

**Montville Township Trustees
January 2, 2012 Special Meeting**

Present:

Trustee Ron Bischof
Trustee Jeff Brandon
Trustee Sally Albrecht
Fiscal Officer Mary Pawlowski
Zoning Inspector Judy Emrick
Police Chief Terry Grice

Also Present:

Glenn Wojciak, The Post

Trustee Bischof opened the special meeting of the Montville Township Trustees, which came to order at 10:00 a.m. The Pledge of Allegiance was recited. Trustee Bischof offered a prayer.

Trustee Bischof thanked Jeff Shuran for his contributions to the township. Trustee Bischof turned the meeting over to Fiscal Officer Pawlowski.

Fiscal Officer Pawlowski requested, and **Trustee Brandon made a motion nominating Trustee Bischof as Chairman of the Board of Trustees for 2012. Trustee Albrecht seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Fiscal Officer Pawlowski turned the meeting over to Trustee Bischof.

Trustee Albrecht made a motion nominating Trustee Brandon as Vice Chairman for the Board of Trustees for 2012. Trustee Bischof seconded the motion. The motion was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Brandon moved Resolution 010212.01 setting the Trustees Meetings for 2012 as the second and fourth Tuesdays of each month at 7:30 p.m. Trustee Bischof seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Bischof moved Resolution 010212.02 setting the areas of responsibility and backups for the Trustees in 2012 as follows:

Police	Trustee Jeff Brandon
	Trustee Sally Albrecht (backup)
LST/Fire	Trustee Jeff Brandon
	Trustee Sally Albrecht (backup)
Roads	Trustee Ron Bischof
	Trustee Jeff Brandon (backup)
Cemetery	Trustee Sally Albrecht
	Trustee Ron Bischof (backup)
Utilities	Trustee Sally Albrecht
	Trustee Ron Bischof (backup)

Zoning **Trustee Sally Albrecht**
 Trustee Jeff Brandon (backup)
Administration Building
 Trustee Sally Albrecht
 Trustee Ron Bischof (backup)
Rental Manager
 Paul Jeffers
 Trustee Jeff Brandon (backup)
Parks - **Trustee Ron Bischof**
 Trustee Sally Albrecht (backup)
Economic Development
 Trustee Jeff Brandon
 Trustee Sally Albrecht (backup)

Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 010212.03, in accordance with the Ohio Revised Code Section 121.22, adopting the Notice of Special Meetings, Schedule of Public Meetings, rules for the Notification of Meetings to the Public and news Media and Open Meetings Sunshine Law. Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Brandon moved Resolution 010212.04 adopting the Administration Building Rental and Cemetery Fees for 2012. Trustee Bischof seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 010212.05 approving the 2012 Zoning Certificate Fees and Services Schedule (attached). Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 010212.06 setting the compensation for the Members and Alternates of the Montville Township Board of Appeals and Zoning Commission at \$35.00 per meeting. Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 010212.07 authorizing the Zoning Inspector or Field Assistant and Trustee Chairman Bischof or Trustee Albrecht to sign lot splits and lot combinations for 2012. Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Brandon moved Resolution 010212.08 hiring Robert Sackett and setting the compensation at \$135.00 per month for cleaning services ending in January 2013. Trustee Bischof seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Brandon moved Resolution 010212.09 setting a Blanket Certificate Policy to issue certificates without a limit and to expire by December 31, 2012. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 naves and 0 abstentions.

Trustee Albrecht moved Resolution 010212.10 setting temporary appropriations for \$5,000,000 effective January 1, 2012. Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Brandon moved Resolution 010212.11 approving the Fiscal Officer to request all tax advances for 2012 from the Medina County Auditor. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Brandon moved Resolution 010212.12 setting the reimbursements rates for meals during travel to the maximum of forty dollars (\$40.00) per day when detailed receipts are provided; mileage rate as allowed by the IRS for travel outside of the county; and reimbursement for lodging at reasonable rates for the area. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 010212.13 deducting from employees pay each month for insurance benefits as follows:

- **Hospitalization: Family Plan \$50.00 and Single Plan \$20.00**
- **Dental: Family Plan \$12.00 and Single Plan \$7.00**
- **Vision: Effective 1/1/12 2/28/12 Family Plan \$12.00/month and Single Plan \$7.00/month; Effective 3/1/12 renewal Family Plan 15.22/month and Single Plan \$6.73.**

Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Brandon moved Resolution 010212.14 expending funds for the proper public purpose of providing refreshments and beverages such as tea, coffee, coffee additives, pop, bottled water, and paper products for use in the Administration Building. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Brandon moved Resolution 010212.15 re-hiring all township employees for 2012. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 010212.16 setting employees classified as part-time can work up to a maximum of 1,500 hours per year. Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Brandon moved Resolution 010212.17 setting hourly wage increases for employees not affected by the Police Collective Bargaining Agreement at 2.0% per hour except those employees listed below with everything else to remain the same as 2011.

- **Chris Kosman:** +\$1.50/hour
- **Bonnie Schwehm** +\$.65/hour; \$.35 per line for minutes
- **Paul Jeffers** +\$1.40/hour
- **Brandon Steidl** +\$1.00/hour
- **Chief Terry Grice** +\$7,617/year with no longevity or education; \$750 uniform and \$40.00/month for phone.

Trustee Albrecht seconded the Resolution. In discussion, Fiscal Officer Pawlowski explained that the increases that are beyond the 2% increase are to put the wages in line to where they belong. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Albrecht moved Resolution 010212.18 setting the Fiscal Officer and Trustees increases as allowed by the ORC. Trustee Brandon seconded the Resolution. In discussion, Fiscal Officer Pawlowski advised that the increase is zero. **The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Brandon moved Resolution 010212.19 authorizing the Fiscal Officer to adjust departmental funds as needed during the year 2012. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Brandon moved Resolution 010212.20 setting the 2012 maximum reimbursement of \$2,000.00 per employee from the police fund for police officer educational reimbursement to a maximum of \$5,000 for this fund. Trustee Albrecht seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 010212.21 allowing the Montville Township Fiscal Officer to handle all township investments. Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Albrecht moved Resolution 010212.22 appointing Fran Eden to the Montville Township Board of Zoning Appeals for a term of five (5) years ending in January 2017. Trustee Brandon seconded the Resolution. The Resolution was passed, 3 ayes, 0 nays and 0 abstentions.

Trustee Bischof moved Resolution 010212.23 permanently transferring in 2011: \$10,050 from the General Fund #1000 to Police Fund #2081 to correct the posting of monies received for the 2011 juvenile program. Trustee Brandon seconded the motion. In discussion, Fiscal Officer Pawlowski the \$50 fines are actually reimbursement to help fund this program. This money for the whole year needs to be transferred back to the Police Fund, which offsets what the expenses were. **The motion was passed, 3 ayes, 0 nays and 0 abstentions.**

Trustee Brandon reported his conversation with Andy Conrad from the Medina County Engineers Office. It appears that we will be receiving funding OPWC Issue One money for the Cobblestone intersection improvement. Trustee Brandon plans to meet with Bill Thorne and also Mike Kovack if needed to set up the assessment. Because of the way the State issues that money, we won't be able to get started on it until after July

1st. The plans will need to be updated; Dave Lewis has already been contacted since he had done the initial drawings for the intersection.

At 12:17 p.m. Trustee Bischof adjourned the meeting.

Respectfully submitted,

Elaine Klafczynski

Approved by:

Date

Attested:

Date: