

Perry Township Board of Trustees

Regular Meeting

May 19, 2020 6:00 pm

Call to Order/ Pledge of Allegiance:

Excused absence: John Masalko, Road/Parks Superintendent; Joyce Fetzer, Township Administrator; Tim Cugini, Zoning Inspector

Additions/Deletions to Agenda:

Public Hearings/Invited Guests:

Communications:

Letter to Board of Trustees from Linda M. Cottrill Requesting Vacating Ortt Rd. SW

Trustee DeChiara indicated that the Board received a letter of May 5, 2020 from Linda M. Cottrill requesting vacating Ortt Rd. SW in Perry Township.

Trustee Haines referenced a previous incident regarding the extension of Cincinnati St. with the City of Massillon several years ago and indicated that we may want to look further into other possible plans with the county regarding this matter. Law Director Hall stated that he would assist with looking into this request. On behalf of the Board, Trustee Haines stated his thanks.

Public Speaks on items up for Board Approval:

Township Business requiring Board Action:

Unfinished Business:

New Business:

Trustee DeChiara stated that the Board will consider the approval of bills and payroll in the amount of \$282,262.35 for the week ending May 12, 2020 and bills in the amount of \$30,083.07 for the week ending May 19, 2020 for a combined total of \$312,345.42; so moved by Trustee Haines; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Fiscal Officer:

Consider Accepting the Meeting Minutes from 05/05/20

Trustee DeChiara stated that the Board would consider accepting the meeting minutes from May 5, 2020; so moved by Trustee Haines; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Public Records Request Policy

Consider Public Records Resolution

Fiscal Officer Chessler stated that this request again comes as a result of the audit that we are going through and the auditor's inquiry of whether or not we had any public records policy and whether or not it was in our township manual. Mr. Chessler indicated that Law Director Hall has drafted a public records request policy for the Board's review and authorization. More discussion took place among the Board regarding this draft policy.

Trustee Haines stated that based on the information given under the public records request policy, made a motion to approve that with the changes being in what is highlighted as far as the copies one hundred pages at no charge, each additional page is a nickel per page and the charge for the electronic file downloaded to a digital media at our cost; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Fiscal Officer Chessler requested a separate motion for the Board's approval in amending the handbook policy to include the public records policy.

Trustee Haines stated that based on the information with our new public records request policy, made a motion that the Board make our handbook match the policy that we just created and therefore be placed in the handbook; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Petty Cash Procedure

Fiscal Officer Chessler again referenced the auditor's raised issue regarding our petty cash procedures. Law Director Hall relayed that the auditor was requesting a written procedure be put in place, a log of money in, money out, including receipts. More discussion took place regarding implementing this new process.

Trustee Haines stated that based on that information, made a motion that the Board establish a petty cash fund and create a purchase order for the amount of petty cash fund not to exceed \$100.00, payable up to the department supervisor or chief and charge the amount to the department's other expense's account code; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Accrual of Sick Leave Discussion

Fiscal Officer Chessler indicated that this was another issue that the auditor raised regarding establishing a regular accrual of sick leave for nonunion people. More discussion took place regarding this matter.

Trustee Haines stated that based on the information given here and putting together an accrual of sick leave discussion for non-bargaining unit employees, made a motion that the Board, based on what we have done in the past, continue to do that in a form of a motion for every 80 hours worked, they will get 3.4 hours of sick leave, accrual, and part of that motion would be including that into the policy handbook under vacation, time off, etc.; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Bank Reconciliation

Fiscal Officer Chessler stated that this was again another auditor's petition regarding the Fiscal Office's normal procedure of not only providing the Trustees with a copy of the monthly bank reconciliation, but moving forward, that this be acknowledged at a Board of Trustees meeting with resolution for verification. More discussion took place regarding this bank reconciliation request.

Trustee Haines stated that based on this information, made a motion that the Board approve the bank reconciliation for this month; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Administration:

Consider OTARMA Renewal

Trustee DeChiara referenced the Administrator's May 15, 2020 memo to consider the Renewal of the OTARMA (Ohio Township Association Risk Management Authority) contract for another year.

Trustee DeChiara made a motion that the Board approve the renewal of the OTARMA contract for another year for a total of \$163,942.00; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider OTARMA Cares Program \$500

Trustee DeChiara referenced the Administrator's May 15, 2020 memo to consider the acceptance of the OTARMA CARES Program check in the amount of \$500.00.

Trustee Haines stated that based on that information, made a motion that the Board accept the \$500.00 check from the OTARMA Cares Program; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Accepting Insurance Reimbursement for Small House Garage Damage at Fasnacht Farm

Trustee DeChiara stated that the Board is being asked to consider accepting an insurance reimbursement check from PERSO (Public Entity Risk Services of Ohio) in the amount of \$3,409.87 for damages which occurred when a driver drove his vehicle off of Jackson Ave. and into the side of the garage of the small farm house at Fasnacht Farm.

Trustee Haines made a motion that the Board accept the reimbursement check for the damage at Fasnacht Farm in the amount of \$3,409.87; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider 2020 Yard Waste Grant Dollars Contract with Stark Tusc Wayne in the Amount of \$28,287.50 and 2019 Reimbursement Check in the Amount of \$16,856

Trustee DeChiara stated that the Board is being asked to consider accepting the 2020 Yard Waste Host Site Block Grant with the Stark Tusc Wayne District in the amount of \$28,287.50 and the 2019 reimbursement from them in the amount of \$16,856.00; so moved by Trustee Shreffler; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Reinstatement of Part-Time Zoning Inspector

Trustee DeChiara indicated that the Board will consider the reinstatement of bringing back onto duty the part-time zoning inspector, Karl Kraus, effective June 1, 2020.

Trustee DeChiara made a motion that the Board bring back Karl Kraus with a maximum work schedule of 28 hours per week beginning Monday, June 1, 2020; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler.

Fire Department:

Consider Resignation of Full-Time Firefighter Jacob Butcher

Fire Chief Martin stated that the Fire Department is requesting that the Board of Trustees accept the resignation of Jacob Butcher as a full-time firefighter-paramedic with the Perry Township Fire Department effective May 28, 2020. Chief Martin gave a brief explanation regarding Jacob's resignation.

Trustee DeChiara stated that based on the Chief's recommendation, made the motion to accept the resignation of Mr. Jacob Butcher effective May 28, 2020 as a full-time firefighter medic in the Perry Fire Department; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Part-Time Employment of Jacob Butcher

Fire Chief Martin stated that the Fire Department is requesting that Jacob Butcher be hired as a part-time employee. The member shall comply with all Township resolutions, State and Federal laws relating to the total and average hours allowed to work per week and year. Member will be required to follow and complete all of the current requirements placed on employees. Member will be afforded all benefits currently applicable to part-time employees. Starting wage of \$15.00 per hour. Hiring date will be effective, Friday, May 29, 2020.

Trustee Haines stated that based on that information, made a motion that the Board hire Jacob Butcher as a part-time employee, he will be required to follow and complete all the current requirements based on employees; member will be afforded all benefits currently applicable to part-time employees with a starting wage of \$15.00 per hour and a hiring date effective Friday, May 29, 2020; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Repair Bill to Medic 25

Fire Chief Martin stated that the Fire Department is requesting that the Board of Trustees authorize the payment in the amount of \$3,712.05 to Progressive Chevrolet for emergency engine repairs to Medic 25. Chief Martin relayed that the vehicle had to be taken to Progressive for work because the software to test and reset the codes when replacing the thermostats and various sensors is proprietary software of Chevrolet.

Trustee Haines stated that based on that information, made a motion that the Board approve the repair bill to Progressive Chevrolet on Medic 25 for \$3,712.05; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Purchase of Furniture for All 3 Stations

Fire Chief Martin stated that the Fire Department is requesting that the Board of Trustees authorize the purchase of miscellaneous furniture to replace furniture in all three (3) stations from Dreamseats, Inc. at a cost not to exceed \$7,656.17. Chief Martin referenced his 5-15-20 memo that listed the price quotes obtained from companies that specialize in commercial/fire station furniture, attached before the Board.

Trustee DeChiara stated that based on the fire chief's recommendation, made a motion that the Board approve the purchase of furniture for the three (3) fire stations in the amount of \$7,656.17; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Accepting \$1,000 Donation from GBU Financial Life

Fire Chief Martin stated that the Fire Department is requesting that the Board accept a \$1,000.00 donation from GBU Financial Life. Chief Martin gave a brief explanation regarding this donation.

Trustee Haines stated that based on that information, made a motion that the Board accept the \$1,000.00 donation from GBU Financial Life and inquired if that had to be used for anything in particular; Chief Martin confirmed no; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Hiring Full-Time Member

Trustee DeChiara relayed the Board's consideration of hiring a full-time employee and indicated that this would be in held in discussion under the Executive Session; Trustee Haines confirmed yes, with action to be taken.

Police Department:

Road and Park Department:

Consider Paving Program 2020

Trustee DeChiara indicated that the Board would consider the 2020 paving program under the road and park department. Trustee DeChiara relayed that Road Superintendent Masalko is requesting to solicit bids that will go out to bid tomorrow, May 20, 2020 and the bid openings will be on June 16, 2020 at 6:00 pm.

Trustee DeChiara made a motion that the Board advertise for road paving for the 2020 season and we will have the bid opening on June 16, 2020 at 6:00 pm; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Consider Stark County Cooperative Salt Purchase

Trustee DeChiara referenced Road Superintendent Masalko's May 5, 2020 memo to the Board requesting Stark County co-operative salt purchasing for the upcoming year.

Trustee DeChiara stated that John and the Road Department is requesting to purchase salt; even though it's May, but we have, as a cooperative partner of the Stark County Engineers, last season's salt purchase with Cargill De-icing Technologies was under our salt pre-order for a year and the Township needs to order more salt before July 31, 2020 or face a storage fee from Cargill. Therefore, he's asking to purchase 453.42 tons of salt in the amount of \$33,100.00; that's my motion to approve; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Law Director:

Zoning:

Consider Approving Side Lot Program Application from Fresh Mark Inc.

Trustee DeChiara stated that the Board is being asked to consider approving a Side Lot Program application from Fresh Mark Inc. under the Zoning Department. Trustee DeChiara relayed that the Board will consider tabling this matter until the next meeting when Zoning Inspector Cugini could explain a little more in depth regarding this application request.

Trustee Haines made a motion that the Board table this Side Lot Program application until the first meeting in June; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Problem Properties:

Department Matters Not Requiring Board Action:

Administration:

Fire Department:

Police Department:

Road Department:

Parks/Recycling:

Zoning:

Law Director:

Announcements:

~Yard Waste Site at 1500 Jackson Ave. SW – Monday, Wednesday and Saturday 8 am to 4 pm.

~Trustee Haines indicated that starting at the June 2nd meeting, we will have Public Speaks; it will be a little different in keeping with our less than 10 people in attendance here, the plan is to have anybody that wants to speak to the Trustees at the meeting sign up by 3:00 pm on that Tuesday and once they sign up, they will be heard in that order; they will wait in the parking lot until 6:05 pm when we do Public Speaks, then they will be able to come in and address the Board with their concerns.

Trustee Haines made a motion that under Public Speaks, if a Township resident wants to address the Board, they will sign up before 3:00 pm on the set meeting date and then after the Pledge of Allegiance, the Board will hear Public Speaks at approximately 6:05 pm, and they will come in order of when they signed up; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Executive Session(s):

ORC 121.22 (G) (1) Employment to Include the Trustees, Fiscal Officer, Fire Chief, Law Director

Trustee DeChiara stated that with no other business to come before the Board, moves that the Board go into the Executive Session under ORC 121.22 (G) (1) employment to include the Trustees, Fiscal Officer, Fire Chief and Law Director with pending action to be taken; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

The Board adjourned into Executive Session at: 6:51 pm

The Board adjourned from Executive Session at: 7:02 pm

Trustee Haines stated that based on the resignation of our full-time firefighter tonight, made a motion that the Board allow the Chief to make a job offer to an employee based on an eligibility list pending their psychological and physical exam and existing eligibility list; seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Public Speaks-Open Forum:

Adjournment:

With nothing further to come before the Board, Trustee Haines made a motion to adjourn the meeting at 7:02 pm; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Ralph DeChiara Jr., President

Craig E. Chessler, Fiscal Officer