hours. Mrs. Tuttle confirmed that five employees had already been stopped from working due to reaching the limit.

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Mrs. Tuttle then addressed departmental structure, stating that the Fire Department's organizational chart likely needs revision. She believes the department currently has too many officers and that the stipend structure and pay practices are outdated. She recommended that the organizational chart be updated later in the year in conjunction with the SOP revisions.

She also raised concerns about interdepartmental communication. She noted that staff often do not cross paths, and she is sometimes unaware when employees are out of the office. She described a recent incident in which an employee requested a master key but was unable to access an area he needed, which she viewed as a red flag regarding access control and communication.

Mrs. Tuttle stated that improved communication, updated procedures, and clearer staffing structures will be important priorities moving into the New Year noting that an employee came over earlier in the week regarding access to a locked area. And since no one else was here Mrs. Morgan unlocked the supply closet for the employee. She explained that she was unsure what the employee needed but emphasized the importance of knowing which areas staff are permitted to access when supervisors are not present. She stated that she does not want to inadvertently unlock areas that employees should not be entering.

Fire/EMS leadership clarified that the only restricted areas are the EMS supply room, the phone/modem equipment room, and the secured drug storage area. Mrs. Tuttle said she would follow up to ensure clear guidelines are established regarding when access to those areas is appropriate.

Shifting to the Road Department, Mrs. Tuttle reported that township radios will require a mid-year update, with a \$50 fee per radio. Trustees asked whether the radios were functioning properly. Road staff responded that performance is generally improved compared to the previous system, though occasional issues occur when multiple users attempt to transmit simultaneously.

Mr. Saunders asked about disposing of old radio equipment stored in the back room.

Mrs. Tuttle stated that the equipment is obsolete and not suitable for resale. She recommended preparing a list of items so the Board can pass a resolution at the next meeting authorizing disposal.

Mrs. Tuttle then raised the issue of Road Department uniforms. She explained that the township has experienced ongoing problems with Cintas and may want to consider discontinuing the service. Options include eliminating township-provided pants and supplying only shirts, or providing employees with a clothing stipend. She noted that Cintas requires a 90-day notice to terminate the contract.

Mr. Saunders suggested an initial clothing buy-in, such as purchasing each employee ten pairs of jeans or providing a first-year stipend, followed by a smaller allowance in subsequent years similar to the boot reimbursement program.

Mr. Saunders suggested an initial \$500 clothing investment per employee, followed by a \$250 annual allowance each January to replace worn or damaged jeans. He noted that the first-year cost would be comparable to the current Cintas contract, and subsequent years would save the township roughly half of what it currently spends.

Mr. Roeder commented that a stipend system would be simpler and reduce bookkeeping, similar to uniform or safety-gear stipends used in other workplaces. Under that model, employees would receive a set amount and be responsible for purchasing their own work clothing, provided they adhered to the township's dress code.

Mrs. Tuttle expressed concern that a cash stipend could be misused if employees spent the funds on non-uniform items. She preferred using a vendor account—such as the township's existing account at Rural King—to ensure accountability and proper use of township funds.

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Trustees discussed whether misuse would be detectable and how to handle situations where employees failed to purchase adequate clothing. Mrs. Pollock noted that without controls, an employee could claim they had no usable jeans mid-year because they spent their stipend elsewhere. Trustees agreed that some form of accountability would be necessary.

Chief Nangle shared how their own uniform allotment works: employees receive a set amount annually, and supervisors may inspect uniforms to ensure compliance. If an employee misuses the funds and lacks required gear, they are responsible for replacing it.

Mrs. Tuttle reiterated that the township must be able to demonstrate to residents that uniform funds are used appropriately. She stated that requiring receipts or using a designated vendor account would provide the necessary transparency.

Trustees discussed whether the township should dictate specific brands or types of jeans. Mrs. Tuttle noted that the township already has a dress code and that Rural King offers multiple acceptable brands.

Mr. Saunders suggested a process similar to the boot allowance, where employees submit receipts for reimbursement. Mrs. Tuttle noted that the boot program uses a single approved vendor, but a receipt-based system could still work for jeans if properly monitored.

Mrs. Pollock emphasized that any stipend program must include a requirement for receipts or vendor-controlled purchasing to ensure accountability.

