

**WOODVILLE TOWNSHIP TRUSTEE'S 2016 ORGANIZATIONAL MEETING
DECEMBER 16, 2015**

The Woodville Township Trustees met in special session at 8:30 p.m. on December 16, 2015 to organize for the **Year 2016**. Board members present: Trustees: Chairman Ken Green, Paul Heineman, Bill Hammer and Fiscal Officer Lori Kepus. Others in attendance: Road Supervisor – Jim Busdiecker. Chairman Green called the meeting to order.

Trustee Heineman moved to adopt **Resolution 2015-10** to participate in the State Cooperative Purchasing Program for 2016. Trustee Green seconded. All answered yes to roll call. Motion passed.

Trustee Heineman moved to **adopt Resolution 2015-11** establishing Temporary Appropriations for 2016:

GENERAL FUND	\$ 100,000.00
MOTOR VEHICLE LICENSE FUND	\$ 13,000.00
GASOLINE TAX FUND	\$ 80,000.00
ROAD & BRIDGE FUND	\$ 100,000.00
CEMETERY LEVY FUND	\$ 44,000.00
EMS LEVY FUND	\$ 150,000.00
FIRE LEVY FUND	\$ 100,000.00
PERMISSIVE LICENSE TAX	<u>\$ 9,000.00</u>
TOTAL ALL FUNDS	\$ 596,000.00

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

Trustee Hammer made a motion to **adopt Resolution 2015-12** 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 2016. Trustee Green seconded. All answered yes to roll call. Motion passed. The Depository Agreement between Huntington Bank and Woodville Township will expire on December 31, 2016. The total sum of active, interim, and inactive deposits totals \$2,000,000.00.

Trustee Hammer moved to **adopt Resolution 2015-13** authorizing the Woodville Township Board of Trustees to proceed by Force Account for the Year 2016 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 2016. Trustee Green seconded. All answered yes to roll call. Motion passed.

Trustee Green moved to adopt **Resolution 2015-14** to offer healthcare in 2016 to the Fiscal Officer and full-time employee. Trustee Hammer seconded. All answered yes to roll call. Motion passed.

At 8:40 p.m. Trustee Green moved to enter Executive Session to discuss employee salaries. Trustee Hammer seconded. All answered yes to roll call. At 9:15 p.m. Trustee Green moved to enter regular session.

Trustee Hammer moved to adopt the following for the Year 2016:

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.

Fire Chief - Fire Chief Bill Andrews shall be paid **\$350** per month. This salary will include compensation for mileage while on township business. The salary will be paid on a monthly basis from the Fire Levy Fund.

Firemen's Point's Pool – The point's pool for 2016 will be **\$8,000.00**. Allocation will be determined by the Trustees and Fire Chief. The point's pool will be paid on an annual basis from the Fire Levy Fund.

The Trustees will allocate an additional **\$1,000.00** for volunteer incentives. The Trustees will determine how the incentive money will be spent. Money will be drawn from the General Fund.

Volunteer Fire Fighter's Dependents Fund - William Hammer was appointed to serve as a board member for 2016.

Zoning Inspector: The Trustees appointed Steve Michaelis as the Woodville Township Zoning Inspector at their regular meeting on December 2, 2015. Steve will receive a monthly salary of **\$300.00** per month. Mileage will be paid at \$.40 cents per mile while traveling inside or outside the township on zoning business.

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Zoning Payroll	Zoning Commission Secretary	\$40.00 per meeting
	Zoning Commission Chairman	\$40.00 per meeting
	Zoning Commission Members	\$25.00 per meeting
	Zoning Board of Appeals	\$25.00 per meeting

The Trustees appointed **John Thierry** to a five-year term on the Zoning Commission. The Trustees appointed **Bill Rowles** to fill the vacancy of Board Member Steve Michaelis. His term will expire December 31, 2016.

The Trustees re-appointed **Todd Atkin** to a five-year term on the Zoning Board of Appeals. His term will expire December 31, 2020.

Zoning Commission:

Bill Rowles	Term expires December 31, 2016
Brad Rife, Chairman	Term expires December 31, 2017
Robert Schroeder	Term expires December 31, 2018
Tom Roth	Term expires December 31, 2019
John Thierry	Term expires December 31, 2020

Zoning Board of Appeals:

Emil Konesky, Chairman	Term expires December 31, 2016
Scott Lucas	Term expires December 31, 2017
Paul Hammer	Term expires December 31, 2018
William Busdiecker	Term expires December 31, 2019
Todd Atkin	Term expires December 31, 2020

Zoning Permit Fee Structure 2016

- Zoning permit for porch, deck, swimming pool, carport \$ 30.00
 - Zoning permit for a permanent sign \$ 40.00
 - 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 a road cut \$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 \$ 50.00*

*Special reduced rate through 6/30/16 only/

The Trustees extended the special rate for a home based business permit application through June 30, 2016. This fee will increase to \$250 after that date.

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 \$1.00 per hour raise for 2016. His hourly wage will be **\$19.50** per hour. Overtime rate shall be **\$29.25** 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 \$1.00 per hour raise for 2016. His hourly rate will be **\$12.25** per hour.

Seasonal Labor - The Board may advertise in 2016 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 2016 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.

By the direction of the Board of Trustees, seasonal labor will be scheduled on an as-needed basis and not without the advisement of the Board of Trustees. Seasonal labor may start work April 1 and shall terminate October 1. 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 between October 1 and April 1 only by direction of the Board of Trustees.

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The goal is to have all Township Roads mowed by:

May 15, 2016 (1st mow) July 15, 2016 (2nd mow) Sept. 15, 2016 (3rd mow) Oct. 15, 2016 (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, 2016 and October 15, 2016 respectively. New arrangements may be placed April 1, 2016 and November 1, 2016 respectively.

Monument Repairs - The Trustees allocated 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 Board of Trustees.

Garbage Site – The cost of a dump ticket for township residents is **\$70.00** annually. The fee was set by the Trustees at their December 2, 2015 regular meeting. The dump site is located at the Township Garage, 761 East Main Street, and will be 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 three 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 2016. The Audit/Finance committee is to 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 at a monthly rate of **\$290.00**.

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

Chairman Green stepped down. Fiscal Officer Lori Kepus asked for nominations for Chairman and Vice-Chairman for 2016. Heineman moved to nominate **Bill Hammer as Chairman**. Green moved to nominate **Paul Heineman as Vice-Chairman**. Hammer seconded. All answered yes to roll call. Motion passed.

Chairman Green administered the Oath of Office to newly re-elected Trustee Bill Hammer and Fiscal Officer Lori Kepus. Mr. Hammer's four-year term begins on January 1, 2016. Ms. Kepus' four-year term begins on April 1, 2016. Kepus has secured the correct bond certificates through OTARMA.

At **9:27 p.m.** with no further business, Trustee Heineman moved for adjournment. Trustee Green seconded. This meeting was held in accordance with the ORC Sunshine Law.