

THE WOODVILLE TOWNSHIP TRUSTEE'S REGULAR MEETING – March 2, 2022

A regular meeting of the Woodville Township Trustees was held on March 2, 2022. Those in attendance: Trustees: Chairman Paul Runion, Bill Hammer, and Ken Green, Fiscal Officer Lori Kepus, Road Supervisor Jim Busdiecker, Zoning Inspector Steve Michaelis (left at 8:05 pm), Fire Chief Tim Schnitker, Assistant Fire Chief Dave Miller, and Jeremy Lohr (left at 7:05 pm).

Trustee Chairman Paul Runion called the meeting to order at 7:00 pm. This meeting was held observing the COVID-19 pandemic precautions including social distancing.

GUESTS – Jeremy Lohr, a Republican Candidate for Sandusky County Commissioner in the May 3 Primary Election, was present to introduce himself.

ZONING – Zoning Inspector Steve Michaelis said he presented all zoning violation cases to Sandusky County Assistant Prosecutor Dmitry Tatarko, and Mr. Tatarko thought everything looked good. He will be sending each person in violation a letter to take action to comply within 30 days. If there is no action, their cases will progress through the courts.

- Filed the 2021 zoning permits at the county auditor's office.
- Filed the Township's newly adopted Zoning Rules & Regulations at the county recorder's office.
- There will be a regular meeting of the Township's Zoning Commission March 9 at the fire station.

EMS – No report.

FIRE DEPARTMENT – Fire Chief Tim Schnitker reported on the following:

- The annual maintenance contract for hose and ladder testing was signed and returned to National Hose Testing.
- The annual service for the electric and hydraulic Jaws-of-Life units has been scheduled with Warren Fire Equipment.
- I have sorted out all the old radios and cleaned up the fire office and will be researching places to dispose of some old equipment.
- We found 6 helmets that were never used and are now out-of-date and are of no value to us. We would like to donate them to the Fire & Safety Program at Penta Career Center. Trustee Hammer made a motion to **donate the helmets to Penta Career Center**. Trustee Green seconded. All answered yes to roll call. Motion passed.
- A valve on the tanker truck, X-3, needs replaced. We can order the part from Atlantic Emergency Solutions (Finley Fire) for under \$2,000. Trustee Hammer made a motion to purchase the valve from Atlantic Emergency Solutions for up to \$2,000. Trustee Green seconded. All answered yes to roll call. Motion passed.
- A support firefighter from the Allen-Clay Joint Fire District passed away. One of our members will be taking a truck for the funeral.
- Dave Miller reported that for the next two Mondays the department will be working on gun raffle business. The gun raffle will be held March 19 at Ole Zims.
- Four members of the department will attend a pre-construction meeting for the new pumper truck at Sutphen on March 29.
- One of the **tube heaters** in the truck bay is no longer working. Trustee Runion presented a few quotes. Trustee Green made a motion to purchase a high-efficiency tube heater from Bill Busdiecker Plumbing & Heating in the amount up to \$4,500. Trustee Hammer seconded. All answered yes to roll call. Motion passed.

Dave Miller presented a quote for new pagers. Trustee Green made a motion to purchase **12 Unication G5 pagers** with an extended warranty from RayleCom Communications, Defiance, at \$670.50 each, and four additional belt clips at a total cost not to exceed **\$10,000**. Trustee Runion seconded. All answered yes to roll call. Motion passed.

Trustee Hammer made the motion to allow the **fire chief to incur an obligation up to \$2,500 a month on behalf of the fire department** without a vote of the trustees prior to purchase pursuant to ORC 507.11(A). Trustee Green seconded. All answered yes to roll call. Motion passed.

The Sandusky County Commissioners sent a copy of a resolution authorizing the use of America Rescue Plan (ARP) Recovery Funding to Woodville Township to replace the sewer system under the fire station in an amount up to \$140,000.00. The project will be done by The Delventhal Company. It will include replacing the existing sewer line, water fixtures, and sewer ventilation. The Trustees thank the County Commissioners for this generous support.

