

**Wayne Township Board of Trustees
First Organizational Meeting
January 3, 2015**

Call to Order: Carl Ritter at 10:30 a.m.

Roll Call: Carl Ritter, Harold Grosnickle, Warren Walker, Sandra Borchers

Guests: Sue Allen, Chief David Moulden

Prayer & Pledge: Waived

01032015-01: Carl Ritter moved to approve all Then & Now Certificates.

2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

01032015-02: Carl Ritter moved to pay all bills.

2nd by Warren Walker

Vote: CR, WW, HG All Aye Motion Carried

01032015-03: Carl Ritter moved to nominate Warren Walker to serve as Chairman of the Wayne Township Board of Trustees.

2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

01032015-04: Carl Ritter moved to nominate Harold Grosnickle to serve as Vice Chairman of the Wayne Township Board of Trustees.

2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

01032015-05: Warren Walker moved to appoint Harold Grosnickle to oversee and maintain Roads for 2015. The Board decided that the Paving Project is to be handled by Carl Ritter.

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-06: Harold Grosnickle moved to appoint Warren Walker to oversee the Zoning Department for 2015.

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-07: Warren Walker moved to appoint Carl Ritter to oversee and act as sexton for the cemeteries for the year 2015.

2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

01032015-08: Harold Grosnickle moved to nominate Carl Ritter as the Trustee to serve on the Woodville Cemetery Joint Maintenance Board for 2015.

2nd by Warren Walker

Vote: CR, WW, HG All Aye Motion Carried

01032015-09: Warren Walker moved to bid out roads, patching and gravel as needed in the first half of 2015.

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-10: Warren Walker moved to nominate Harold Grosnickle to serve as liaison to the WTRF.

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-11: Harold Grosnickle moved to have all mileage reimbursement for Board Officials outside of the Township limits for Township business. Zoning mileage includes inside the Township limits on business. Rate conforms to IRS rate of 0.575 cents per mile.

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-12: Carl Ritter moved that the Township pay periods for hourly employees will be on a 14 day pay period, including Chief and Deputy Chief.

2nd by Warren Walker

Vote: CR, WW, HG All Aye Motion Carried

01032015-13: Warren Walker moved that the completed time cards and sheets have totals turned in by Monday at 10:00 a.m. at the Township Hall following the 14 day pay period.

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-14: Harold Grosnickle moved that all hourly and salary checks must include breakdown and will be distributed by 12 noon, Thursday following end of pay period.

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

- Note: Fiscal Officer will have checks to sign each Wednesday after 4:00 p.m. for wages and payment of bills.

01032015-15: Warren Walker moved to pay all Maintenance and Cemetery employee checks out of Road & Bridges, Cemetery and General Funds on a pro rate basis. Carl Ritter amended to add Fire & EMS.

2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

01032015-16: Carl Ritter moved that all monthly Regular Meetings will be held on the 1st Monday of each month, and accept the following schedule. Meetings will be held at 6320 State Route 133, (Township Hall) beginning at 7:00 p.m. Zoning, Special Meetings, Emergency Meetings and Work Sessions will be scheduled as needed.

- January 16th @ 6 p.m., February 2nd, March 2nd, April 6th, May 4th, June 1st, July 6th, August 3rd, September – to be determined based on Labor Day Holiday, October 5th, November 2nd, and December 7th.

2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

01032015-17: Carl Ritter moved to have 2nd meetings every other odd numbered month on the 3rd Monday for the purpose of a Work Session and Budget and any other business without a public portion at 7:00 p.m.

2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

01032015-18: Carl Ritter moved to authorize and hire on an Emergency basis contract labor: Cemetery at \$13.00/hr., Roads \$13.00/hr. when full time employees are not available or assistance is needed.

2nd by

Vote: CR, WW, HG All Aye Motion Carried

01032015-19: Harold Grosnickle moved to approve Temporary Appropriations as follows.

General Fund: \$20,000.00

Fire Fund: \$30,000.00

Motor Vehicle License: \$3,000.00

Gasoline Tax: \$3,000.00

Road & Bridges: \$10,000.00

Perm. Motor Vehicle License: \$2,000.00

Ambulance & EMS: \$32,000.00

Cemetery: \$8,000.00

Zoning: \$3,000.00

Sp. Levy Squad: \$4,000.00

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-20: Harold Grosnickle moved to allow the Fire & Rescue Chief to incur expenses for Repairs and Supplies (per purchase) as necessary without Board approval of up to \$1,000.00. New items over \$1,000.00 must have a Board approval, expenses made, to notify the Board at the next Regular Meeting

2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-21: Harold Grosnickle moved that the members of the WTFR be allowed to attend the following conference during the 2015 Expo, scheduled for 9/16-9/18. Cost not to exceed \$2,500.00

2nd by Warren Walker

Vote: CR, WW, HG All Aye Motion Carried

01032015-22: Carl Ritter moved that the members of the WTRF attend the following Fire Expo in Indianapolis not to exceed \$500.00.
2nd by Warren Walker