Mrs. Tuttle confirmed that the township already has an account at Rural King, which could be used if the Board chooses that direction.

Mr. Roeder briefly discussed preferred brands and availability. Mr. Foley requested a meeting with Mrs. Tuttle to review current uniform expenditures. Mrs. Tuttle confirmed she has the information available.

Mr. Saunders noted that employees typically receive five high-visibility shirts and five cotton T-shirts with township logos, but these become worn and dirty over time. He suggested establishing a clearer schedule for replacing shirts each year so the process is not left in a gray area.

Mrs. Tuttle added that the township usually submits the cost of high-visibility shirts for reimbursement through the MORE grant program.

Mr. Foley stated that the uniform discussion should continue at a later time rather than being decided immediately.

Mrs. Tuttle then shifted to cemetery operations. She reported that the township received a request to remove an existing single-plot foundation so that a full foundation could be installed following the passing of a spouse. The township does not currently have a fee established for foundation removal, as such a request has not occurred before. She suggested that the fee might need to be doubled due to the additional labor involved.

Mr. Saunders explained that the cost depends on whether the existing foundation can be extended or whether it must be completely removed. Extending the foundation would allow the township to charge the standard rate. However, full removal would require over-excavation, forming a new box, and pouring significantly more concrete. He noted that older foundations often mushroom outward underground, making removal more difficult and labor-intensive.

Mrs. Tuttle stated that she had not yet inspected the site and could not determine whether the existing foundation is in good enough condition to extend. If full removal is required, she agreed that the township should pass the additional cost on to the family.

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Mr. Foley expressed agreement that a higher fee is appropriate when a foundation must be dug out and replaced.

Mrs. Tuttle added that the family prefers a completely new, clean foundation rather than an extension. She stated that because the township has no fee listed for this service, the Board would need to establish one by motion.

**Motion to establish a fee equal to twice the standard foundation rate for the removal of an existing foundation and the installation of a new foundation.**

**Motion to approve by Mr. Detrick**

**Second by Mr. Roeder**

**Discussion**

**Roll Call**

**Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes**

Mrs. Tuttle reported that she had distributed a draft of the new Standard Operating Procedures for the cemetery. She explained that the document is still in development as the township continues adjusting to updated responsibilities and workflows. The draft is intended for review only, and she emphasized that it is not yet ready for adoption.

She then noted that the Board does need to adopt the organizational chart for 2026, assuming the Trustees wish to continue operating under the same structure.

Mr. Detrick asked whether the organizational chart reflected any changes from the prior year.

Mrs. Tuttle explained that the only modification is the removal of the Assistant Fiscal Officer position, which had been added last year but will not be utilized in 2026. All other elements remain consistent with the structure adopted last year, including the cemetery continuing to fall under the Road Superintendent.

**Motion to adopt the proposed Organizational Chart for calendar year 2026.**

**Motion to approve by Mr. Detrick**

**Second by Mr. Roeder**

**Discussion:** Mr. Roeder stated "Well, I'll second it. But I got a question because I don't know, I mean, we're making a motion and stuff on behalf of the fire department here on their stuff. And if you guys are going to make changes, do we want to adopt that now or wait until you guys have input on your chart." Mrs. Tuttle stated this is how we're currently operating and we will amend based on how they want. And bring to you guys how they want to restructure the department. We need something going forward for the year. This is how we are operating. But then they'll make recommendations saying, hey, we want this. Which will change this chart. Chief Nangle stated; so you just add an amendment as we go into it. Mrs. Tuttle stated; absolutely, because we're not prepared. We haven't even had discussions on what it's even going to look like.

**Roll Call**

**Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes**

Mrs. Tuttle noted that the Ohio Township Association (OTA) Conference is approaching and described it as an excellent training opportunity. She stated that she will distribute conference information to all departments once the session topics are released, noting that fire-related sessions are sometimes included.

She explained that the Board will need to determine who plans to attend so that a resolution can be prepared in advance.

Mrs. Pollock asked whether registration is priced by class or by day.

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Mrs. Tuttle clarified that attendees may register by the day or purchase a full-conference pass. Costs vary depending on whether the attendee is a member. She noted that the Trustees, Mr. Smith, and she are members, while others may fall under different pricing. The conference will be held at the convention center.

