

ALLEN TOWNSHIP BOARD OF TRUSTEES

January 8th, 2018

Minutes

Call to Order

Trustee McCreary, as Chairman called the regular meeting of the Allen Township Trustees to order on January 8, 2018, at 7:00 p.m.

Pledge of Allegiance

Trustee McCreary began the meeting with the Pledge of Allegiance.

Roll Call:	Don McCreary	Township Trustee
	Jack Rausch	Township Trustee
	Ron Chapman	Township Trustee
	Lori LaCella	Township Fiscal Officer
	Bill Streng	Zoning Inspector
	Nick Johnson	Roads Superintendent
	Rod Goddard	Fire Chief
	Dorothy Pelanda	State Representative
	Greg Traucht	Resident
	Dain Bruns	Resident

FINANCES & ADMINISTRATION

The Fiscal Officer read the minutes of the December 4th, 2017 meeting. The motion was made by Trustee McCreary and seconded by Trustee Rausch to amend the minutes. The minutes were approved as corrected.

The Fiscal Officer provided each member of the Board with a list of recent receipts and pending expenditures for review. There was a motion by Trustee Rausch and a second by Trustee McCreary, and upon certification by the Fiscal Officer that appropriate funds were available, the pending expenditures were approved. The Fiscal Officer also provided the most recent payroll reports for the Board's review. The Board reviewed the previous month's bank reconciliation and verified the sequence of the checks.

RESOLUTION 2018.1

There was a motion by Trustee McCreary and seconded by Trustee Rausch to move the fire appropriations set aside for reserve accounts out for the year-end 2017. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea; Trustee Chapman was confirmed as Chairman.

RESOLUTION 2018.2

This being the first meeting of the year, there was a motion by Trustee McCreary that Trustee Chapman is nominated as Chairman for the year 2018, which nomination received a second from Trustee Rausch. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea; Trustee Chapman was confirmed as Chairman.

RESOLUTION 2018.3

There was a motion by Trustee McCreary that Trustee Rausch is named Vice-Chairman for the year 2018, which nomination received a second from Trustee Chapman. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea; Trustee Rausch was confirmed as Vice-Chairman.

PUBLIC FORUM

Greg Traucht read a written comment regarding Holycross Epps Rd and his concern with the snow removal along the berm.

Dorothy Pelanda, State Representative presented two legislative matters:

- 1.) Bill regarding a cemetery law which would establish the Cemetery Grant Program.
- 2.) Ohio Secretary of State Jon Husted request for the approval of funding in the upcoming capital bill to bring new voting machines by 2020.

The discussion was held regarding the loss of TPP Funding. Requests were made for Dorothy Pelanda's assistance with legislation to make the necessary changes. Trustees requested we have Senator Burke attend the February meeting for further discussion.

2018 MEETING SCHEDULE

The Trustees set the following schedule for meetings and events for 2018:

January 8, February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 10, October 1, November 5, and December 3.

Community Day September 15, 2018 (Tentative)

Trunk or Treat October 24, 2018

Following a discussion to cut expenditures and the cost of Spring and Fall cleanup, and with the decrease in reimbursement from 50% to 37%, a motion was made by Trustee Chapman and seconded by Trustee McCreary to only have one cleanup for the year 2018 - Spring Cleanup on May 5, 2018

DESTRUCTION OF RECORDS

The trustees advised that as the Township now has an approved Record Retention schedule, it will be followed as outlined for the destruction of records and a meeting was not necessary to carry out the schedule.

APPOINTMENT OF ZONING OFFICERS

The board discussed Zoning Commission members for 2018. The motion to keep the same following appointments were made by Trustee Rausch and seconded by Trustee McCreary.

a. Resolution 2018.4 - Zoning Board Appointments

Charlotte Blumenschein	term expires 12/31/2022
Andrew See	term expires 12/31/2021
Ken Reiff	term expires 12/31/2020
Louis Meyer	term expires 12/31/2019
Eric Pancallo	until term expires 12/31/2018

Allison Hamilton, Secretary

b. Resolution 2018.5 - Zoning Appeals Appointments

Leland Walk	term expires 12/31/2022
Justin Story	term expires 12/31/2021
Nancy Kovacs	term expires 12/31/2020
Gary Bowman	term expires 12/31/2019
Rick Kingham	term expires 12/31/2018

Allison Hamilton, Secretary

Resolution 2018.6

There was a motion by Trustee Rausch and McCreary seconded to add alternate positions to the zoning board and zoning appeals. The alternate member shall meet the same appointment criteria as a regular member. When attending a meeting on behalf of an absent member, the alternate member may vote on any matter on which the absent member is authorized to vote. In the case of a resignation, the alternate would be appointed.

