

MINUTES OF MEETING OF RANDOLPH TOWNSHIP TRUSTEES & FISCAL OFFICER page 332

Re-organizational meeting held Thursday, January 3, 2008, 7:00 a.m. Town Hall

Chairman Lang opened the meeting with the following present: 3 Trustees, FO, B Carter, D Kolasky, M Rodenbucher, Betty Seigferth.

OFFICIALS & MEETINGS:

- 08-001 The Fiscal Officer asked for nominations for Chairman, Klodt nominated Lang, Horning seconded, RCV 3 yes.
- 08-002 The Fiscal Officer asked for nominations for Vice Chairman, Klodt nominated Horning, Lang seconded, RCV 3 yes.
- 08-003 The Fiscal Officer asked for the setting of meetings for 2008, Lang moved to hold the meetings in the Town Hall, the 2nd Thursday of the month meeting at 7:00 a.m. and the 4th Thursday of the month at 7:30 p.m. Klodt seconded, RCV 3 yes.

DEPARTMENT ASSIGNMENTS:

- 08-004 Lang moved to have the following Departmental Assignments: Lang: EMS, Fire, Cemetery, Buildings, Machinery & Equipment; Horning: Roads, Sewer, NOPEC alternate, Regional Planning, Parks & Cable; Klodt: Zoning, NOPEC, Community Betterment, Health Board, Horning seconded, RCV 3 yes.

ROAD ASSIGNMENTS:

- 08-005 Lang moved to divide the 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, Horning, Eberly E, Thomas, Unger, Matti, Pamer, Dibble, Maxwell, & German Church, Klodt seconded RCV 3 yes.

OFFICIALS PAY, ASSISTANT, INVESTMENTS, TRAVEL, RECORDS, AUDIT, OUTSIDE COUNSEL:

- 08-006 Lang moved to pay Trustees & Fiscal Officer by salary according to state guidelines, FO & Chairman as Investment Officers, Bill Carter as FO Assistant with no pay; Pay \$.50 per mile for outside county travel; Records Commission is FO, 3 Trustees; Audit Committee is FO, 3 Trustees & Kolasky; & retain outside counsel as needed, Klodt seconded. Horning stated for discussion when Becky steps out of FO position, Bill Carter will no longer be the Assistant; B Carter stated to cross that bridge when it comes; Horning continued that Mary will choose her own Assistant, RCV 3 yes.

PARKS:

- 08-007 Lang moved to re-appoint Janice Adelman, Nancy Breidmeier and Carol Kline as Park Commission, Horning seconded, RCV 3 yes.

WAGES:

- 08-008 Lang stated the full time employees would get a 3% COLA raise. Klodt noted the Department of Labor has not yet stated the raise scale, but feels it is in line with the 3%. Lang so moved to increase the full time employees by 3% COLA, Klodt seconded, RCV 3 yes.

ZONING:

- 08-009 Zoning Inspector was appointed as Secretary to Zoning Boards, JMV, dog control and other miscellaneous duties at \$15.45 per hour, \$10 per building opening, \$35 per zoning meeting/hearing and pay zoning boards \$20 per meeting up to 18 meetings per year, Horning seconded and asked if the wage was \$15 or \$15.45, FO stated Lang said \$15.45, RCV 3 yes.

FIRE/EMS:

- 08-010 Lang asked if agreeable to appoint himself as Fire Chief, Klodt so moved, Horning seconded, RCV 3 yes.
- 08-011 Lang moved to appoint, Diane Bunker as full time assistant chief at \$18.29 per hour; pay fire attendance of \$1,000.00 per quarter, pay part timers \$10.50 per hour; captains: Calvin Eyre and Mike Lang Jr.; Fire Inspectors: Lang Sr., Lang Jr., Diane Bunker and Andy Hamilton; & Retain Ravenna Twp. for dispatching, Klodt seconded, RCV 3 yes.

ROADS:

- 08-012 Lang moved to re-appoint Larry Klodt as Road Supervisor at \$19.99 per hour; Tim Pfile at \$19.41 per hour, hire extra help at \$7.00 per hour when needed for up to 20 hours per week; improve roads by force account if the cost can be kept under \$25,000.00 per mile by township employees; charge \$5.00 per foot beyond the 30-foot length of culvert plus the pipe and stone billed to the resident; Klodt seconded, RCV 2 yes Klodt abstained.

