

**Wayne Township Board of Trustees  
First Organizational Meeting  
January 3, 2018**

**Call to Order:** Chairperson Carl Ritter at 11:03 a.m.

**Roll Call:** Warren Walker, Teresa Hinnners, Carl Ritter, Sandra Borchers

**Guests:** Sue Allen, Michael Weinstein – Patriot Engineering, James Kidwell

**Prayer and Pledge:** Chairperson Carl Ritter

**Public:**

- Mr. Weinstein, from Patriot Engineering, updated the Board on the Gas Station Cleanup in Edenton. Mr. Weinstein hopes to have approval from ODOT for additional wells by the end of January or early February. Mr. Weinstein will update the Board at that time.

**Department Reports:**

**Fire/EMS – Chief Moulden**

- Chief Moulden reported the results of the Public Employment Risk Reduction Program (OSHA form 300). There were no reported injuries in Wayne Township for the year 2017.

**Cemetery – Warren Walker**

- \$44,859.39 total revenue for 2017.
- Cemetery mowing contract is expired. Wade Lawn Care will present a bid later.

**Road – None**

**Zoning – Chief Moulden**

- Chief Moulden spoke to Mr. Ramos about the definition of occupying. The Zoning Commission would have to set their own definition of occupying and then apply it to the Resolution, otherwise the Court would use the definition from the dictionary.

**01032018-01:** Warren Walker moved to pay all bills.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-02:** Warren Walker moved to approve Then & Now Certificates as needed.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-03:** Carl Ritter moved to nominate Warren Walker as Chairperson for the year 2018.

2<sup>nd</sup> by Teresa Hinnners

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

- Carl Ritter then turned the floor over to Warren Walker, the new Chair.

**01032018-04:** Carl Ritter moved to nominate Teresa Hinnners as Vice Chairperson for the year 2018.

2<sup>nd</sup> by Warren Walker

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-05:** Warren Walker moved to have all mileage reimbursement for Board Officials outside of the Township limits for Township business at the rate that conforms to IRS current mileage rates (\$0.545 cents/mile). Mileage includes outside the Township limits on business. Included in this resolution that all employees and Board Members are to use the Ford Explorer as the primary transportation if available and running.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-06:** Warren Walker moved to have Trustees paid on a 14 day pay period, with all funds coming from the General Fund.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-07:** Warren Walker moved that Township pay periods for hourly employees will be on a 14 day pay period, including Fire Chief. This motion is to include Trustees, Zoning and Maintenance employees.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

- Jeff Markovic discussed options for Health Care with the Board. Mr. Markovic will meet with the Board again when all quotes have been received. Chief Moulden will

arrange a meeting with Mr. Ramos and Mr. Markovic to discuss deductible buy down.

**01032018-08:** Warren Walker moved that completed time cards and sheets have totals turned in by Monday at 10:00 a.m. at the Township Hall following the 14-day pay period. Slide manila envelope under Clerk's office door if Clerk is not here.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-09:** Warren Walker moved that all hourly and salary checks must include hourly breakdown and will be distributed by 12 Noon, Thursday following end of pay period.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-10:** Warren Walker moved to pay all Maintenance, Cemetery and Road employee checks out of Road and Bridges, Cemetery, General and Fire Funds on a pro rate basis. Zoning Employees will be paid out of General Fund. Fire/EMS employee checks to be paid out of Fire and EMS Funds.

2<sup>nd</sup> by Teresa Hinners

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-11:** Warren Walker moved that in the year 2018 that a portion of our Fiscal Officer's wages be paid 70% out of General, 20% out of Fire, 5% out of Roads, and 5% out of Cemetery.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-12:** Warren Walker moved to schedule Regular Trustee Meetings on the 2nd Wednesday and Work Sessions on the 4th Wednesday of each month starting promptly at 7:00 p.m.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-13:** Warren Walker moved to authorize and hire on an Emergency basis contract labor: Cemetery at \$15.00/hour, Roads \$15.00/hour when full time employees are not available, or assistance is needed.

2<sup>nd</sup> by Teresa Hinners

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-14:** Warren Walker moved to allow the Fire and Rescue Chief to incur expenses for Repairs and Supplies (per purchase) as necessary without Board approval up to \$2,000.00. New items over \$1,500.00 must have a Board approval, expenses made, to notify the Board at next Regular Meeting.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-15:** Warren Walker moved to permit the Fiscal Officer to pre-register herself and up to 3 Trustees, or a total of up to four for the Winter Conference attendance and to authorize the Fiscal Officer to make 4 room reservations, for one evening for the Winter Conference 2018.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-16:** Warren Walker moved that all monies under \$1,000 received by Township Clerk, Trustees or Department Heads be deposited within 48 hours upon receipt per business days. Over \$1,000 shall be deposited within 24 hours per business days by the Fiscal Officer then the Fire Chief, then the Trustee liaison of Cemeteries, then the Zoning liaison.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

- 2018 health insurance premium % paid by Township and % paid by employee was tabled.

**01032018-17:** Warren Walker moved to go into Executive Session at 12:40 p.m. under ORC121.22G (1) to consider the appointment, employment, discipline, promotion or compensation of public employee or official. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for

which the executive session is to be held, but need not include the name of any person to be considered at the meeting. Session is to discuss compensation for employees for the year 2018 and the consideration for the employment of a public employee.

2<sup>nd</sup> by Teresa Hinners

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-18:** Warren Walker moved to return to Regular Session at 1:20 p.m.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

- Overlay - discuss payroll raises for all employees for the year 2018 and the probationary period review of Captain Doug Brown.
- The Board then broke for lunch.

