

RECORD OF PROCEEDINGS

Jerome Township Board of Trustees

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

August 16, 2022

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The Jerome Township Board of Trustees met in regular session on August 16, 2022 at 7:12 p.m. following a public hearing. Board Chairman Megan Sloat called the meeting to order and led the Pledge of Allegiance. Megan Sloat, Barry Adler and Wezlynn Davis answered the roll call. Also in attendance were Robert Caldwell (Fiscal Officer), Eric Snowden (Zoning Inspector/Coordinator), Doug Stewart (Fire Chief), Breht Fillinger (Road Supervisor), and members of the public.

Ms. Sloat presented the agenda which was reviewed, modified as necessary and approved.

Mr. Caldwell presented minutes for approval. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees waive the reading and approve the following minutes:

- Special meetings (2) of August 1, 2022
- Regular meeting of August 1, 2022

Being no opposition, the motion carried.

Mr. Caldwell asked the Board to approve the following amendments to the 2022 Appropriations Resolution. He indicated that at the last meeting he inadvertently stated that the appropriation amendment was only to the Permissive Motor Vehicle License Tax Fund when in fact it is to both the Permissive Motor Vehicle License Tax Fund and the Gasoline Tax Fund. It was moved by Megan Sloat and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees amend Resolution 22-071 to amend the 2022 Appropriations Resolution as follows:

- Appropriate \$50,000 from previously un-appropriated funds to appropriation 23-B-03 "Contracts" Permissive Motor Vehicle License Tax Fund
- Appropriate \$22,000 from previously un-appropriated funds to appropriation 03-B-03 "Contracts-Maintenance" Gasoline Tax Fund.

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The resolution carried. (Res. 22-079)

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 Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees approve warrants 42982 through 43017 and 92063 through 92066 for payment.

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The motion carried.

Public Participation

Andy Herd addressed the Board stating he is a resident of the Township and a shareholder and employee of Sutphen, one of the two companies being considered for the purchase of an aerial ladder truck. He emphasized the company's commitment to the community, being family owned and local.

Bob Chapman indicated to the Board disappointment in dissolving the parks and trails committee citing the need to improve the parks and develop a trails plan. He also questioned the delays in the discussion of the aerial truck. Ms. Sloat replied that the parks and trails committee activity was just suspended until a Township Administrator was hired to coordinate the activity as due to the small staff of the Township, they were busy with daily responsibilities. Ms. Sloat added that while the comprehensive plan was being updated would be a great time to incorporate parks and trails as part of the plan. Ms. Davis added that working with two separate consultants, one for the parks and trails and one for the comprehensive plan, could cause a conflict. The use of one consultant will result in a more thorough outcome.

Andy Diamond thanked the Board for the improvements to the website and for the additional improvements seen in the Township.

Linda Chapman questioned the Boards back and forth on the aerial ladder presentation. She stated that if the Township had a ladder truck it may have gotten to the fire sooner and prevented a total loss. She also

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questioned the length and number of executive sessions being conducted by the Board and the related legal costs. Ms. Davis discussed the need for executive session as certain things cannot be discussed in a public forum. Ms. Sloat added the effort of the Board to increase transparency with improvements to video and the website.

Department ReportsPublic Safety Officer

The Public Safety Officer provided the stats for the month of July.

Fire Division

Doug Stewart, Fire Chief, provided the following updates:

- Station 211 footers are being dug
- Second round of interviews for the Fire Inspector taking place this week

Chief Stewart provided to the Board a PowerPoint presentation for determining the need for the purchase of an aerial ladder. The presentation addressed the following:

- Types of structures within the Township (commercial, agriculture and residential) necessitating the need
- The ability of a ladder truck to safely reach areas
- Improved ISO (Insurance Service Office) rating
- Reliance on mutual aid and extended response times

Ms. Davis asked what is the purchase time for an aerial ladder truck. Chief Stewart responded with eighteen to twenty-four months.

Road Department

Breht Fillingger provided a road update indicating paving and chip sealing projects completed over the past couple of weeks.

Zoning Department

Eric Snowden provided a comprehensive plan update stating he was finalizing the RFP (request for proposal) to be sent to the two firms selected from the request for qualifications interviews.

Old Business

Dustin Newland, IT Consultant, presented to the Board information regarding upgrades. He indicated the addition of a microphone for those speaking at the podium. He also provided to the Board an estimate for cameras which would allow for the viewing of the video displays. He noted that these cameras would require manual operation. The estimated cost of the equipment was said to be \$13,870 less \$3,500 of equipment which was already obtained for existing improvements. Ms. Sloat asked for time for the Board to consider the cost. Mr. Adler also asked for an estimate if Mr. Newland were to run the equipment.

