

RECORD OF PROCEEDINGS
Jerome Township Board of Trustees

Minutes of

Meeting

BEAR GRAPHICS 800-525-8094 FORM NO. 10148

Held March 19, 2018 20

The Jerome Township Board of Trustees met in regular session on March 19, 2018 at 7:00 p.m. Board Chairman Ronald Rhodes called the meeting to order and led the Pledge of Allegiance. Ronald Rhodes and Joe Craft answered the roll call, C.J. Lovejoy was absent. Also in attendance were Robert Caldwell (Fiscal Officer), Doug Stewart (Fire Chief) and members of the public.

Mr. Rhodes presented the agenda which was reviewed, modified as necessary and approved.

Mr. Caldwell asked the Board to approve the following amendment to the 2018 Appropriations Resolution. It was moved by Ron Rhodes and seconded by Joe Craft that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees amend the 2017 Appropriations Resolution to transfer \$35 from Appropriation 01-A-26 "Other Administrative Expenses" to Appropriation 01-A-80 "Unemployment Compensation" General Fund.

The vote resulted as follows:

Ronald Rhodes, yes
 Lonnie (Joe) Craft, yes
 Charles (C.J.) Lovejoy, absent

The resolution carried. (Res. 18-042)

Robert Caldwell, Fiscal Officer, provided the Board with updated financial reports (receipt account status, appropriation status and fund status). Mr. Caldwell presented the pending warrants as detailed in the "Pending Warrant Report," for payment. The Fiscal Officer certified that there were sufficient funds to pay the bills. It was moved by Ron Rhodes and seconded by Joe Craft that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees approve warrants 39165 through 39208 and 98017 through 98019 for payment.

The vote resulted as follows:

Ronald Rhodes, yes
 Lonnie (Joe) Craft, yes
 Charles (C.J.) Lovejoy, absent

The resolution carried. (Res. 18-043)

Mr. Caldwell reported that the most recent invoice from Brosius, Johnson & Griggs used the remaining existing encumbrances. It was moved by Ron Rhodes and seconded by Joe Craft that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees approve the encumbrance of an additional \$15,000 for the legal services of Brosius, Johnson & Griggs.

The vote resulted as follows:

Ronald Rhodes, yes
 Lonnie (Joe) Craft, yes
 Charles (C.J.) Lovejoy, absent

The resolution carried. (Res. 18-044)

Shelly Detwiller of the Union County Convention and Visitors Bureau addressed the Board and the public to inform them of the upcoming Union County milestone celebrations for 2018 including the 200th anniversary of Plain City and the kickoff event for the Union County Bicentennial in 2020.

Public Participation

Barry Adler addressed the Board with complaints about the website, the ability to get records, and traffic. He did complement the Zoning Commission for beginning to address areas of the zoning code.

RECORD OF PROCEEDINGS
Jerome Township Board of Trustees

Minutes of

Meeting

Held

March 19, 2018

20

Department Reports
Public Safety Officer

Deputy Brown provided an update to the Board.

Fire Division

Doug Stewart, Fire Chief, provided the following report:

- New engine is scheduled for final inspection on April 5 after which equipment will be mounted and is expected to be in service by May
- New Grass fighter is being prepped
- Website updates are being made but have been delayed due to short staffing
- ISO will be conducting a review in May

Chief Stewart reported that as a result of the human resource audit they approved, several recommendations have been made. These recommendations include, updating job descriptions, improving and documenting recruiting and hiring practices, updating the employee handbook, reviewing legal compliance and documentation, reviewing compensation and benefits, reviewing performance management, and reviewing training. The Chief estimated that approximately five to eight hours of week would provide for the needs. It was moved by Ron Rhodes and seconded by Joe Craft that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees engage the services of Lorrie R. Diaz for human resource consulting at a rate of \$30 per hour in the amount of \$6,500.

