

Trustee Meeting – January 08, 2018

Oath of Office: Trustees Randy Wilburn and Ed Dean were sworn in by Fiscal Officer Kristy Richards for their term commencing on January 1, 2018.

The Board of Deerfield Township Trustees met for a combined Organizational Meeting and Regular Meeting on Monday, January 08, 2018, at 7:00pm, with Trustees Mark Bann, Charles “Ed” Dean and Randy Wilburn present. Chairman Dean opened the meeting with the Pledge of Allegiance. Randy made a motion to dispense with the reading of the previous meeting and approve them as written. Mark seconded the motion and the roll call vote was as follows:

Mr. Wilburn	Yes
Mr. Bann	Yes
Mr. Dean	Abstained Since Absent

Ed moved to accept the December 2017 financial reports as submitted. Randy seconded the motion and the roll call vote was unanimous.

The meeting was turned over to the Fiscal Officer who called for nominations for Chairman for a period of either one or two years. Mark nominated Randy Wilburn for Chairman for a period of one year. Mark moved to close the nominations. Ed seconded the motion and the roll call vote was unanimous. The Fiscal Officer called the roll for each member’s vote for Chairman. Mark voted for Randy Wilburn; Ed voted for Randy Wilburn and Randy voted for Randy Wilburn. Mr. Wilburn duly elected as Chairman for a period of one year.

The Fiscal Officer called for nominations for Vice Chairman for a period of either one or two years. Mark nominated Ed Dean as Vice Chairman for a period of one year. Mark made a motion to close the nominations. Randy seconded the motion and the roll call vote was unanimous. The Fiscal Officer called the roll for each member’s vote for Vice Chairman. Mark voted for Ed Dean; Ed voted for Ed Dean; Randy voted for Ed Dean. Mr. Dean duly elected as Vice Chairman for a period of one year. The Fiscal Officer then turned the meeting over to the Chairman.

Communications Received:

- Portage County Courthouse will be holding a status conference at the end of January regarding the ballfield lawsuit.

Day, Time and Place of Meetings: Mark Bann moved to adopt **Resolution No. 17-01**, thereby, to hold the Trustee meetings on the second and fourth Monday of each month, at 6:00pm, at the Deerfield Town Hall located at 1450 St. Rt. 14, Deerfield, OH 44411.

Ed Dean seconded the motion and the roll call vote was as follows:

Mr. Bann	Yes
Mr. Dean	Yes
Mr. Wilburn	Yes

Adopted: January 08, 2018.

Rate of Pay: Mark Bann moved to adopt **Resolution No. 17-02**, thereby to increase all township employee rates by 1% across the board, resulting as follows:

(A) Fire Chief	\$757.50 per hour
(B) Class 4 EMR	8.92 per hour
(C) Fire Dept. EMT-B	10.31 per hour
(D) Fire Dept. EMT-I	11.26 per hour
(E) Fire Dept. Paramedic	11.98 per hour
(F) EMS Coordinator	11.44 per hour
(G) Road Superintendent	20.12 per hour
(H) Buildings & Grounds Supt.	16.80 per hour
(I) Part-Time Help	10.43 per hour
(J) Cemetery Sexton	20.12 per hour

Randy Wilburn seconded the motion and the roll call vote was as follows:

Mr. Bann	Yes
Mr. Wilburn	Yes
Mr. Dean	Yes

Adopted: January 08, 2018.

Bonds: Ed made a motion to maintain the present \$5,000 bond for the Road Superintendent and Asst. Road Supt., Bldgs. & Grounds. Randy seconded the motion and the roll call vote was unanimous.

Employment Policy: Full-time employees are offered health insurance. The Township will pay 90% of the premiums and the employee will pay 10% of their premiums through March 1. Ed made a motion to accept these changes through March 1 at renewal. Ed Dean seconded the motion and the roll call vote was unanimous.