ADMINISTRATOR:

- 08-013 Lang moved to re-appoint Mary Rodenbucher, Township Administrator at \$15.00 per hour up to 20 hours per week, Horning seconded Klodt stated this job would expire for her when she takes over as FO on March 31, RCV 3 yes.

BUILDING RENTAL FEES:

- 08-014 Lang moved to charge the following for building rentals: Meetings in Community Center, Senior Center & Town Hall for residents is \$50, \$75 for non-residents; parties in Community Center and Senior Center for residents \$75 with a \$75 refundable deposit, non-residents \$150 with a \$150 refundable deposit; civic groups and not for profits free; scheduling with Kolasky; retain Donna Yoder as cleaning person for \$80 per week, Town Hall rentals \$100 for residents \$200 non-residents with \$150 deposit, Klodt seconded stating this is Town Hall is for parties the meeting fee is the same as Community and Senior Centers, RCV 3 yes.

ZONING FEES:

- 08-015 Lang moved to set the following zoning fees: single dwelling \$100; duplex \$150; driveway \$20; oil & gas drive \$100; conditional permits and variances \$150; road boring \$50; rezoning \$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 square foot to maximum of \$225; multi-family site plan review \$225; zoning books \$20; CD \$5; tape copies \$10; \$.25 per page copies; land use books \$65, all available in 7 working days if possible Klodt seconded asking the ZI if the fees were appropriate for copies, etc., answer was yes, RCV 3 yes.

CEMETERY:

- 08-016 Lang moved to pay \$7 per hour for extra help up to 20 hours per week; 4 graves per family at \$150 each, residents with honorable military discharge certificate to get 1 free grave for their own use; non-residents 4 graves per family at \$300 each; cremation on weekdays \$50, weekends/holidays \$100; interment on weekdays \$250, weekends/holidays \$400; foundations at \$30 per square foot; infant burials \$100 week days, weekends/holidays \$150; disinterment \$500; re-interment \$250; permit 1 interment and 1 cremation on one lot or 4 cremations on one lot, Horning seconded but wanted to amend the cost of foundations to \$45, Lang amended the motion to reflect that increase, Horning seconded, RCV 3 yes.

EMPLOYEE BENEFITS:

- 08-017 Lang so moved to permit 7 sick days per year, non-accumulative; vacation 10 days after 1 year, 15 days after 8 years, 20 days after 15 years, 25 days after 25 years with permitting 1 week carry over vacation per year or cash out 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, Klodt seconded, RCV 3 yes.

FISCAL OFFICER BUSINESS:

- 08-018 Reminder that Inventory is past due, need it ASAP. Presented the year end balances explaining that these are not final as no bank statement has been received to date. Lang moved to appropriate year end as follows, Klodt seconded, Horning asked what the motion was. FO stated we are appropriating a total of \$647,329.04 for expenses until the final budget is set for 2008 and Budget Commission sets appropriations. RCV 3 yes.

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FUND STATUS:

1000 General Fund	\$150,211.95
2011 MVL	4,172.03
2021 Gas	24,141.65
2031 Road & Bridge	249,583.30
2041 Cemetery	20,899.06
2111 Fire	153,340.90
2181 Zoning	489.24
2191 EMT/Ambulance	3,299.40
2231 Permissive	30,508.06
2901 Cemetery BeQuest	4,344.97
2902 Gunthier Expendible	3,299.40
3105 General Note Retirement	.05
4402 Public Works Commission	00
4951 Gunthier non-expendible	3,201.80
TOTAL	\$647,329.04

BILLS & PAYROLL DUE DATE/TIME:

08-019 Fiscal Officer stated she knows the Trustees held their sunshine meetings to set wages, etc., and she wanted a change that all bills are due to her by 12:00 noon the Tuesday before a meeting on Thursday, Lang so moved, Klodt seconded, RCV 3 yes.

2008 PROJECTS:

Generator at town center
Gazebo or shelter at old school property
OPWC paving project
Cemetery upgrades including fencing and trees
Town Hall roof repairs
Fire Station roof repairs
Cold storage building at 3636 Waterloo Road
Fire pumper
Chipper for projects
Bill Carter asked if restrooms would be at the old school shelter, Lang stated they would be.

08-020 Lang so moved to include the above projects in 2008 budget, Horning seconded, RCV 3 yes.

Meeting adjourned at 7:30 a.m.

