

**WOODVILLE TOWNSHIP TRUSTEE'S 2018 ORGANIZATIONAL MEETING
DECEMBER 20, 2017**

The Woodville Township Trustees met in special session at 8:17 p.m. on December 20, 2017 to organize for the **Year 2018**. Board members present: Trustees: Chairman Bill Hammer, Paul Heineman, Ken Green, and Fiscal Officer Lori Kepus. Others in attendance: Road Supervisor – Jim Busdiecker, Zoning Inspector Steve Michaelis, Fire Chief Bill Andrews, and Fire Captain Joe Kopp.

Chairman Hammer called the meeting to order.

Trustee Hammer moved to **adopt Resolution 2017-10** establishing Temporary Appropriations for 2018:

GENERAL FUND	\$ 105,000.00
MOTOR VEHICLE LICENSE FUND	\$ 5,000.00
GASOLINE TAX FUND	\$ 65,000.00
ROAD & BRIDGE FUND	\$ 120,000.00
CEMETERY LEVY FUND	\$ 44,000.00
EMS LEVY FUND	\$ 150,000.00
FIRE LEVY FUND	\$ 125,000.00
PERMISSIVE LICENSE TAX	\$ 0,000.00
TOTAL ALL FUNDS	\$ 614,000.00

Trustee Heineman seconded the motion. All answered yes to roll call. Motion passed.

Trustee Green made a motion to **adopt Resolution 2017-11** to enter into depository agreements with local banking establishments for the purpose of savings, checking, and investments in the form of certificates of deposit for the Year 2018. Trustee Hammer seconded. All answered yes to roll call. Motion passed. The Depository Agreement between Huntington Bank and Woodville Township will expire on December 31, 2021. The total sum of active, interim, and inactive deposits totals \$2,000,000.00.

Although Woodville Township's primary method of disbursement is check based, electronic fund transfers (EFT) are occasionally necessary to conduct the financial business of the Township. Trustee Hammer made a motion that **electronic funds transfers (EFT)** may be used by the Township's Fiscal Officer for Year 2018 for legal or contractual requirements; when expedited payment is required to meet a payment deadline; when it is already standard industry practice such as with all payments made to any office of the State of Ohio; or when it is the most cost-effective payment procedure. Trustee Green seconded. All answered yes to roll call. Motion passed.

Trustee Heineman moved to **adopt Resolution 2017-12** authorizing the Woodville Township Board of Trustees to proceed by Force Account for the Year 2018 in the matter of routine maintenance of roads and bridges and highway drainage, bridge, and culvert repair or replacement, upkeep and maintenance of equipment and yard facilities and such emergency work and closing of roads as may be necessary during the calendar year 2018. Trustee Hammer seconded. All answered yes to roll call. Motion passed.

Trustee Green moved to adopt **Resolution 2017-13** to offer healthcare in 2018 to the fiscal officer and full-time employee. Trustee Hammer seconded. All answered yes to roll call. Motion passed.

At 8:28 pm, Trustee Hammer made a motion to enter Executive Session to discuss Employee Compensation and asked newly elected trustee Paul Runion to stay. Trustee Green seconded. All answered yes to roll call. Motion passed. Present in Executive Session: Trustees Hammer, Green, & Heineman, Fiscal Officer Kepus, and Paul Runion. At 8:40 pm, Trustee Heineman made a motion to return to regular session.

Trustee Hammer moved to adopt the following for the Year 2018:

Township Official's salaries shall be governed by Ohio Revised Code Sections 505.24 and 507.09. Township Trustees will be paid by annual salary and paid in equal monthly installments based on the annual Township budget, and they shall certify to the Fiscal Officer the percentage of time spent working on matters to be paid from the general fund and special revenue funds. The Fiscal Officer will be paid 100% from the general fund and will be paid in equal monthly installments.

In accordance with the Ohio Revised Code, the Township shall pay the cost of any required training or association dues for employees and elected officials including the cost to attend the Sandusky County Township Association's annual banquet in January.

Zoning Inspector: The Trustees re-appointed **Steve Michaelis** as the Woodville Township Zoning Inspector for 2018. Steve will receive a monthly salary of **\$350.00** per month. Mileage will be paid at \$.40 cents per mile while traveling inside or outside the township on zoning business.

Zoning Payroll

Zoning Commission Secretary	\$50.00 per meeting
Zoning Commission Chairman	\$50.00 per meeting
Zoning Commission Members	\$30.00 per meeting
Zoning Board of Appeals	\$30.00 per meeting

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The Trustees re-appointed **Brad Rife** to a five-year term on the Zoning Commission. His term will expire on December 31, 2022.

The Trustees re-appointed **John Thierry** to a five-year term on the Zoning Board of Appeals. His term will expire on December 31, 2022.

Zoning Commission:

Robert Schroeder	Term expires December 31, 2018
Tom Roth	Term expires December 31, 2019
Scott Lucas, Secretary	Term expires December 31, 2020
Bill Rowles	Term expires December 31, 2021
Brad Rife, Chairman	Term expires December 31, 2022

Zoning Board of Appeals:

Nick Rife	Term expires December 31, 2018
William Busdiecker	Term expires December 31, 2019
Todd Atkin	Term expires December 31, 2020
VACANCY	Term expires December 31, 2021
John Thierry, Chairman	Term expires December 31, 2022

Zoning Permit Fee Structure 2018

- Zoning permit for porch, deck, swimming pool, carport \$ 30.00
 - Zoning permit for a permanent sign \$ 50.00
 - Zoning permit for building additions, ponds, accessory buildings, electric wind generators, non-utility communication towers \$ 50.00
 - Zoning permit for new residential house construction \$100.00
- *A permit for new construction located on a township road will cost an additional **\$300.00** damage fee (if new driveway access is required). Any damage done to the township road during construction, in excess of this fee, shall also be paid by the landowner. *Residential houses, when occupied, must have a green house number in plain view for safety reasons. The house number sign may be obtained by contacting the Fire Department.*
- Fee for new driveway access \$300.00
 - Fee for a road cut (when cut needed across the road) \$350.00
 - Fee for building in a commercial or heavy industrial zone \$150.00
 - Fee for a Rezoning or Special Use application \$250.00
 - Fee for a Variance application \$250.00
 - Fee for a Conditional use permit application \$250.00
 - Fee for a Conditional use permit for home based business \$250.00

Employee evaluations may take place before the first regular Trustee meeting in the months of July and December.