Trustee Rausch motioned to appoint Gary Wallace as the Zoning Board alternate and Trustee McCreary seconded. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea

Trustee Rausch motioned to appoint Dain Bruns as the Zoning Board Appeals alternate and Trustee McCreary seconded. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea

ZONING BUSINESS

Bill Streng, Zoning Inspector distributed and reviewed his monthly report to the Trustees. There were no new zoning certificates issued in December.

Mr. Streng reported with the exception of two vehicles still parked in the field the vehicles have been removed from the property located at 22469 Darby Pottersburg Rd.

Mr. Streng updated the Trustees regarding the potential Pilot, Flying J Travel center in Allen Township. Received notification that the hearing for the zoning change is scheduled for January 18th, 2018. The information has been advertised and letters have been sent to residents in the surrounding area. Trustee McCreary stated he had received information that representatives of the Pilot may not be able to attend and Mr. Streng will follow up with Mrs. Blumenschein, and zoning chair for the status.

Mr. Streng reported all of the signs have been removed at Honda Parkway visible from the Honda exit drive.

Mr. Streng had responded in November to a call of the property located at 22625 North Darby Coe Rd. regarding a small building with the intent to use as a weekend cabin. There have been no further updates at this time. Mr. Streng will follow up to see what her plans are to comply with township zoning.

Mr. Streng sent a letter on December 29th, to the property at 22100 State Route 245 regarding unlicensed vehicles on his property.

See report for further details.

ROAD BUSINESS

Roads Superintendent Nick Johnson noted the five longest roads in Allen Township, Poling Rd., Buck Run Rd., Holycross-Epps Rd., Darby Pottersburg Rd., and Buck Allen Rd. may need road repair estimated at a minimum of \$180,000.

EXECUTIVE SESSION

Chairman McCreary requested an executive session to discuss employee personnel concerns, seconded by Trustee Rausch. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea.

After returning to regular session, Trustee McCreary presented a motion to add a resolution to sick time as follows which was seconded by Trustee Rausch. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea

Resolution 2018.7

To allow for the request of unpaid leave at the maximum of 50% in a unique situation, when all other options have been considered and presented to the Board of Trustees. The request must be made in writing from the employee to their supervisor. Each case will be evaluated individually before the Board of Trustees, and approved case by case with the reasonable expectation for the employee to return to work.

FIRE & EMERGENCY SERVICES

Chief Goddard distributed his monthly report, see attached.

Chief Goddard presented a quote from Image Trend, Inc. for the upgrade of the EMS reporting software that is a necessity to comply with the State, the current software is not compliant. The total startup is \$8450 and \$4200.00 each year thereafter. See attached quote. Trustee Chapman made the motion to approve the purchase of the software and seconded by Trustee McCreary. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea.

Chief Goddard requested the hiring of one full-time position. Request was approved, the motion was made by Trustee Rausch and seconded by Trustee McCreary. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea.

Resolution 2018.8

There was a motion made by Trustee Chapman to increase the fee structure for EMS from \$765.00 to \$815.00 and seconded by Trustee McCreary. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea.

CORRESPONDENCE/OTHER MISCELLANEOUS

Trustee Rausch requested for a personnel special meeting, seconded by Trustee McCreary to take place on Monday January, 15, 2018 in executive session.

There being no further business, Trustee McCreary moved to adjourn the meeting. Trustee Rausch offered a second. All being in favor, the meeting was adjourned.

Reviewed by Trustees:



Ron Chapman (Chairman)



Don McCreary



Jack Rausch

ALLEN TOWNSHIP BOARD OF TRUSTEES

**Special Meeting
January 15th, 2018
Minutes**

Call to Order

Trustee Chapman, as Chairman called the special meeting of the Allen Township Trustees to order on January 15, 2018, at 7:00 p.m.

Pledge of Allegiance

Trustee Chapman began the meeting with the Pledge of Allegiance.

Roll Call:	Don McCreary	Township Trustee
	Jack Rausch	Township Trustee
	Ron Chapman	Township Trustee
	Lori LaCella	Township Fiscal Officer
	Rod Goddard	Fire Chief

FINANCES & ADMINISTRATION

The Fiscal Officer noted the minutes of the January 8th, 2017 meeting will be read at the regular meeting on February 5th, 2018.

SHERIFF REPORT

The sheriff reported the schedule of the PSO officer being second shift from 3:00 PM to 11:00 PM with the days off of Sunday and Monday.

EXECUTIVE SESSION

Chairman Chapman requested an executive session to discuss retirement of Chief Goddard, seconded by Trustee Rausch. Upon roll call: Chapman, yea; McCreary, yea; Rausch, yea.

After returning to regular session, Trustee Chapman noted further discussion will proceed at the regular board meeting on February 5th, 2018.

There being no further business, Trustee Chapman moved to adjourn the meeting. Trustee Rausch offered a second. All being in favor, the meeting was adjourned.

Reviewed by Trustees:

Ron Chapman
Ron Chapman (Chairman)

Don McCreary
Don McCreary

Jack Rausch
Jack Rausch