Mark made a motion to set vacation time for the Road Supt./Cemetery Sexton and Asst. Road Supt., Bldgs. & Grounds as two (2) weeks per year, with the year ending December 31st. Vacation time will increase to 3 weeks per year after employed 10 years. Randy seconded the motion and the roll call vote was unanimous.

Employment Policy (Continued):

Mark moved to maintain the comp time for the Road Supt. and Asst. Road Supt., Bldgs. & Grounds as one and one-half hours of comp time for every hour of overtime logged and pay, on a quarterly basis, any hours over 24 hours logged. Ed seconded the motion and the roll call vote was unanimous.

Mark made a motion to maintain the following paid holidays: New Year’s Day; Martin Luther King Day (another day can be taken in lieu of this day); Presidents Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Columbus Day; Thanksgiving Day; and Christmas Day. The Road Supt. and Asst. Supt., Bldgs. & Grounds are have been granted their birthday as an additional paid holiday. However, Mark made as part of his motion to remove their birthdays as an additional paid holiday. Full-time employees are eligible for the above paid holidays. Ed seconded the motion and the roll call vote was unanimous.

Ed made a motion to require the Road Supt., the Asst. Road Supt., Bldgs. & Grounds, and the Fire Chief to submit written monthly reports at the first meeting of each month or be in attendance. Mark seconded the motion and the roll call vote was unanimous.

Mark made a motion to grant the Road Supt. and Asst. Road Supt., Bldgs. & Grounds 3 sick days per year, with an additional 5 sick days per year if hospitalized. If all sick days are not used during the year they will not accumulate from one year to the next year. Randy seconded the motion and the roll call vote was unanimous.

Mileage Reimbursement: Ed made a motion to pay \$0.54 per mile reimbursement for mileage. Mark seconded the motion and the roll call vote was unanimous.

Inventory Date: Mark made a motion to set the inventory date as January 25, 2018. Ed seconded the motion and the roll call vote was unanimous.

Cemetery Fees: Ed Dean made a motion to adopt **Resolution No. 17-04**, thereby, to maintain the present cemetery fees as follows:

Cemetery Lots:	
Residents	\$200.00 (Single Grave)
Non-Residents	\$675.00 (Single Grave)
Burials:	
Residents	\$200.00*
Non-Residents	\$400.00*
Infant Resident	\$ 50.00
Infant Non-Resident	\$ 60.00
Cremation – Resident	\$100.00
Cremation – Non-Resident	\$150.00

Vault Burials after 3:00pm will be charged an additional \$100.00*

Cemetery Fees (Continued):

\$200.00 additional for Saturday Burials
\$250.00 additional for Sunday and Holiday Burials

Foundation Fees: \$ 75.00 per square ft.

Mark Bann seconded the motion and the roll call vote was as follows:

Mark Bann	Yes
Ed Dean	Yes
Randy Wilburn	Yes

Adopted: January 08, 2018

Ambulance Fees: Mark Bann moved to adopt **Resolution No. 17-05**, thereby, to maintain the ambulance fees, effective immediately as follows:

1. Resident & Non-Resident – Basic Life Support \$650.00
2. Resident & Non-Resident – Advance Life Support I \$700.00
3. Resident & Non-Resident – Advance Life Support II \$750.00
4. Resident & Non-Resident – Non Transport \$200.00
5. Resident & Non-Resident – Mileage Charge (Loaded) \$12.00 per mile

Mutual Aid to the following townships shall be soft-billed the same as Deerfield Township residents: Atwater Twp.; Berlin Twp.; Edinburg Twp.; and Palmyra Twp.

Ed Dean seconded the motion and the roll call vote was as follows:

Mark Bann	Yes
Ed Dean	Yes
Randy Wilburn	Yes

Adopted: January 08, 2018.