She reiterated that once the list of topics becomes available, she will share it with the Board and department heads.

Mrs. Tuttle reported that the township must have a fully compliant cybersecurity plan in place by July, as required by the State of Ohio. She has been meeting with multiple vendors to understand what upgrades are necessary for township hardware, software, and network systems. She noted that the township is significantly behind current standards and will need to make substantial improvements.

One major recommendation is to transition township email from Gmail to Microsoft 365, which offers stronger security and better compliance tools. All employees will be required to use two-factor authentication, either through a personal cell phone or a township-issued authentication device.

Mrs. Tuttle explained that several township computers are still running Windows 7, which is no longer supported, and that cabling, routers, and backup systems are outdated or inconsistent. The township also lacks an IT professional to monitor systems, meaning a monthly monitoring service will be required to maintain compliance and reduce cybersecurity risks. She reminded the Board that the township has already experienced a hacking incident through a vendor email, underscoring the urgency of the upgrades.

This will be a major, high-cost project, and decisions will need to be made by February or March to ensure compliance by July.

When asked for a rough estimate, Mrs. Tuttle stated that one vendor's proposal was approximately \$78,000, depending on which components—such as cabling, computers, or phones—are included. She added that ongoing monthly monitoring could range from \$1,500 to \$2,600 per month, depending on the level of service selected.

She also noted that one vendor's quote includes a phone system upgrade, as the township's current phone system is outdated and relies on replacement parts sourced from eBay. If necessary, the phone upgrade could be postponed until later in the year, but cybersecurity items must take priority.

Mr. Detrick asked how long implementation would take once a vendor is selected.

Mrs. Tuttle responded that the timeline depends on the vendor and the options chosen, such as whether new cabling or new computers are included. She confirmed that the selected vendor will also write the township's cybersecurity plan, validate compliance with state standards, and provide ongoing monitoring. The cybersecurity plan must be completed by July 1 (or July 21, depending on final state guidance).

Mrs. Tuttle reported that she has spoken with three vendors so far—one specializing in municipalities, one with healthcare experience, and one with a broad client base. She noted that comparing proposals is difficult because some offer comprehensive services while others charge separately for each support call or service.

Trustees agreed that the best overall fit may be more important than the lowest price.

Mrs. Tuttle expects to have complete proposals and clearer direction by January.

Chief Nangle asked whether the proposals includes employee cybersecurity training.

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Mrs. Tuttle confirmed that they do. All township employees—including part-time Fire/EMS staff—will be required to complete monthly cybersecurity training modules. Fire/EMS staff noted that they already complete similar training through their current system.

Mrs. Tuttle added that the plan will require regular password changes and that employees without cell phones can use key fobs or other devices for two-factor authentication.

When asked how many email accounts the township maintains, Mrs. Tuttle reported that there are 22 total accounts, including Fire/EMS officers. She noted that Gmail requires the township to continue paying for accounts belonging to former employees for up to two years due to public records requirements. Microsoft 365 handles this differently and may reduce costs.

Mrs. Tuttle concluded by stating that cybersecurity compliance is a significant and unavoidable expense, and the township must move quickly to meet the state deadline.

Mr. Foley noted that he did not see a resolution included to add Rodger Burk as an on-call snow-removal employee and asked whether this had been addressed.

Mrs. Tuttle responded that Rodger planned to meet with the Road Department staff, including Mr. Saunders, before moving forward with a resolution. She confirmed that there is a potential candidate who could be placed on call for snowplowing duties. Mr. Foley added that having an additional person available for snow removal would naturally be helpful. Mr. Saunders agreed.

## **Fiscal Officer - Mark Smith**

Mr. Smith provided a financial overview, noting that Mrs. Pollock had distributed the fund status and appropriation status reports for review. He explained that the fund status report reflects the township's current total balance of approximately \$7 million across all funds. The appropriation status report shows what has been appropriated for 2025 and what has been spent year-to-date. The township appropriated roughly \$4.8–\$4.9 million for the year and has spent approximately \$3.36 million, or about 68% of appropriations.

He emphasized that the township typically appropriates more than it expects to spend to avoid needing supplemental appropriations later. He also noted that the current figures do not include the three major purchases that will be carried forward by purchase order: the fire truck, the EMS unit, and the Gledhill equipment.