Vote: CR, WW, HG All Aye Motion Carried

01032015-23: Harold Grosnickle moved to adopt written motion for clarification of Health, Life Insurance eligibility as stated during last meeting on 12/31/2014: "Harold Grosnickle moved for the Township to reimburse out of pocket expenses for insurance when an employee opts out of the Township health insurance plan, including Employee, Employee's spouse and children, not to exceed 80% of the cost that would be incurred to insure the Employee, Spouse and/ or Children under the Township health insurance plan. A suggested change to your health insurance reimburse arrangement (HRA), to simplify your claims and reimburse practices would be this: "the Township will amend the Direct Pay HRA to reimburse up to \$1,000.00 per person and up to a maximum of \$3,000.00 per family for expenses qualified under Section 213D of the IRS code for any employees/spouses/children covered under the Township health insurance plan."
2nd by Warren Walker

Vote: CR, WW, HG All Aye Motion Carried

01032015-24: Carl Ritter moved to go into Executive Session at 11:04 a.m. under ORC 121(G)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.
2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

- The purpose of the Executive Session was to review employee wages and job changes.

01032015-25: Harold Grosnickle moved to resume Regular Session at 11:20 a.m.
2nd by Warren Walker

Vote: CR, WW, HG All Aye Motion Carried

- Purpose of the Executive Session: 2015 pay raises for WTRF and Maintenance Employees.

01032015-26: Harold Grosnickle moved to permit the Fiscal Officer to pre-register 3 Trustees, 1 Guest and 1 Clerk for the Winter Conference attendance.
2nd by Warren Walker

Vote: CR, WW, HG All Aye Motion Carried

01032015-27: Harold Grosnickle moved to authorize the Clerk to make room reservations, (4) for one evening for Winter Conference 2015. If necessary.
2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-28: Carl Ritter moved that all monies under \$1,000.00 received by Township Fiscal Officer be deposited within 48 hours upon receipt per business days. Over \$1,000.00 shall be deposited within 24 hours per business days. Fire Chief will handle WTRF.
2nd by Harold Grosnickle

Vote: CR, WW, HG All Aye Motion Carried

01032015-29: Harold Grosnickle moved that the Zoning truck be used by any Township employee for Township business. Gas to be paid out of General Fund.
2nd by Carl Ritter

Vote: CR, WW, HG All Aye Motion Carried

01032015-30: Harold Grosnickle moved to establish a Budget Committee comprised of 3 Trustees, 1 Fiscal Officer, and 2 other persons (Sue Allen & Chief Moulden) to review on a quarterly basis.

2nd by Carl Ritter

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-31: Carl Ritter moved to accept the wages for 2015 employees as attached.

2nd by Harold Grosnickle

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-32: Carl Ritter moved to approve 2015 salary wages for Jason Browning at \$21.70/hr.

2nd by Warren Walker

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-33: Warren Walker moved to approve monthly cell phone bills be reimbursed for Township employees using for Township business not to exceed \$40.00.

2nd by Carl Ritter

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-34: Warren Walker moved to implement Electronic Signatures on Payroll and Purchase Orders. Bills will be provided to Trustees for review on the 2nd Wednesday of every month. Fiscal Officer to research on-line payments.

2nd by Carl Ritter

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-35: Harold Grosnickle moved to utilize electronic signatures of Board of Trustees

2nd by Carl Ritter

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-36: Harold Grosnickle moved to accept the WFR employee evaluations submitted by Chief David Moulden.

2nd by Carl Ritter

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-37: Harold Grosnickle moved to accept the WFR inventory submitted by Chief David Moulden.

2nd by Warren Walker

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-38: Harold Grosnickle moved to accept Sue Allen and Jason Jewett for the Volunteer Fire Fighter Dependent Fund Board.

2nd by Carl Ritter

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-39: Jason Ritter moved to approve the minutes from December 8 and December 12, with corrections to be made.

2nd by Harold Grosnickle

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-40: Carl Ritter moved to go into Executive Session at 11:04 a.m. under ORC 121(G)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.

2nd by Warren Walker

Vote: CR, WW, HG

All Aye

Motion Carried

- The purpose of the Executive Session was to review employee wages and job changes.

01032015-41: Carl Ritter moved to resume Regular Session at 2:14 p.m.

2nd by Warren Walker

Vote: CR, WW, HG

All Aye

Motion Carried

- Purpose of Executive Session: Compensation was decided for comp time, sick time and vacation time for full-time employees on the amount carried over and earned during 2015. Adjustments to be made in Employee Handbook for full time employees.

01032015-42: Harold Grosnickle moved to approve hiring an architect for Community Center.

2nd by Warren Walker

Vote: CR, WW, HG

All Aye

Motion Carried

01032015-43: Warren Walker moved to adjourn at 2:30 p.m.

2nd by Carl Ritter

Vote: CR, WW, HG

All Aye

Motion Carried

Warren Walker, Chairman

Harold Grosnickle, Vice Chairman

Carl Jason Ritter, Trustee

Sandra Borchers, Fiscal Officer