

Randolph Township Trustees Organizational Meeting Monday, January 5, 2009

Chairman Mike Lang opened the meeting with the pledge. Present: Trustees Mike Lang, Gary Horning, Roger Klodt, Fiscal Officer Mary Rodenbucher, D. Kolasky, L. Klodt, M. Lang Jr.

**Officials and Meeting:**

Mary asked for nominations for Chairman. Roger nominated Mike Lang. Gary  
09-001 seconded. RCV: Mike – yes; Gary – yes; Roger – yes;

Mary asked for nominations for Vice Chairman. Mike nominated Gary Horning. Roger  
09-002 seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

Mary asked for the setting of meetings for 2009. Mike moved to hold the meetings on the second  
09-003 Thursday of the month at 7:00 a.m. and the fourth Thursday of the month at 7:30 p.m. in the  
Town Hall. Roger seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

Mike turned the meeting over to Gary to discuss the issue of fire chief. Gary stated they  
interviewed Mike Lang Jr. and feels he is the best qualified within the department. Roger agrees.  
Gary moved to appoint Mike Lang Jr. as Fire Chief with a review in six months. Roger  
09-004 seconded. RCV: Mike – abstain; Gary – yes; Roger – yes.

**Department Assignments:** Mike moved to have the following department assignments:

Lang: Zoning, Cemetery, Buildings, Machinery, and Equipment

Horning: Roads, Sewer, NOPEC alternate, Regional Planning, Parks, and Cable

Klodt: Fire, EMS, NOPEC, Community Betterment, Health Board

09-005 Roger seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

**Road Assignments:** Mike moved to divide the road responsibilities as follows:

Lang: Schroeder, Luli, Shaffer, Aberagg, Swartz, Belding, Alexander W, Eberly W, and Trump

Horning: Bassett E & W, Wilkes, Taylor, Fairground, and Olde Mill Allotment

Klodt: Alexander E, Horning, Eberly E, Thomas, Unger, Matti, Pamer, Dibble, Maxwell, and  
German Church

09-006 Roger seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

**Officials Pay, Investments, Travel, Records, Audit, and Outside Counsel**

Mike moved to pay the elected officials by salary according to state guidelines; Investment  
Officers to be Fiscal Officer and Chairman; Pay 58.5 cents per mile for outside county travel;  
Records Commission is the three Trustees and Fiscal Officer; Audit Committee is the three  
Trustees, Fiscal Officer, and D. Kolasky; Retain outside counsel as needed. Roger seconded.  
09-007 RCV: Mike – yes; Gary – yes; Roger – yes.

**Park Commission:** Mike moved to appoint Janice Adelman, Nancy Breidmeier, and Carol Kline  
09-008 as Park Commission. Roger seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

**Wages:** Mike moved to freeze wages due to the current economy and uncertain revenue  
09-009 for 2009. Roger seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

**Roads:** Mike moved to appoint Larry Klodt as Road Supervisor at \$19.99 per hour; appoint Tim  
Pfile as Assistant Road Supervisor at \$19.41 per hour; hire extra help at \$7.00 per hour when  
needed up to 20 hours per week; improve roads by force account if the cost can be kept under  
\$25,000 per mile by township employees; charge \$5.00 per foot beyond the 30-foot length of  
culvert plus the cost of the pipe and stone billed to the resident. Gary seconded. Discussion: The  
rate for extra help will increase as the minimum wage increases. RCV: Mike – yes; Gary – yes;  
09-010 Roger – abstain.

**Zoning:** Mike moved to appoint Dan Kolasky as Zoning Inspector. Inspector appointed as secretary to Zoning Boards, JMV, dog control, hall rental contact, and other miscellaneous duties at \$15.45 per hour; \$10 per building opening; \$35 per zoning meeting/hearing; Pay zoning boards \$20 per meeting up to 18 meetings per year. Roger seconded.

09-011 RCV: Mike – yes; Gary – yes; Roger – yes.

**Fire/EMS:** Mike moved to appoint Diane Bunker as full-time Assistant Fire Chief at \$18.29 per hour; pay part-time employees \$10.50 per hour; appoint captain Calvin Eyre; appoint fire inspectors Mike Lang Sr., Mike Lang Jr., Diane Bunker, and Andy Hamilton; retain Ravenna Township for dispatching for the first quarter. Roger seconded. Discussion: Roger wanted to discuss pay for the Fire Chief. He recommended a monthly salary of \$600. Gary feels this is a good starting point. We need to stay within the budget. Roger would like to add this to Mike's

09-012 motion. RCV: Mike – yes; Gary – yes; Roger – yes.