Mr. Smith then reviewed the cash summary by fund, describing it as similar to a profit-and-loss report. The township entered 2025 with \$6.2 million in fund balances, has taken in \$4.157 million in revenue, and spent \$3.363 million, resulting in a current total of approximately \$7.053 million. He highlighted that all funds, including the Road Department, have grown—Road funds alone increased by about \$200,000 this year. He noted that in his tenure, Fire and EMS funds have never spent more than they received, allowing reserves to grow year after year.

Mr. Smith stated that Springfield Township remains financially strong. The CEDA program continues to generate roughly \$500,000 annually, contributing to the township's overall \$3–\$4 million in tax revenue. He emphasized the strength of the General Fund, which ended 2025 at approximately \$1.7–\$1.8 million. Because the General Fund is flexible, it can loan or gift money to other funds when needed, providing significant financial stability.

Mr. Saunders asked whether the arrival of Gabe's several years ago had made a noticeable financial impact.

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Mr. Foley responded that the township's CEDA check has increased slightly each year then asked about the timing of the annual CEDA payment.

Mr. Smith explained that it typically arrives in January, occasionally in early February. He noted that the payment fluctuates—one year it decreased by 15%, while the most recent year it increased by 15%. The township receives whatever amount the city calculates, and he expressed confidence in the city's accounting.

Chief Nangle asked whether the city provides an explanation for increases or decreases.

Mr. Smith stated that the township simply receives the check without a breakdown.

Mr. Smith concluded his report by noting that several resolutions were included in the meeting packet. He pointed out a resolution addressing trustee compensation for 2026, as well as a corresponding increase for the Fiscal Officer. With a light comment, he remarked that he "should have looked at that before resigning." He also noted the presence of a resolution appointing Ms. Pollock to her new position.

Mr. Smith stated that unless the Trustees had questions regarding the financial reports or the listed resolutions, he had nothing further to add.

Mrs. Pollock began by thanking staff for their cooperation as she transitions into her new role. She noted that she has been using a new stamp system to help with approval on invoices.

She reminded all departments that any new vendor must provide a W-9 before she can set them up in the accounting system. Amber maintains a list of all current vendors with W-9s on file, and staff should check with her if they are unsure whether a vendor is up to date. Mrs. Pollock has already mailed W-9 requests to most existing vendors, but some one-time or infrequent vendors may still need to be verified.

Mrs. Pollock reported that the township's Workers' Compensation premium more than doubled this year. After reviewing the issue with BWC, she identified two major causes:

1. A large claim reserve had been placed on a prior case, even though the funds were never used.
2. All Fire/EMS personnel—including paid staff—were incorrectly classified as volunteer firefighters, a category with a rate more than double that of regular township employees.

She has since corrected the classifications and amended the 2023 and 2024 reports, resulting in a refund of \$19,538. She expects an additional refund for 2025 once the final report is filed in January.

However, BWC has not yet adjusted the 2026 rate, because rates were locked in October—before the claim reserve was removed. She is continuing to challenge the rate, but BWC historically does not revise rates once set.

All credits received so far will be applied toward the 2026 premium.

Mrs. Pollock presented a safety concern regarding the wooden shelving in the back storage rooms. The shelves are sagging, and brackets are pulling from the walls. She requested new metal shelving to replace the failing units.

Mr. Roeder discussed options such as garage-style metal shelving from Lowe's. Mrs. Tuttle asked for a quote, and Mrs. Pollock clarified that two of the three storage rooms need replacement shelving.

Mrs. Tuttle added that staff are actively working through the records retention schedule, disposing of outdated materials under the recently approved resolution.

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Once unnecessary items are removed, they will reassess whether additional filing cabinets are needed.

Mr. Foley noted that township policy requires Trustee approval for purchases over \$2,500, but this may not always be consistently followed. He recommended formalizing the policy through a resolution.

Mrs. Tuttle agreed that a comprehensive purchasing policy resolution should be drafted, as additional details need to be included. Trustees agreed to address this early in 2026.

Mr. Smith asked about supplemental appropriations for the fire truck. Mrs. Tuttle explained that the township previously approved the purchase by motion, but never passed a required resolution. This must be corrected.

A special meeting will be scheduled before year-end to adopt the proper resolution and finalize the purchase order.

