

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Tuesday, October 6, 20 15

The special meeting was called to order at 7:00am by Chairman Andy Bushman with Trustees Jim McCaskey and Irene McMullen, and Fiscal Officer Judy Toth present. Road Department members Jim Teichman, John Toth, Adam McKinney, Larry Morrison, Jason Vatty and Doug Cross were also present. Mr. Bushman led the Pledge of Allegiance. Warrants 13557-13572 dated 10/6/15 totaling \$9,818.32 and EFT Vouchers 428-438 totaling \$11,253.85 for the 10/9/15 bi-weekly payroll were signed.

WORKSHOP WITH ROAD DEPARTMENT

The Trustees advised that they compared Munson's vacation policy with other townships and voted to amend the vacation policy at the September 30th meeting. Vacation will continue to be earned on an accrual basis, with employees accruing 2 weeks for 1-5 years employment, 3 weeks for 6-10 years, and 4 weeks for 11 or more years. Mr. McCaskey stressed the importance of taking a week off for vacation. Sick leave accrual was adjusted from 3 weeks to 2 weeks per year. The Board discussed catastrophic sick leave. Currently sick leave accrued over the 120 hours of regular sick leave goes into a catastrophic illness bank with the total sick leave accrual limit set at 520 hours. Mrs. Toth explained that catastrophic leave was established to replace short term disability. The Trustees will consider if catastrophic should begin after 80 hours of accrual. Mrs. McMullen advised that the Trustees were in the process of updating all of the job descriptions. Mr. McCaskey inquired about the status of an exhaust system for the maintenance building. Adam McKinney agreed that that the air quality in the maintenance building was a concern. He noted that they do not abuse sick leave, and several of the road department employees were maxed out on sick time. He asked the Board to consider a buyout at retirement for unused sick leave as an incentive to the employees. Ohio Deferred Comp offers an opportunity to enroll unused sick time into deferred comp and some employers offer a percentage reimbursement for unused sick leave at retirement. Mrs. McMullen told him the Board would have to check what townships are allowed to do. The road department pointed out that currently, sick leave can only be used for illness of the employee, and not for illness of a family member. Mr. Bushman asked if there were any overall safety concerns and if the road department members felt safe on the road. Mr. McKinney said they worked with a lot of variables on a job site, traffic being the major concern. Larry Morrison noted that they watch out for each other - the more workers, the better. Mr. Bushman asked about work zones. Mr. Morrison said they were pretty diligent about setting up and were careful to avoid sites during times of high traffic volume, student traffic, and poor visibility due to the position of the sun. The Board discussed the BWC safety review. The representative completed her review and met with Mr. Teichman. He reported that he had not received the final report yet, but had shared some of the recommendations. The BWC will work with the township to provide a program to tackle individual items. Mrs. McMullen encouraged the road department to keep the lines of communication open, to talk with the road supervisor, and to stop in the office to share any concerns. Three road department members need their Class A CDL license. Mr. McKinney advised that the hours to take the test for the temporary were during the work day, with Saturday hours unpredictable. He will need to use vacation time to take the test. Mr. Teichman agreed to make arrangements to allow time during the day. Mr. McKinney wanted enough time to practice before taking the driving test. Mr. McCaskey told him to get his temporary and to let the Board know if they needed to extend the deadline. Mr. Teichman noted that the temporary would be good for six months. Mr. McCaskey told the road department that the Trustees were working on a "Whistleblower" policy. Employees will be encouraged to take the policy seriously and to report any illegal or wrong actions to the appropriate supervisor or official. The road department members left the meeting at 7:50am.

FIRE STATION REAR SIDEWALKS

Mr. Teichman will have quotes for concrete sidewalks for the next meeting. The Trustees discussed whether an additive was needed. Mr. Teichman said it was not necessary as the road department uses ice melt and not salt. The Board agreed that the project should be done this year.

ROOF ICE CONTROL PROJECT

Mr. McCaskey submitted a quote of \$41,832 from Passow Construction for a Bylin/Ranche/Pentaire engineered roof and gutter de-icing system. Copies of the information package and quote were passed out for the Board to review. The quote did not include the blueprint, as the file was too large to print. Mr. McCaskey will get copies of the blueprint and forward it to the Board members before the next meeting. The Trustees had a quote from the Gutter Cover Company of \$10,336 for an alternative system, a heater cap heated gutter system.

PROPOSED 2016 TOWNSHIP ROAD PROJECTS

The Trustees discussed the roads to be resurfaced next year. Mr. McCaskey met with the county engineer's office regarding Issue 2 funding for Fowlers Mill Road. Projects become eligible on a point system. The engineer's office will re-evaluate the project to see if it qualifies for consideration for Issue 2 funding next year. The engineer's office is not concerned about the deadline to submit projects as they have already done preliminary estimates for all of the roads being considered. The Board will make a decision at the next meeting.

RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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CONFERENCE ROOM RENTAL

Let the record reflect the Girl Scouts of NE Ohio held a Girl Scout Leader Training in the conference room on September 29, 2015 from 4-5pm for approx. 8 persons. Jim McCaskey moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

MEETING ROOM RENTAL

Let the record reflect Boy Scout Troop 91 used the meeting room on October 1, 2015 at 6pm for approx. 20 persons. Jim McCaskey moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

Let the record reflect Boy Scout Troop 91 used the meeting room on September 24, 2015 at 6pm. Jim McCaskey moved and Irene McMullen seconded to waive the fees, with a unanimous vote. Motion carried.

ENCUMBRANCE SHEET

Jim McCaskey moved and Irene McMullen seconded to approve the encumbrance sheet for October 6, 2015, as written:

Other Expenses Santa Breakfast	Blanket to 12/31/2015	800.00
Medical/Hospitalization HRA	Blanket to 12/31/2015	4,544.08

with a unanimous vote. Motion carried. The Board signed the encumbrance sheet.

MEETING ADJOURNED

Jim McCaskey moved and Irene McMullen seconded to adjourn the meeting at 8:11am, with a unanimous vote. Motion carried.

Chairman

Fiscal Officer