CEMETERY – One of the three John Deere mowers has come in at Bay Tractor. Since the PO was written for all three mowers together, Bay Tractor needs a letter requesting the mowers be released as they come in. The second mower is not expected to be delivered until April, and the third should be delivered in June due to supply chain issues. The Trustees agreed to this arrangement. Kepus will write the letter and send it to Bay Tractor.

It's Spring Cleanup time at both Woodville cemeteries. Kepus will place an ad in the Suburban Press. Families are encouraged to remove any decorations they wish to keep. Township workers will remove all remaining winter decorations at the end of the month. New arrangements can be placed April 2.

ROAD DEPARTMENT - Road Supervisor Jim Busdiecker reported on the following:

- The Bucket Truck will be taken to Sam's Diesel March 7 to get glow plugs installed.
- The new bolts on the Sterling Truck were retorqued at Toledo Spring per warranty.
- Quotes for items for a fuel tank and concrete dike protector were given. Trustee Hammer made a motion to spend up to **\$1,750** to purchase a **new concrete dike protector**. Trustee Green seconded. All answered yes to roll call. Motion passed.

Kepus received an email from the Ohio Department of Transportation stating that the Township's applications for road repaving projects on TR 165 and TR 14 had not been selected for funding from the Township Stimulus Program. ODOT received 1,182 applications in total requesting just under \$138 million from 647 townships. Of this, only 56 townships were funded with the \$8 million grant funding that was available.

FISCAL OFFICER – Kepus presented the Trustees with the Township’s **balanced bank reconciliation** for the month of February, and the updated Fund, Revenue, and Appropriation Status reports.

Below is the February financial report.

February Revenue Received	\$	22,302.37
February Expenses Paid	\$	28,053.17
Balance of all Funds as of 2/28/2022	\$	2,209,991.46

A reallocation payment of \$259.70 from the Office of Budget Management – ARF funding was received. This reallocation was a result of undistributed funds in our county.

Kepus reviewed her meeting with the KLA Risk Consulting Group, our insurance group’s (OTARMA) risk control group. KLA makes recommendations on how the township can reduce potential liability exposures and keep our liability insurance rates low by establishing good internal risk control practices.

- The road supervisor is gathering quotes to install secondary containment measurers for the above ground fuel storage tank at the road garage along with barriers for collision protection.
- The road supervisor will install a new NFPA fire cabinet.
- The fire chief is implementing a process to offer Hepatitis B vaccinations to all fire-fighters or have them sign a declination form if they have already received the vaccinations, or do not wish to be vaccinated.
- In general, it is recommended that the township have a process to acknowledge all personnel policies with a sign-off as a measure of protection for both the township and its employees. Each employee should receive a copy of the policies and procedures and job descriptions and each employee should sign an acknowledgement of receipt and understanding of the policies and job description.
- Other best practice recommendations that were highly suggested that the Township institute included:
 - A documented road condition checklist.
 - A Hold Harmless Clause should be included in all contracts for use of township facilities.
 - Background checks and physicals should be done for new firefighters.
 - Regular updates to fire department Standard Operating Procedures and Standard Operating Guidelines.
 - Documented driver Fire Truck training.
 - Annual vehicle inspections of personal firefighter’s vehicles.
 - Equipment Maintenance Checklists on all township vehicles and fire trucks.
 - Fire apparatus inspection checklists.
 - Documented fire department inventory. The inventory of the fire trucks has been done and an inventory of the fire station contents is being compiled.

Trustee Hammer made a motion to approve the warrants. Trustee Green seconded. All answered yes to roll call. Motion passed. Trustee Green made a motion to approve the Trustee’s February 16, 2022 regular meeting minutes. Trustee Runion seconded. All answered yes to roll call. Motion passed.

At 8:59 pm, with no further business, Trustee Hammer moved for adjournment. Trustee Green seconded. This meeting was held in accordance with the Ohio Revised Code’s Sunshine Law.