Trustees confirmed their availability for an emergency meeting if needed.

## OLD BUSINESS

None

## NEW BUSINESS

Mrs. Tuttle added that any special meeting held before year-end would also be used to finalize the township's insurance.

### Resolution: 2025-128

#### Approval of 2025 Highway System Mileage Certification

**BE IT FURTHER RESOLVED** by the Township Trustees to approve the attached 2025 Springfield Township Highway System Mileage Certification. The Township will be responsible for maintaining 74.755 miles of Public roads.

Motion to approve by Mr. Detrick

Second by Mr. Roeder

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

### Resolution: 2025-129

#### A Resolution to Remove a Firefighter from the Township Fire Department for Failure to Complete Required Training

**WHEREAS**, the Springfield Township Fire Department establishes minimum training standards required for all firefighters to ensure competency, readiness, and compliance with state and departmental regulations; and

**WHEREAS**, Mickael Ray was notified upon hire that completion of Firefighter I was a mandatory condition of continued service; and

**WHEREAS**, firefighter Mickael Ray withdrew from class and did not complete the required training, despite receiving adequate notice and opportunity to do so; and

**WHEREAS**, failure to complete required training places the firefighter, fellow personnel, and the public at risk and constitutes noncompliance with departmental standards; and

**NOW, THEREFORE, BE IT RESOLVED** that the Springfield Township Board of Trustees hereby removes Mickael Ray from active service as a firefighter with the Springfield Township effective immediately and the Fire Chief or designee is directed to update department records and notify the firefighter of this action in writing.

Motion to approve by Mr. Detrick

Second by Mr. Roeder

Discussion **Mr. Detrick asked if Chief was good with this. Chief responded but was unable to be heard on recording.**

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

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**Resolution: 2025-130**

**A RESOLUTION ESTABLISHING COMPENSATION FOR THE FISCAL OFFICER AND BOARD OF TRUSTEES PURSUANT TO THE OHIO TOWNSHIP ASSOCIATION 2026 COMPENSATION CHART**

**WHEREAS**, the Ohio Township Association has published the 2026 Compensation Chart establishing salary and daily rate guidelines for township officials; and

**WHEREAS**, the Board of Trustees of Springfield Township desires to formally adopt compensation rates consistent with said chart for the Fiscal Officer and Trustees;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Springfield Township, Clark County, that:

1. **Fiscal Officer Compensation**
  - o The annual salary of the Fiscal Officer shall be **Thirty-One Thousand Eight Hundred Thirty-Six Dollars (\$31,836.00)** effective January 1, 2026.
2. **Trustee Compensation**
  - o Trustees whose term of office began **prior to September 30, 2025** shall receive a daily rate of **One Hundred One Dollars and Thirty-One Cents (\$101.31)**.
  - o Trustees whose term of office began **on or after September 30, 2025** shall receive a daily rate of **One Hundred Four Dollars and Fifty-Five Cents (\$104.55)**.

**BE IT FURTHER RESOLVED** that this resolution shall take effect and be in force from and after January 1, 2026.

Motion to approve by Mr. Detrick

Second by Mr. Roeder

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

**Resolution: 2025-131**

**RESOLUTION AUTHORIZING AN HOURLY PAY INCREASE FOR GAVIN VANMETER**

**WHEREAS**, Gavin Vanmeter has transitioned from the position of Emergency Medical Technician to the position of Paramedic as of 12/9/2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Springfield Township Board of Trustees that the hourly rate of pay for Gavin VanMeter be increased to nineteen dollars (\$19.00) per Resolution 2025-123. This pay increase shall take effect on the **first day of the next pay period following approval of this resolution**.

Motion to approve by Mr. Detrick

Second by Mr. Roeder

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

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Resolution: 2025-132

A RESOLUTION APPOINTING A FISCAL OFFICER TO FILL AN UNEXPIRED TERM

WHEREAS, a vacancy will exist after December 31, 2025, in the office of Springfield Township Fiscal Officer due to the unexpired term of Mark Smith; and

WHEREAS, pursuant to Ohio Revised Code §507.01, the Springfield Township Board of Trustees has the authority to appoint a qualified individual to fill such vacancy; and

WHEREAS, the Board of Trustees finds it to be in the best interest of Springfield Township to appoint Beverly Pollock to serve as Fiscal Officer for the remainder of said unexpired term.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Springfield Township, Clark County, that Beverly Pollock is hereby appointed as Springfield Township Fiscal Officer to fulfill the remainder of the unexpired term of Mark Smith, effective January 1, 2026.