**01032018-19:** Warren Walker moved to return to Regular Session at 1:48 p.m.

2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

| <b>2018 Pay Raise</b>                                 |                           |                           |                       |              |
|---|---------------------------|---------------------------|-----------------------|--------------|
| <b>Full Time Personnel</b>                            | <b>Position</b>           | <b>Current Hourly Pay</b> | <b>New Hourly Pay</b> | <b>Total</b> |
| David Moulden   | Chief                     | \$73,000.00               | \$75,000.00           | \$           |
| Doug Brown  | Medic                     | \$17.00                   | \$17.00               | \$           |
| Chris Williams  | Medic                     | \$18.00                   | \$18.25               | \$           |
| Mark Greatorex  | Medic                     | \$17.50                   | \$17.75               | \$           |
| Tracy Wright  | EMT                       | \$15.00                   | \$15.00               | \$           |
| <b>Part-time Medics</b>                               | <b>Position</b>           | <b>Current Hourly Pay</b> | <b>New Hourly Pay</b> | <b>Total</b> |
| Amber Borgarding                                      | Medic                     | \$15.25                   | \$15.50               | \$           |
| New Start Pay Medic                                   | New Medic                 | \$15.00                   | \$15.00               | \$           |
| <b>Part-time EMT's</b>                                | <b>Position</b>           | <b>Current Hourly Pay</b> | <b>New Hourly Pay</b> | <b>Total</b> |
| Romeo Mast  | FF/EMT                    | \$15.00                   | \$15.00               | --           |
| Kathy Mast  | FF/EMT                    | \$15.00                   | \$15.00               | --           |
| David McCormick                                       | FF/EMT                    | \$15.00                   | \$15.00               | --           |
| Kristina Kincaid                                      | FF/EMT                    | \$15.00                   | \$15.00               | --           |
| Adam Dozier   | FF/EMT                    | \$15.00                   | \$15.00               | --           |
| Keith Wright  | FF/EMT                    | \$15.00                   | \$15.00               | --           |
| New EMT Start Pay                                     | New EMT                   | \$15.00                   | \$15.00               | --           |
| <b>Paid-on-Call – Retroactive to November 1, 2017</b> |                           |                           |                       |              |
| <b>Paid-on-Call</b>                                   | <b>Position</b>           | <b>Current Hourly Pay</b> | <b>New Hourly Pay</b> | <b>Total</b> |
|   | Firefighter               | \$10.50                   | \$11.00               | --           |
|   | EMT                       | \$10.50                   | \$12.00               |              |
|   | Firefighter/EMT           | \$10.50                   | \$12.50               |              |
|   | EMT Advanced              | \$10.50                   | \$13.00               |              |
|   | FF/Advanced               | \$10.50                   | \$13.50               |              |
|   | Paramedic                 | \$10.50                   | \$14.00               |              |
| FF/Paramedic  | \$10.50                   | \$15.00                   |                       |              |
| <b>Officers Stipend Pay</b>                           |                           |                           |                       |              |
| <b>Instructors</b>                                    | Fire Training Academy     | \$20.00                   | \$22.00               | --           |
| <b>Assistant Instructor</b>                           | Fire Training Academy     | \$12.00                   | \$14.00               | --           |
| <b>Maintenance Employees</b>                          | <b>Position</b>           | <b>Current Hourly Pay</b> | <b>New Hourly Pay</b> | <b>Total</b> |
| Jason Browning  | Supervisor                | \$22.35                   | \$22.60               | --           |
| Scott Nause   | Labor                     | \$13.35                   | \$13.60               | --           |
| <b>Zoning Employees</b>                               | <b>Position</b>           | <b>Current Hourly Pay</b> | <b>New Hourly Pay</b> | <b>Total</b> |
| Kevin Castle  | Inspector & Administrator | \$13.35                   | Salary                | \$11,000.00  |

**01032018-20:** Warren Walker moved to accept pay increases listed above for all employees. Paid-on-Call Fire personnel raises are to be retroactive back to November 1, 2017.

2<sup>nd</sup> by Teresa Hinners

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-21:** Carl Ritter moved to nominate Teresa Hinnners act as Sexton for the Cemeteries for the year 2018.  
2<sup>nd</sup> by Warren Walker

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-22:** Carl Ritter moved to nominate Teresa Hinnners to oversee and act as Trustee to serve on the Woodville Cemetery Joint Maintenance Board for 2018.  
2<sup>nd</sup> by Warren Walker

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-23:** Carl Ritter moved to remove Joe Combs from Wayne Township's Verizon Plan active 2/1/2018.  
2<sup>nd</sup> by Teresa Hinnners

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-24:** Warren Walker moved to reimburse internet and long-distance land line for up to \$900.00 per year for the Fiscal Officer.  
2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-25:** Warren Walker moved to pay for 100% of the cost cell phones for the Maintenance Supervisor, Fiscal Officer and Fire Chief and reimburse a maximum of \$40.00/month for the Zoning Administrator and Maintenance Assistant.  
2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-25:** Warren Walker moved to extend the probationary period for Captain Doug Brown to 3/31/2018.  
2<sup>nd</sup> by Carl Ritter

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

**01032018-26:** Warren Walker moved to adjourn at 2:42 p.m.  
2<sup>nd</sup> by Teresa Hinnners

**Vote: TH, CR, WW                      All Aye                      Motion Carried**

\_\_\_\_\_  
**Warren Walker, Chairperson**

\_\_\_\_\_  
**Teresa Hinnners, Vice Chairperson**

\_\_\_\_\_  
**Carl Ritter, Trustee**

\_\_\_\_\_  
**Sandra Borchers, Fiscal Officer**