

**MONROE TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING MINUTES**

1:00 PM

November 28, 2018

CALL TO ORDER

Meeting called to order by Darlene Jowers at 1:02 pm

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Drew: Yes

Staff Present: Dani Speigel, Chief Carey, Assistant Chief Downey, Greg Schrichten – Maintenance Supervisor and Jerry Cramer – Maintenance.

No public participation requested.

Township Business:

Fiscal Officer: Midi Drew

Requests the following changes in Appropriations:

rev 18	Approved: Motion 18-215	APPROPRIATIONS EFFECTIVE 11-08-2018				CHANGE DETAIL				REVISED APPROPRIATIONS EFFECTIVE 11-28-2018			
Fund	Fund Name	Salaries	Benefits	Other	Total	Salaries	Benefits	Other	Total	Salaries	Benefits	Other	Total
1000	General	84,000	86,900	89,100	260,000					84,000.00	91,900.00	84,100.00	260,000.00
2011	Motor Vehicle License Tax	0	0	9,000	9,000		5,000.00	-5,000.00	0.00	0.00	0.00	9,000.00	9,000.00
2021	Gasoline Tax	60,000	14,000	64,000	138,000					60,000.00	14,000.00	64,000.00	138,000.00
2031	Road & Bridge	83,000	89,000	78,000	250,000			10,000.00	0.00	73,000.00	89,000.00	88,000.00	250,000.00
2041	Cemetery - Unrestricted	1,185	207	16,608	18,000					1,184.74	207.24	16,608.02	18,000.00
2042	Cemetery - Restricted	0	0	11,300	11,300					0.00	0.00	11,300.00	11,300.00
2181	Zoning	3,600	1,400	4,300	9,300			-3,608.49	-3,608.49	3,600.00	1,400.00	691.51	5,691.51
2191	Police Department	0	0	60,000	60,000					0.00	0.00	60,000.00	60,000.00
2192	Fire Department	610,630	196,760	13,610	821,000		-38,000.00	38,000.00	0.00	572,630.00	196,760.00	51,610.00	821,000.00
2193	Life Squad	169,820	72,606	5,900	248,326					169,820.00	72,606.00	5,900.00	248,326.00
2231	Permissive Motor Vehicle Tax	0	0	21,200	21,200					0.00	0.00	21,200.00	21,200.00
2271	Enforcement & Education	0	0	8,000	8,000					0.00	0.00	8,000.00	8,000.00
2281	Fire & Rescue, Ambulance & EMS Services	0	0	419,845	419,845			7,000.00	7,000.00	0.00	0.00	426,845.00	426,845.00
2901	Fire & EMS Levy - old	0	0	0	0					0.00	0.00	0.00	0.00
2902	Fire	0	0	0	0					0.00	0.00	0.00	0.00
2903	EMS	0	0	0	0					0.00	0.00	0.00	0.00
2902	MSR Grant - Fire	0	0	0	0					0.00	0.00	0.00	0.00
2903	MSR Grant - EMS	0	0	0	0					0.00	0.00	0.00	0.00
2906	STN 33 Monument	0	0	1,000	1,000					0.00	0.00	1,000.00	1,000.00
2908	MSR Safety Day Donations for Fire & EMS	0	0	500	500					0.00	0.00	500.00	500.00
2909	MSR Special Events	0	0	250	250					0.00	0.00	250.00	250.00
4401	Public Works Commission - N Altman Road	0	0	67,708	67,708					0.00	0.00	67,708.00	67,708.00
9001	Agency - Barkley Road Performance Bond	0	0	0	0					0.00	0.00	0.00	0.00
		1,012,235	460,873	870,321	2,343,429	-48,000.00	5,000.00	46,391.51	3,391.51	964,234.74	465,873.24	916,712.53	2,346,820.51

Motion **18-215** made by Tom Peck to approve revision number eighteen (18) of the Fiscal Year 2018 Appropriations as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes

Fire Department – Chief Carey

Proposed Verizon Master Services Agreement presented by Chief Carey moves Township from a fixed price contract to the newer flexible month to month plan for government entities with unlimited data on the Jet Packs, priority access – including for staff personal phones not on the Township plan - and a reduced price per phone.