Road Supervisor – Full-time employee **Jim Busdiecker** shall receive a \$1.50 per hour raise for 2018. His hourly wage will be **\$22.50** per hour. Overtime rate shall be **\$33.75** per hour.

Full-time employees can roll over up to one (1) week vacation time into the First Quarter of the following year.

Seasonal employee Wayne Sandrock will receive a \$1.50 per hour raise for 2018. His hourly rate will be **\$15.25** per hour. Seasonal employee **Dave Busdiecker** will receive a \$1.50 per hour raise for 2018. His hourly rate will be **\$13.00** per hour. Seasonal employee **Dean Ackerman** will be paid **\$15.00** per hour.

Seasonal Labor - The Board may advertise in 2018 for part-time seasonal help and/or additional full-time help, with or without a Commercial Driver's License (CDL). The seasonal labor base rate for 2018 will be **\$9.00** per hour. Seasonal labor called to work for **snow removal** must have a CDL. The base rate for snow removal is **\$11.25** per hour.

Seasonal labor will be scheduled on an as-needed basis. The Road Supervisor is to check first with the Board of Trustees before scheduling any workers. Seasonal labor may be called in to dig graves, plow snow, or for any other maintenance reason.

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The goal is to have all Township Roads mowed by:

May 15, 2018 (1st mow) July 15, 2018 (2nd mow) Sept. 15, 2018 (3rd mow) Oct. 15, 2018 (4th mow)

These dates are a guideline and on an as-needed basis due to growing and weather conditions. The Board of Trustees will be contacted for advisement.

Road bids will be handled in accordance with ORC 5575.01 by the force account method or the Sandusky County bid process. The Township has a Resolution on file detailing this procedure.

Road Damage - The Township will charge a minimum fee of **\$500** for any damage caused to a township road.

Cemetery Cleanup – The Fiscal Officer will advertise at least once in a local newspaper for spring cleanup and at least once for fall cleanup. Removal of all arrangements and decorations must be by March 15, 2018 and October 15, 2018 respectively. New arrangements may be placed April 1, 2018 and November 1, 2018 respectively.

Monument Repairs - The Trustees may allocate an annual maximum of **\$8,000.00** for repairs to monuments in the Old Woodville Cemetery on Lime Road.

Road Cleanup – The maximum to be paid to an organization assigned by the Board of Trustees for cleanup along township roads is **\$30 per mile** not to exceed a maximum payment of **\$300.00**. The roads will be determined by the Road Supervisor and/or Board of Trustees.

Garbage Site – The cost of a dump ticket for township residents is **\$75.00** annually. The fee was set by the Trustees at their December 6, 2017 regular meeting. The dump site is located at the Township Garage, 761 East Main Street, and is open from 7:30 a.m. to 11:00 a.m. on the 1st and 3rd Saturday of each month.

Recycling Program – In cooperation with the OSS Solid Waste District the recycling drop-off dumpsters for residential recycling only (no businesses) are located at the Township Road Maintenance building on East Main Street. The site is open seven days a week **during daylight hours only** for glass, metal, plastics, and paper products. All materials can be put into the containers together.

Records Commission - The Records Commission consists of the Fiscal Officer and the Chairman and shall meet at least once a year and always during the organizational meeting to discuss the destroying of any records. Upon review, the commission decided that no records should be destroyed at this time.

Lori Kepus, Laura Saunders, and William Hammer were appointed to the **Audit/Finance Committee** for the Year 2018. The Audit/Finance committee may meet quarterly.

Board Meetings - The Board of Trustees will meet on the 1st and 3rd Wednesday of every month at 7:00 p.m. in the Township's Fiscal Office located in the Woodville Township Volunteer Fire Station, 321 East Main Street, Woodville.

Custodial Services – The Trustees re-employed Dave Miller as custodian of the fire station for 2018 at a monthly rate of **\$300.00**.

Trustee Heineman seconded all of the above. Roll call was as follows: Hammer – yes, Heineman – yes, Green, yes. Motion passed (3-0).

Chairman Hammer stepped down. Fiscal Officer Lori Kepus asked for nominations for Chairman and Vice-Chairman for 2018. Trustee Hammer moved to nominate **Ken Green as Chairman**. Trustee Green moved to nominate **Bill Hammer as Vice-Chairman**. Hammer seconded both motions. All answered yes to roll call. Motion passed.

At **8:50 p.m.** with no further business, Trustee Green moved for adjournment. Trustee Heineman seconded. This meeting was held in accordance with the ORC Sunshine Law.

Trustee Chairman Bill Hammer administered the Oath of Office to the township's re-elected trustee Kenneth Green and newly elected trustee Paul Runion. Townships can swear in their new officials at any time, however, the new trustee take office until January 1, 2018. Per ORC 505.02, Fiscal Officer Kepus has received the proper \$10,000 bonds for their faithful performance of their duty as trustee from OTARMA for both Mr. Green and Mr. Runion. There was no charge for these bonds.