**Building Rentals:** Mike moved to set the following rental rates - Meetings in SC/CC and Town Hall for residents is \$50 and \$75 for non-residents; Parties in the SC/CC is \$75 for residents and \$150 for non-residents; Town Hall rentals for residents is \$100 and non-residents is \$200; Civic groups and not-for-profits free; scheduling with D. Kolasky; Retain Donna Yoder as cleaning person for \$80 per week. Gary seconded: Discussion: Roger would like to talk to Donna about the sub-contractor issue. Gary suggested leaving it as status quo for the sake of time. Gary suggested addressing this at a future meeting. Discussion continued about the building rentals. Roger asked about the deposit in the contract. Mary stated that refunding the deposit is not a problem with, but may be with residents waiting until a meeting to receive their refund. Dan stated that the rooms are left in better condition. He is not sure if the deposit affected the clean up or the new carpet. Roger would like new triplicate rental contracts and make sure it is signed for each rental. Gary stated we need to make sure the contract states the person renting is responsible for the cost of damages and any legal cost if it would get to that point. Mike recommended

09-013 removing all refundable deposits. RCV: Mike – yes; Gary – yes; Roger – yes.

**Cemetery Fees:** Mike moved to pay the current hourly minimum wage for extra help up to 20 hours per week; allow four (4) graves per family at \$150 each for residents and \$300 each for non-residents; permit residents with honorable military discharge certificate to receive one free grave for their own use; charge for cremation on weekdays \$50 and weekends/holidays \$100; interment on weekdays \$250 and weekends/holidays \$400; infant burials weekdays \$100 and weekends/holidays \$150; disinterment \$500 and re-interment \$250; permit one interment and one cremation or four cremations on one lot; foundations at \$45 per square foot. Gary seconded.

09-014 RCV: Mike – yes; Gary – yes; Roger – yes.

Gary discussed hiring someone part-time to assist in planning the park landscapes. The Master Gardeners helped quite a bit last year. Mike recommended creating a Parks Maintenance position to be paid \$10.50 per hour as needed. Mike so moved. Roger seconded.

09-015 RCV: Mike – yes; Gary – yes; Roger – yes.

**Zoning Fees:** Mike moved set the following zoning fees – Single dwelling - \$100; duplex - \$150; driveway - \$20; oil and 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 seven (7)

09-016 working days if possible. Roger seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

**Employee Benefits:** Mike moved to set the following benefits:

- \* Permit seven (7) sick days per year, non-accumulative;
- \* Vacation for new hires after January 5, 2009 – 5 days after one year; 10 days after two years; 15 days after 10 years.
- \* Current full-time employees (Larry Klodt, Tim Pfile, Dan Kolasky, and Diane Bunker) are grandfathered to the following vacation benefit -15 days after 8 years; 20 days

after 15 years; and 25 days after 25 years. Permit one week carry over per year or cash out at year end.

\*Holidays – New Year’s Day, MLK Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas. Holidays are to be taken as scheduled unless approved by trustees prior to the day.

\* On the recommendation of the Fiscal Officer, the absence report is not needed as the sick/vacation time is on the time sheets and signed by the trustee.

09-017 Roger seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

Mike recommended placing Mike Dittmer in charge of all township mowing. Larry would be his supervisor. He would request help from other department as needed and funding would come from the General Fund and Cemetery. Roger feels this is a good idea. Gary is concerned where the priority lies between the mowing and fire department. Mike stated that it was not a problem last year. Mike feels we are clarifying what was done last year.

2009 Projects:

- Generator at town center
- Gazebo or shelter school park
- OPWC paving project – Shaffer Road
- Cemetery improvements (fencing and trees)
- Town Hall roof repairs
- Fire Station roof repairs
- Cold storage building at 3636 Waterloo Road
- Sidewalks
- Beverly Sanctuary – selective tree removal using timber for a bridge in the park

Mike so moved to include the above projects in the 2009 budget. Gary seconded. RCV: Mike – 09-018 yes; Gary – yes; Roger – yes.

**Fiscal Officer Business**

Mary presented the temporary year end balances as the bank statement has not been received yet. She requested a motion to set temporary appropriations for 2009.

1000 General	\$ 88,483.77
2011 MVL	14,869.10
2021 Gasoline Tax	35,185.86
2031 Road and Bridge	109,753.65
2041 Cemetery	20,609.53
2111 Fire	112,468.66
2181 Zoning	1,759.23
2191 EMT/Ambulance	66,602.27
2231 Permissive MVL	41,051.00
2901 Cemetery Bequest	4,344.97
2902 Gunthier Trust	3,299.40
3105 General Note Retirement	.05
4402 Public Works Commission	.00
4951 Permanent	3,201.80
9001 Aluminum Can Recycling	.00
 Total	 \$501,629.29

09-019 Mike so moved. Roger seconded. RCV: Mike – yes; Gary – yes; Roger – yes.

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Mary stated that all is working well with the current schedule and would like to continue having the time cards and bills turned in by noon on the Monday before the meeting due to the direct deposit of some paychecks.

With no further business, the meeting adjourned at 7:47 a.m.

*Mark Long*

*Mary Roderhueser*