The vote resulted as follows:

Ronald Rhodes, yes
Lonnie (Joe) Craft, yes
Charles (C.J.) Lovejoy, yes

The resolution carried. (Res. 18-045)

Chief Stewart addressed the Board regarding staffing needs of the Fire Division. He made four proposals which he indicated will help the Jerome Township Division of Fire recruit and retain par-time firefighters from the surrounding area.

1. Increase part-time salaries from \$11 per hour to \$12 per hour for a Basic EMT and to \$12.50 per hour for Paramedics.
2. Increase staffing to two permanent part-time personnel per shift.
3. Add one additional permanent part-time firefighter to conduct fire inspections or to cover staffing while inspectors are conducting fire inspections.
4. Add benefits for part-time personnel to include for all permanent part-time personnel earn one hour of paid time off per twenty-four hour shift they work. This time may be used as sick or vacation time. Permanent part-time members may only carry over one-half of the earned time to the next calendar year. Members may cash out their earning time if they separate from Jerome Township on a 1 for 1 basis. For all part-time members who work on any of the ten recognized holidays, will be paid one and one-half times the rate of pay for hours worked.

Following a review of the estimated effects on the Fire Division budget, it was moved by Ron Rhodes and seconded by Joe Craft that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees approve the four proposals set forth by Chief Doug Stewart as follows:

- Increase part-time salaries from \$11 per hour to \$12 per hour for a Basic EMT and to \$12.50 per hour for Paramedics.
- Increase staffing to two permanent part-time personnel per shift.
- Add one additional permanent part-time firefighter to conduct fire inspections or to cover staffing while inspectors are conducting fire inspections.
- Add benefits for part-time personnel to include for all permanent part-time personnel earn one hour of paid time off per twenty-four hour shift they work. This time may be used as sick or vacation time. Permanent part-time members may only carry over one-half of the earned time to the next calendar year.

RECORD OF PROCEEDINGS
Jerome Township Board of Trustees

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10145

Held

March 19, 2018

20

Members may cash out their earning time if they separate from Jerome Township on a 1 for 1 basis. For all part-time members who work on any of the ten recognized holidays, will be paid one and one-half times the rate of pay for hours worked.

The vote resulted as follows:

Ronald Rhodes, yes
 Lonnie (Joe) Craft, yes
 Charles (C.J.) Lovejoy, absent

The resolution carried. (Res. 18-046)

Roads/Parks

Mr. Rhodes reported that he is waiting on an estimate for 2018 road work.

Mr. Rhodes indicated that the Road Division would like to purchase a new tractor with an added benefit of a front loader which would allow them to use it in the winter also. The estimate received from John Deere was for \$68,557.14 less a trade in value of \$23,500 resulting in an amount due of \$45,057.14. The Board agreed to table the matter to be discussed at the next regular board meeting.

Executive Session

At 8:10 p.m. it was moved by Joe Craft and seconded by Ron Rhodes that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment and employment of a public employee.

The vote resulted as follows:

Ronald Rhodes, yes
 Lonnie (Joe) Craft, yes
 Charles (C.J.) Lovejoy, absent

The motion carried.

At 8:35 p.m. it was moved by Ron Rhodes and seconded by Joe Craft that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees adjourn from executive session.

The vote resulted as follows:

Ronald Rhodes, yes
 Lonnie (Joe) Craft, yes
 Charles (C.J.) Lovejoy, absent

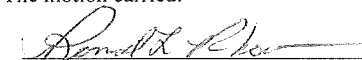
The motion carried.

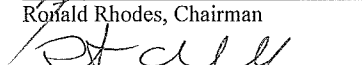
No action was taken as a result of executive session.

Announcements

The Board indicated that the Union County Economic Development Summit was scheduled for April 18.

At 8:38 p.m. it was moved by Ron Rhodes and seconded by Joe Craft that the Jerome Township Board of Trustees adjourn. The motion carried.


 Ronald Rhodes, Chairman


 Robert Caldwell, Fiscal Officer