BE IT FURTHER RESOLVED that Beverly Pollock shall be sworn into office on January 5, 2026, and shall perform all duties as required by law.

Motion to approve by Mr. Detrick
Second by Mr. Roeder
Discussion
Roll Call
Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

Resolution: 2025-133

RESOLUTION AUTHORIZING AN HOURLY PAY INCREASE FOR AUSTIN VOSHALL

WHEREAS, Austin Voshall has transitioned from the position of Emergency Medical Technician to the position of Paramedic as of 12/19/2025.

NOW, THEREFORE, BE IT RESOLVED by the Springfield Township Board of Trustees that the hourly rate of pay for Austin Voshall be increased to nineteen dollars (\$19.00) per Resolution 2025-123. This pay increase shall take effect on the first day of the next pay period following approval of this resolution.

Motion to approve by Mr. Detrick
Second by Mr. Roeder
Discussion
Roll Call
Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

Resolution: 2025-134

RESOLUTION APPOINTING KATHRYN RYAN SCHILKE TO CEDA PLANNING COMMISSION

WHEREAS, Robert Moore, appointed on November 12, 2024, has resigned to due to health reasons, leaving the unexpired term ending December 28, 2027;

NOW, THEREFORE, BE IT RESOLVED by the Springfield Township Board of Trustees to appoint Kathryn Ryan Schilke to the vacant position effective immediately, for the unexpired term ending December 28, 2027, to serve the remainder of Robert Moore's term.

Motion to approve by Mr. Detrick
Second by Mr. Roeder
Discussion
Roll Call
Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

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### OPEN TO THE PUBLIC

Mr. Foley opened the meeting to the public and read the rules advising of a three minute limit. None were present.

### CLOSING REMARKS BY TRUSTEES

Mr. Roeder stated the only thing I got to say is, Mark, it's been a pleasure working with you. Good Luck in the future.

Mr. Smith stated Thank you, John. Well, thank you. It's been a pleasure working here. I enjoy it. All the people that had an opportunity to work with and be a part of their lives, it's been great. And Bev's going to do a wonderful job. I mentioned to Jennifer, really an opportunity for the township now to kind of up its game with the internal staff you have in place. So it's a great opportunity. But thank you.

Mr. Foley stated I'll thank Mark also. And welcome Bev and everybody have a happy holiday and be safe and Merry Christmas.

The special general purpose meeting will be held Monday, January 5, 2026. Mr. Foley stated that the time is left open here. Mrs. Tuttle stated what works for everybody? I don't know that we have the time, but that would be to swear Bev in and then any other things that come up that we need to do before the 13th. It's a Monday, Dan, so I didn't know what works. Mr. Detrick stated 8 am works for him if it works for everyone else.

Mr. Foley asked for a motion to have a special general purpose Meeting on Monday, January 5, 2026 at 8:00am

Motion to approve by Mr. Roeder

Second by Mr. Detrick

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

### MOTION TO ADJOURN

Motion to approve by Mr. Roeder

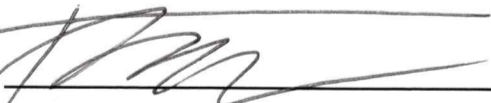
Second by Mr. Detrick

Discussion

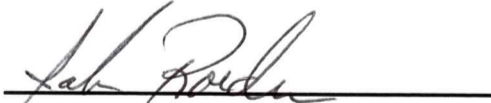
Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

### Board Certified



Tim Foley, Trustee

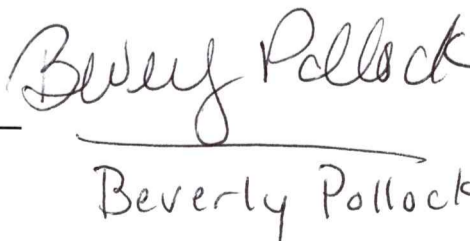


John Roeder, Trustee



Dan Detrick, Trustee

Mark Smith, Fiscal Officer



Beverly Pollock