

Pittsfield Township Board of Trustees

January 5, 2015

Organizational Meeting

The Organizational Meeting of the Pittsfield Township Board of Trustees was called to order by Pro-Tem Chairman Forrest Mohrman at 7:30 p.m. in the Pittsfield Township Hall. Trustee Mark McConnell and Trustee Mark Diedrick were present as well as Fiscal Officer Tari Diedrick. Also present were Dan Shinsky, Maintenance Supervisor, Deputy Officer Vasant, and eight guests.

#15-01 APPROVAL OF MEETING MINUTES

Motion was made by Mark Diedrick and seconded by Mark McConnell to approve the minutes of the year-end meeting on December 30, 2014. The motion passed on a voice vote.

#15-02 ELECTION OF BOARD CHAIRMAN

Motion was made by Mark Diedrick and seconded by Mark McConnell to elect Forrest Mohrman as Board of Trustees Chairman for 2015. Forrest Mohrman abstained from the vote. The motion passed on a roll call vote.

#15-03 ELECTION OF BOARD VICE CHAIRMAN

Motion was made by Mark Diedrick and seconded by Forrest Mohrman to elect Mark McConnell as Board of Trustees Vice Chairman for 2015. Mark McConnell abstained from the vote. The motion passed on a roll call vote.

#15-04 SETTING OF REGULAR MEETING DATES

Motion was made by Mark McConnell and seconded by Mark Diedrick to set the regular meeting dates as the first and third Monday of each month at 7:30 p.m. at the Pittsfield Town Hall. The motion passed on a roll call vote.

#15-05 APPOINTMENT OF MARK DIEDRICK TO THE WELLINGTON FIRE DISTRICT BOARD

Motion was made by Mark McConnell and seconded by Forrest Mohrman to appoint Mark Diedrick to the Wellington Fire District Board. Mark Diedrick abstained from the vote. The motion passed on a roll call vote.

#15-06 APPOINTMENT OF MARK McCONNELL AS ALTERNATE TO THE WELLINGTON FIRE DISTRICT BOARD

Motion was made by Mark Diedrick and seconded by Forrest Mohrman to appoint Mark McConnell as the Alternate to the Wellington Fire District Board. Mark McConnell abstained from the vote. The motion passed on a roll call vote.

#15-07 APPOINTMENT OF MARK McCONNELL AS REPRESENTATIVE TO THE CENTRAL LORAIN COUNTY AMBULANCE DISTRICT

Motion was made by Mark Diedrick and seconded by Forrest Mohrman to appoint Mark McConnell as representative to the Central Lorain County Ambulance District. Mark McConnell abstained from the vote. The motion passed on a roll call vote.

#15-08 APPOINTMENT OF FORREST MOHRMAN AS ALTERNATE REPRESENTATIVE TO THE CENTRAL LORAIN COUNTY AMBULANCE DISTRICT

Motion was made by Mark Diedrick and seconded by Mark McConnell to appoint Forrest Mohrman as alternate representative to the Central Lorain County Ambulance District. Forrest Mohrman abstained from the vote. The motion passed on a roll call vote.

#15-09 APPOINTMENT OF FORREST MOHRMAN AS REPRESENTATIVE TO THE LORAIN COUNTY COMMUNITY ALLIANCE

Motion was made by Mark McConnell and seconded by Mark Diedrick to appoint Forrest Mohrman as representative to the Lorain County Community Alliance. Forrest Mohrman abstained from the vote. The motion passed on a roll call vote.

#15-10 APPOINTMENT OF FORREST MOHRMAN AS REPRESENTATIVE TO THE LORAIN COUNTY GENERAL HEALTH DISTRICT ADVISORY COMMITTEE

Motion was made by Mark McConnell and seconded by Mark Diedrick to appoint Forrest Mohrman as representative to the Lorain County General Health District Advisory Committee. Forrest Mohrman abstained from the vote. The motion passed on a roll call vote.

#15-11 APPROVAL TO KEEP THE SALARY THE SAME FOR THE MAINTENANCE SUPERVISOR BUT TO PICK UP THE FULL COST OF SINGLE COVERAGE HEALTH INSURANCE FOR THIS EMPLOYEE FOR A PERIOD OF ONE YEAR

Motion was made by Mark Diedrick and seconded by Mark McConnell to approve a resolution to keep the salary the same for the Maintenance Supervisor for 2015 but to pick up the full cost of single coverage health insurance for this employee for a period of one year. This amount of single coverage will be \$692.00 per month. The motion passed on a roll call vote.

#15-12 APPROVAL TO CONTINUE THE SAME SALARIES AND WAGES FOR 2015 AS WAS APPROVED IN 2014

Motion was made by Mark Diedrick and seconded by Mark McConnell to approve the continuation of the same salaries and wages throughout 2015 as was approved for 2014. (See attached listing.) The motion passed on a roll call vote.

#15-13 APPROVAL OF RESOLUTION TO SET THE OPEN MEETING POLICY

Motion was made by Mark McConnell and seconded by Mark Diedrick to approve the following resolution:

OPEN MEETING RESOLUTION

The Board of Trustees of Pittsfield Township, Lorain County, Ohio, in compliance with RC 121.22(F), hereby establishes the method whereby any person may determine the date, time and place of regular meetings and the date, time, place and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place and purposes of special and emergency meetings of the Board.

