

MINUTES OF MEETING OF RANDOLPH TOWNSHIP TRUSTEES AND CLERK

Special organizational meeting Tuesday, January 03, 2006, 7:30 p.m. Randolph Senior Center

Chairman Lang opened the meeting with the pledge & explained its purpose, the Fiscal Officer then asked for nominations for chairman, (present 3 trustees, Fiscal Officer, B Carter, B Murphy, C & C Haught, G Klag, C Klodt, M Klodt, J Lang, K Steiner, G Harrison, B Seigferth, B Moledor, L Klodt, H Mangold, D Kolasky, C Eyre, N Reynolds, D Rodenbucher) Horning nominated Lang, Klodt seconded, RCV 3 yes. Lang nominated Horning vice chairman, Klodt seconded, RCV 3 yes.

Lang moved to hold the meetings at 7:30 p.m. unless advertised on the sign board and the Record Courier otherwise on the 2nd and 4th Thursdays, Homing seconded, RCV 3 yes. Lang took over the meeting.

Lang moved to divide department responsibilities as follows: Lang—EMS, Fire, Cemetery, Buildings, Machinery, Equipment and sewer; Horning—Roads, NOPEC alternate, Planning, Parks, and Cable; Klodt—Zoning, NOPEC, Community Betterment and Health Board, Klodt seconded, RCV 3 yes.

Lang moved to divide road responsibilities as follows: Lang—Schroeder, Luli, Shaffer, Aberagg, Swartz, Belding, Alexander W, Eberly W, Trump; Horning—Bassett E & W, Wilkes, Taylor, Fairgrounds, Olde Mill Allotment; Klodt—Alexander E, Homing, Eberly E, Thomas, Unger, Matti, Pamer, Dibble, Maxwell, German Church - Horning seconded, RCV 3 yes.

Lang moved to pay Trustees and fiscal officer by salary according to state guides, fiscal officer and Chairman as Investment officers, Bill Carter as Assistant fiscal officer with no pay, pay \$.44 per mile outside county travel, Records Commission as fiscal officer, Chairman and Gary Harrison; Audit Committee is Fiscal Officer, 3 Trustees and Kolasky and retain outside counsel as needed for specific situations, Horning seconded, discussion: Horning questioned why Gary Harrison was on the records commission, fiscal officer stated the auditor's recommendation was to have a resident on that commission; Homing wants all 3 trustees on the Audit Committee for the short term, Klodt agreed and wondered if someone else should be the outside person on the committee. RCV 3 yes.

Lang moved to retain Janice Adelman, Nancy Breidmeier, Carol Kline on the Park Commission, Horning seconded RCV 3 yes.

Lang moved to retain Kolasky as Zoning Inspector, Secretary to the Zoning board, JMV, Dog control and other miscellaneous duties according to job description or trustees desires at \$13.05 per hour, \$8 per opening of buildings, \$35 per zoning meeting/hearing (Horning inserted the hourly wage figure) and pay the appeals and commission members \$20 per meeting/hearing not to exceed 18 per year, Klodt seconded, RCV 3 yes.

Lang moved to appoint himself as Fire Chief, Diane Bunker as full time and assistant chief at \$17.25 per hour, pay fire attendance \$1,000 per quarter, pay part timers \$10.50 per hour, appoint captains Calvin Eyre and Dan Rodenbucher, Fire inspectors as Lang Sr., Lang Jr. Diane Bunker, Andy Hamilton and retain Ravenna for dispatching, Horning seconded, RCV 3 yes.

Lang moved to retain Road Supervisor Larry Klodt at \$18.85 per hour and Tim Pfile as Assistant at \$18.30 per hour and hire extra help at \$7.00 per hour when needed up to 20 hours a week, to improve roads by force account if the cost can be kept under \$25,000 per mile by township road employees; charge \$2.50 per foot beyond the 30-foot length of culvert plus pipe and stone billed to resident upon installation, Klodt seconded, RCV 3 yes.

Lang moved to retain the Office Assistant at \$1836 per month for 24 hrs per week. Horning seconded for discussion. Horning is re-thinking the situation of the Office Assistant looking toward an Office Administrator. Klodt stated he has questioned the position for a long while and wants to run the township as a business, many businesses are trying to make ends meet and if everyone else would pick up a little bit of the duties taking on more, Kolasky could answer the phone as he is in there all the time, we could save the township a lot of money. Horning stated he cannot take additional duties. Lang stated he thought it was a nice thing to have someone there to call for help when needed and other duties but perhaps re-thinking the pay scale would be good, he thinks it is nice to have the assistant. Horning stated he thinks a township administrator position would work better and wants to move toward that. Lang thinks an administrator might work. Klodt thought about the administrator also stating the road department should

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handle their grants. Horning wants to try as he knows the work is there. Klodt asked if they would take applications for Administrator and Horning stated maybe other contacts would be available to appoint someone and move forward with it. Klodt stated the other trustees have been doing trustee work longer than he and he would go along with them. Lang and Horning rescinded the motion on the floor. Horning moved to look for a township administrator and retain the office assistant (providing she sees agreeable to stay until they find someone - no answer given by office assistant) for the next month or so at \$1836 per month salary, Klodt seconded, RCV 3 yes.