Town Hall Rental Fees: Mark Bann moved to adopt **Resolution No. 17-06**, thereby, to change the Town Hall Rental fees as follows:

Sunday through Saturday:

Deerfield Residents	
0-50 People	\$100.00
51-100 People	\$175.00
101-200 People	\$300.00
Non-Residents	
0-50 People	\$200.00
51-100 People	\$350.00
101-200 People	\$500.00

*No organizations during the months of May through August and December will be permitted to use the Deerfield Town Hall free of charge on Saturdays without prior approval from the Deerfield Township Trustees. There will be a minimum charge of \$200 for events held by organizations held on Saturdays with prior approval. Without prior approval, Deerfield residents will be charged \$600 and non-residents will be charged \$750.

All rentals require a minimum \$250 refundable deposit which will be returned after 14 days. There will be a minimum of \$50 (up to \$250) withheld from the deposit for cleaning if hall is not cleaned after rental. Wedding receptions and fundraisers will require a minimum deposit of \$750. No confetti, hay, straw, open flame candles, glitter or livestock will be permitted effective immediately.

The new pricing and rules above will be effective for new rentals, effective January 08, 2018. Prior rentals made will be honored at the previously quoted pricing. Also, the individual renting the Deerfield Town Hall must be in attendance during the entire event.

Ed Dean seconded the motion and the roll call vote was as follows:

Mark Bann	Yes
Ed Dean	Yes
Randy Wilburn	Yes

Adopted: January 08, 2018.

Fire Department Expense Reimbursement Pool: Ed Dean made a motion to adopt **Resolution No. 17-07**, thereby, to maintain the fire department expense reimbursement pool of \$12,000.00

Mark Bann seconded the motion and the roll call vote was as follows:

Mark Bann	Yes
Ed Dean	Yes
Randy Wilburn	Yes

Adopted: January 08, 2018.

Ambulance Lease Payments: Ed Dean made a motion to adopt **Resolution No. 17-08**, thereby, to pay the final 2018 lease payment on the 2012 Ford Ambulance on March 27, 2018 for \$19,675.00. Mark seconded the motion and the roll call vote was as follows:

Mark Bann	Yes
Ed Dean	Yes
Randy Wilburn	Yes

Adopted: January 08, 2018.

Fire Department:

Brian asked the Trustees for approval for up to six (6) people to attend the Mahoning County Fire Chief's Association (MCFCA) symposium for a two day course at a cost of \$50 each, or \$300.00. Ed made the motion to pay these costs for them to attend. Mark seconded the motion and the roll call vote was unanimous.

Brian Allison submitted a written report for the fire department on activity since the last meeting, of which 4 runs were made. The fire department ran a total of 430 calls in the 2017 year.

Brian made a recommendation to purchase a garage door opener for the new building as an alternative way to enter this building since the north and west door give them problems going in and out during various weather conditions. Ed made a motion to purchase a garage door opener from H&W Door. Mark seconded the motion and the roll call vote was unanimous.

Brian reported there is no heat in the new building since the furnaces will not light. The Trustees indicated they will purchase an electric heater for the office. The Trustees will have the road department move the pad in front of the door to see if that relieves the pressure.

The ambulance needs repaired. They have been quoted \$165 for the cover for the front of the ambulance. The Trustees will get a quotation for a manual dump this week.

Brian indicated his goals for the 2018 year are to get new gear for the department at a cost of approximately \$20,000 and look into a 2nd ambulance.

Buildings & Grounds: The chapels at the cemeteries have been very icy & having trouble opening and closing the doors due to the weather conditions.

Road Department: The road department will be ordering salt from Cargill in the upcoming weeks.

New Business: The Trustees had a brief discussion on the septic applications for replacements supplemented by the County. The Trustees will bring the applications in and leave in the Clerk's office.

The County also has a program to supplement for home repairs for low income families such as furnace, hot water tank repairs, etc. The monies will be available soon in the upcoming year.

The following bills were presented for Trustees' inspection and approval: See Payment Listing attached.

With no further business to discuss, Mark made a motion to adjourn the meeting and pay these bills. Ed seconded the motion and the roll call vote was unanimous.

Meeting adjourned at 7:50pm.

Chairman

Fiscal Officer