1. Regular meetings

Regular meetings of the Board will be held the first and third Monday of each month, at 7:30pm. Unless otherwise provided, all meetings will be held at Pittsfield Township Hall, located at 16940 St. Rt. 58.

The Fiscal Officer shall give notice of regular meetings by posting the meeting date on the public sign board in the township park as well as insuring the dates are available on the township website. If the date, time or location of a regular meeting is changed, notice of the change shall be posted as provided in this section at least 5 days

prior to the meeting.

2. Special and emergency meetings

Special meetings of the Board will be held at the call of any two members of the Board of Trustees. The call for a special meeting shall specify the date, time, location and purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Fiscal Officer shall give notice of the date, time, location and purposes of a special meeting other than an emergency meeting by posting in the same location(s) as provided for posting notice of regular meetings as well as attempt to place the information in at least one local newspaper if time allows. Notice shall be posted as far in advance of the meeting as practicable, but not less than twenty-four hours prior to the meeting.

If there is sufficient time to provide twenty-four hours' notice, the Fiscal Officer shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of an emergency meeting is not required, except as provided in section 3 {or section 4}.

3. Notice to news media of special and emergency meetings

News media who have requested notice of special meetings shall be individually notified by the Fiscal Officer of the date, time, location and purposes of any such meeting at least twenty-four hours in advance of the meeting. If the meeting is an emergency meeting, the member or members calling it shall immediately notify the media who have requested notification of the date, time, location and purposes of the meeting.

4. Notice of meetings to discuss particular business

The Fiscal Officer shall give reasonable advance notice of all regular or special meetings at which a particular type of public business is to be discussed, to any person who has requested such notice. If time permits, such notice shall be by mail and may include a copy of the meeting agenda. Otherwise, telephone notice shall be given. A request for notice shall be in writing, shall state the requester's name, address, telephone number, and the nature of the public business in which the requestor has a particular interest and desires notice, and shall be accompanied by payment of a fee of \$10.00. Any such request shall remain in force for 12 months.

5. Special notice required by law

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form and manner prescribed by statute, in addition to notice otherwise required under this resolution.

The motion passed on a roll call vote.

#15-14 APPROVAL OF THE PUBLIC RECORDS POLICY FOR THE TOWNSHIP

Motion was made by Mark Diedrick and seconded by Mark McConnell to approve the attached Public Records Policy for Pittsfield Township. The motion passed on a roll call vote.

#15-15 APPROVAL OF THE RECORDS RETENTION SCHEDULE

Motion was made by Mark Diedrick and seconded by Mark McConnell to approve the attached Records Retention Schedule. The motion passed on a roll call vote.

#15-16 APPROVAL OF THE SNOW EMERGENCY POLICY FOR THE TOWNSHIP

Motion was made by Mark McConnell and seconded by Mark Diedrick to approve the attached Snow Emergency Policy for the Township. The motion passed on a roll call vote.

#15-17 APPROVAL OF FINANCIAL REPORTS

Motion was made by Mark McConnell and seconded by Mark Diedrick to approve the financial reports as presented. See reports attached.

Current fund balance \$279,576.42

The motion passed on a roll call vote.

#15-18 APPROVAL OF PURCHASE ORDERS AND BLANKET CERTIFICATES

Motion was made by Mark McConnell and seconded by Mark Diedrick to approve the following purchase orders and blanket certificates:

PO#1-2015 through #21-2015

Blanket Certificates #1-2015 through #7-2015

(See attached listing.)

The motion passed on a roll call vote.

#15-19 APPROVAL OF CURRENT BILLS AND EXPENSES

Motion was made by Mark Diedrick and seconded by Mark McConnell to approve the payment of Warrants #9957 through #9965 totaling \$2,993.45. See attached. The motion passed on a roll call vote.

OLD BUSINESS –

Mark McConnell reported on the progress of the Guthrie Ditch Project. The work has been completed but is awaiting the County Engineers Office to sign off on the project.

It was announced that the Dumpster Day will be held on January 10, 2015. Postcards will be mailed to residents.

NEW BUSINESS –

The new building project was discussed briefly. The Trustees will view other township garages to get ideas for the Pittsfield building project. The building plans will need to be in place in order to begin the process of applying for grants.

There was a discussion concerning the Pittsfield Township estate taxes mistakenly distributed to Wellington Township. The trustees and fiscal officers of both townships will meet on January 15, 2015 to discuss repayment of these funds. Gerald Innes, Prosecuting Attorney, will also be present.

ZONING BUSINESS –

Dan Shinsky reported that he processed two permits for accessory structures recently.

ROAD & MAINTENANCE REPORT –

Dan Shinsky reported that the snow equipment is ready for use.

#15-20 ADJOURNMENT

Motion was made by Mark Diedrick and seconded by Mark McConnell to adjourn the meeting at 8:10 p.m. The motion passed on a voice vote.

The next meeting will be held on January 19, 2015 at 7:30 p.m.

THE PITTSFIELD TOWNSHIP TRUSTEES

Attest: _____