Motion **18-216** made by Tom Peck to enter into the new Master Services Agreement with Verizon Wireless. Motion seconded by Dwain Forder.

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes

More Grant: Dani Speigel conveyed the Fire Department's desire to use the grant to apply for the Firefighters Save Firefighters kit.

Motion **18-217** made by Tom Peck to allow Dani Speigel to apply for the More Grant to fund the purchase of the Firefighters Save Firefighters kit. Motion seconded by Dwain Forder.

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes

Chief Carey reviewed the proposed key changes to Union Contract for 2019 to 2021 to be forwarded to Clemans-Nelson. These include extending existing personal day hours from 12 to 24 to allow for a full shift off, adding another 24 hours of PTO as a

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floating Holiday that may not be accrued. Pay scale revisions proposed to bring full time staff in line with neighboring peer groups and close to inflation adjusted rates going back to 2003. Proposal includes revised Part Time wage scale that adjusts for inflation / peer parity and removes the dual pay scale that has been in effect going back to 2005. The Part Time scale will not be in the Union Contract. The final Union contract will be voted on at the December 13, 2018 Regular Meeting and become part of the Budget and Appropriations for 2019. All worksheets and data used to create the proposal are available for review upon request.

Chief Carey presented proposal for replacement staff vehicle for Assistant Chief at state bid pricing.

Motion **18-218** made by Tom Peck to approve the purchase of a 2018 Ford F150 pickup truck through Mt. Orab Ford at state bid price of \$31,903.34. Fiscal Officer to perform due diligence and select the best possible financing from the offers submitted. Motion seconded by Dwain Forder.

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes

Administrator – Dani Speigel

OTA Christmas Party: Dani asked who is planning to attend.

Laurel Cemetery: Citizen complaint will be on the agenda for the December 13th Regular Meeting. New Cemetery rules will be on the web page and Matt will link to the Fire Department web page.

Fair Oak Park: \$60/month for internet for cameras for 12 months and \$119/month. We might ask if there is a “vacation” or seasonal rate with the ability to turn on/off for winter season. Trustees declined to vote on Spectrum proposal and asked for a hard drive to be purchased to store additional data.

Missing Chairs: Maintenance believes that chairs are missing from the Hall, but no original inventory data is available to verify this. The remaining chairs will be numbered and marked “Property of Monroe Township”. We will put up the 2nd camera we already own at the back door so we can monitor both entrances.

Christmas with Santa: Be here to stuff stockings on Thursday, December 6th at 10:00 am. Maintenance to bring tree down from storage. Dwain confirmed we will route line through Maintenance bay and office to back door and then out the side door to improve traffic flow and keep people in line covered.

Motion **18-219** made by Tom Peck to adjourn the meeting. Motion seconded by Dwain Forder.

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes

ADJOURNMENT

Meeting adjourned by Darlene Jowers at 2:21 pm.

Meeting re-convened at 2:26 pm at the request of the Fiscal Officer. All parties still present.

Fiscal Officer: Midi Drew

Fiscal Officer requests authorization for Then & Now Purchase Order #420-2018 to Aetna in the amount of \$14,237.00 for the deferred administration fee deducted from the Accounting Surplus remaining at the end of the Health Insurance Plan coverage period. This is equal to 50% of the Accounting Surplus as per the

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contract. The half owed to the Township has already been received from Aetna via electronic deposit. The receipt of the other half and payment of the fee is a net zero effect on cash. Entering the transaction in UAN is for accounting purposes only.

Motion **18-220** made by Tom Peck to approve Then & Now Purchase Order #420-2018 issued to Aetna in the amount of \$14,237.00 on 11/26/2018 for deferred administrative fees equivalent to 50% of the Accounting Surplus from the terminated Health Insurance contract for the period June 1, 2017 to May 31, 2018. Motion seconded by Dwain Forder.

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes

Motion **18-221** made by Tom Peck to adjourn the meeting. Motion seconded by Dwain Forder.

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes

ADJOURNMENT

Meeting adjourned by Darlene Jowers at 2:28 pm

Minutes submitted by Marie Drew, Fiscal Officer

Darlene Jowers, Trustee/Chairperson

Tom Peck, Trustee/Co-chairperson

Dwain Forder, Trustee

Marie Drew, Fiscal Officer