Lang moved to set rental of buildings as follows: meetings \$35 for residents, \$50 non-residents; parties for residents \$75, non-residents \$125 and civic groups free for not for profit groups, scheduling of buildings with Kolasky and all monies coming to the township, retaining Donna Yoder at \$225 per month for cleaning Horning seconded, RCV 3 yes.

Lang moved to set the following zoning fees: Single dwelling \$60; duplex \$100; driveway \$20; oil & gas driveway \$100; conditional permits and variances \$125; road boring \$50; rezoning requests \$200; storage shed, swimming pool, hot tub, garage, signs, lot splits \$25; residential addition or deck \$30; commercial/industrial building or addition \$75 plus \$.01 per sq. ft. to maximum of \$225; multi-family site plan review \$225; zoning books \$20; zoning CD \$5; \$.25 per page, land use books \$65; tape copies \$10 each; all available in 7 working days if possible, Horning seconded, Klodt asked how we compare to other townships on fees and Zoning Inspector stated we are in the middle; RCV 3 yes.

Lang moved to set cemetery fees as follows: \$7 for extra help if needed to maximum of 20 hours per week; 4 graves per family at \$150 each & residents with honorable military discharge certificate get 1 free for their use; non-residents 4 graves per family \$300 each; cremation on weekdays \$50, weekends/holidays \$100; interment weekdays \$250, weekends/holidays \$400; foundations \$30 per sq. ft. infant burials \$100 weekdays, \$150 weekends/holidays; disinterment \$500; re-interment \$250, Klodt seconded, RCV 3 yes.

Lang moved to grant employees 7 sick days non-accumulative, vacation of 10 days after 1 year; 14 days after 8 years; 20 days after 15 years & vacation days may be either taken or requested for payment at year end; holidays—New Years; MLK, Presidents; Memorial; Independence; Labor; Columbus; Veterans; Thanksgiving; Christmas taken as scheduled unless approved by trustees prior to day, Horning seconded, Horning stated sick and vacation days must be used or lost; Klodt suggested permitting up to 7 sick days carry over; Lang stated the Revised Code gives Trustees the discretion to grant extended leave with pay for health concerns and that has worked with Diane Bunker; Horning does not want the employees paid for sick days not used since it is use it or lose it, Lang agreed, RCV 3 yes.

The Fiscal Officer presented the year-end balances as follows totaling \$624,450.21. Horning moved to appropriate them as temporary balances as the year-end statement has not yet arrived totaling \$624,450.21, Klodt seconded, RCV 3 yes.

Fund Number	Fund Name	% Of Total Cash Balance	Fund Cash Balance	Investment Balance	Checking Balance
1000	General	22 130	\$138, 187. 86	\$88, 781.91	\$49, 405.95
2011	Motor Vehicle License Tax	0 698	4, 356. 78	0.00	4, 356.78
2021	Gasoline Tax	3 330	20, 794.91	111, 764.67	9, 030.24
2031	Road and Bridge	36 795	229, 765.59	122, 458, 42	107, 307.17
2041	Cemetery	5 630	35, 158.13	13, 000 00	22, 158.13
2111	Fire District	18 107	113, 072, 25	1, 141: 86	111, 930.39
2181	Zoning	0 321	2, 004 70	0 00	2, 004.70
2191	EMT/AMBULANCE FUN.D	3 305	20, 639 14	0 00	20, 639.14
2231	Permissive Motor Vehicle Licen	8 416	52, 553 09	24, 137 53	28, 415.56
3101	General (bond) (note) Retireme	0 000	0 00	0 00	0.00
3102	General (bond) (note) Retireme	0 000	0 00	0 00	0.00
3103	General (note) Retirement USED	0 000	0 00	0 00	0.00
3104	General (note) Retirement-DUMP	0 000	0 00	0 00	0.00
3105	General (bond) (note) Retireme	0 000	0 05	0 00	0.05
4401	ISSUE 2-CG-425	0 000	0 00	0 00	0.00
4402	Public Works Commission Projec	0 000	0 00	0 00	0.00
7001	CEMETERY BEQUEST FUND	0 661	4,129 47	4 129 47	0.00
8001	GUNTHER CEMETERY TRUST FUND	0 607	3,788 24	3 202 39	585.85
All Funds Total			\$624 450 .21	\$268 616 .25	\$355 833.96

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Lang moved to include the following projects in the 2006 budget:

1. Finish the town hall \$ 110,000
2. Replacement of a road dump truck that is 11 years old \$80,000
3. Investigating pumper purchase for RFD \$300,000
4. Emergency generator upgrades \$5,000
5. School park area \$25,000
6. Cemetery mower trade in, etc. \$9,500

Klodt seconded, RCV 3 yes.

Road supervisor gave his road materials summary stating he would like to spend about the same in 2006.

Horning asked when the Trustees would get together to do the annual inventory. The Fiscal Officer stated the department heads completed it. Horning wants a copy.

The Fiscal Officer suggested a maintenance/usage policy be set for the newly purchased pick up truck. Horning thinks that is a good idea.

Road Supervisor reminded Lang he did not state 5 weeks of vacation due for 25 years of service. Lang so moved to add this to the vacation policy, Klodt seconded, RCV 3 yes.

Meeting adjourned.