Mr. Newland, as previously stated, had purchased a controller for the audio system to improve the function of the ceiling microphones. He stated he purchased the controller to test and make sure it worked and as it did, asked the Board to reimburse him for the cost. It was moved by Barry Adler and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees approve the reimbursement of eGreen Computers for the purchase of a controller for the sound system in the amount of \$3,500.

The vote resulted as follows:

- Megan Sloat, yes
- Barry Adler, yes
- Wezlynn Davis, yes

The resolution carried. (Res. 22-080)

Ms. Sloat noted the Board had approved posting for the positions of Township Administrator, Administrative Assistant, and Assistant Zoning Inspector at the last meeting, but the Board did not discuss where to post. It was recommended the job posting be placed with the Ohio Township Association, Indeed and on the Township's website and social media. The Board agreed to have staff post the job openings and forward responses to the Board members. The Board discussed to need to establish salary ranges for the posting but agreed to discuss it at a later point.

Mr. Adler noted that the Board had not approved the job description for the Fire Division Administrative Assistant/Public Information Assistant position. It was moved by Wezlynn Davis and seconded by Megan Sloat that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees accept the job description of the Jerome Township Fire Division Administrative Assistant/Public Information Assistant position.

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The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The resolution carried. (Res. 22-081)

Ms. Sloat noted that while the Board approved the updated job descriptions at the last meeting, they did not assign the job titles to staff. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees assign job titles and descriptions as follows:

- Road Superintendent – Breht Fillinger
- Road Crew Leader – Vince Graber
- Road Crew – Ken Young
Travis Brinkman
Part-time road workers
- Zoning Inspector/Planning Coordinator – Eric Snowden
- Zoning Clerk – Shelby Christian
- Administrative Assistant – Sydney Herbert

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The resolution carried. (Res. 22-082)

Mr. Adler questioned the status of the Fire Division Administrative Assistant/Public Information Assistant position as it was not a part of the job posting or assignments. He noted that some of the responsibilities of the position were being performed by an existing staff member. The Board indicated that it would be addressed once some of the other positions were posted.

Ms. Sloat stated that under the agenda item "Township Employment Matters," the Board was issuing a written reprimand to a Township employee. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees adopt and present a written reprimand dated August 16, 2022 to a Township employee.

Mr. Adler voice his concern for the ability for the employee to provide a response to the reprimand.

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, no
Wezlynn Davis, yes

The resolution carried. (Res. 22-083)

The Board discussed the up coming Union County Township Officials' meeting and the desire to provide refreshments. The Board agreed to provide lite refreshments to be determined at a later time.

Ms. Sloat announced the new website has launched giving credit to the website committee for working since December with Granicus to design and build the website. She noted that work was continuing on the project.

Mr. Adler asked that the no firearms policy and posting discussion be tabled until such time as he receives feedback from the Union County Prosecutors office.

New Business

Ms. Sloat stated that in the current employee handbook, the Township provides for a holiday schedule that includes Veterans' Day. She noted that Township staff historically have worked on that day to assist with Veterans' service activities. Mr. Caldwell provided some history that in the past if Township staff were asked to work on a holiday, they were given the option to take the time off at their discretion but typically was the day after Thanksgiving or the day before or after Christmas. The Board agreed that time off should be given if staff work on a holiday. It was moved by Barry Adler and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees amend the employee handbook to remove Veterans' Day as a holiday and provide for a floating holiday in its place.

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The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The resolution carried. (Res. 22-084)

It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees appoint Debbie Bollinger to the position of Office Manager.

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The resolution carried. (Res. 22-085)

It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees adopt the amended job description of Office Manager and assign it to Debbie Bollinger.

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The resolution carried. (Res. 22-086)

Executive Session

At 8:58 p.m. it was moved by Megan Sloat and seconded by Wezlynn Davis 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 discipline of a public employee.

The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The motion carried.

At 9:16 p.m. it was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

The Jerome Township Board of Trustees adjourn from executive session.

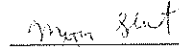
The vote resulted as follows:

Megan Sloat, yes
Barry Adler, yes
Wezlynn Davis, yes

The motion carried.

No action was taken as a result of executive session.

At 9:18 p.m. it was moved by Megan Sloat and seconded by Barry Adler that the Jerome Township Board of Trustees adjourn. The motion carried.


Megan Sloat, Chairman


Robert Caldwell, Fiscal Officer