

**BOARD OF TRUSTEES OF SANDUSKY TOWNSHIP
SANDUSKY COUNTY, OHIO**

MINUTES OF REGULAR MEETING of June 15, 2021

The Trustees of Sandusky Township met in regular session at Sandusky Township Hall at 6:00 p.m., with the following members present:

Mr. Paul Lotycz

Mr. Mike Willis

Mr. Gilbert Overmyer

Mr. Mike Willis made motion to accept the minutes. Mr. Gilbert Overmyer seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Willis - yes, Mr. Lotycz - yes.

Ms. Cyndi Zienta had the recording of the last meeting in order to play the portion of her stating the General Fund has been spent down 54% in the past few years. Mr. Mike Willis declined to listen to it.

Mr. Gilbert Overmyer made motion to accept and pay the bills. Mr. Mike Willis seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Willis - yes, Mr. Lotycz - yes.

Ms. Zienta reported the following Revenue and Expenditures:

Trustees reviewed Management Reports.

	6-2-2021 through 6-15-2021	Year to Date
Revenue	676.28	475,718.89
Expenditures	155,247.55	594,745.81

Fire Chief Dean Schneider updated the Board on the Automatic Aid Agreement the City of Fremont, Ballville Township and Sandusky Township fire departments have worked out. This will get more help at the scene to enhance safety.

This may improve all three entities ISO ratings.

Attorney Jim Barney reviewed agreement and recommended the operational agreement be attached to the agreement via an Attachment Exhibit. Mr. Schneider will have it updated and bring to the next regular meeting.

Mr. Schneider reviewed his 2022 Budget requests with the Board.

Mr. Gilbert Overmyer mentioned the Sandusky County Communities Foundation Grant will be coming up in July. Trustees and Mr. Schneider discussed possibly applying for a thermal imaging camera when the grant is available.

Road Superintendent Brent Saionz provided the following report:

- Presented his budget and discussed with Trustees
- Road ditch mowing is done
- Working on cutting the weeds at the cemeteries
- Informed the Board the new Contractor Supply property on State Street needs to be mowed
- Toledo Edison is requesting permission from the Board to install a pole in township right-of-way. Mr. Saionz will meet with Toledo Edison to view the area

Mr. Gilbert Overmyer informed Mr. Saionz a sign on Werth Road is backwards. Mr. Saionz is aware of it and it is a Stop Ahead Sign.

Mr. Saionz turned in a portion of his cell phone bill to Ms. Cyndi Zienta in order to receive the \$40 cell phone reimbursement. Ms. Zienta reviewed what was submitted and found the cell phone monthly line access charge for Mr. Saionz is only \$20. Ms. Zienta contacted the Ohio State Auditor's office and they look at the policy to see if the reimbursed amount is reasonable - covering the entire cost, or more, of a phone would not be reasonable.

Mr. Saionz explained it was cheaper for him to keep his flip phone and add another line onto his account and that the other phone is \$45/month. Ms. Zienta explained the reimbursement is for one phone not two phones. Mr. Saionz will have the phones switched. Mr. Lotycz asked Mr. Saionz if he is carrying two phones now. Mr. Saionz said he is. He has his flip phone and his smart phone.

Ms. Cyndi Zienta discussed Westend Tire and the outstanding checks and invoice. Two checks have been issued to Westend and they have not been cashed. The owner states she does not have them. Mr. Saionz stated her desk is covered with checks and she is behind in paperwork. Mr. Gilbert Overmyer stated he made a purchase there awhile ago and his check is not cashed yet. Ms. Zienta will reissue the checks to Westend Tire and have Mr. Saionz deliver it to her personally. Westend also sent an invoice dated 12-11-2019. Mr. Saionz confirmed the purchase was made.

Trustees will pay Sandusky County Township Association Associate membership fees for the following people:

- Dean Schneider
- Brent Saionz
- Jim Barney
- Brian Woods

Ms. Zienta has received phone calls from township residents that have not received any information on the zoning permits they submitted. The permits are from April and Ms. Zienta stated the permits are sitting in the zoning department tray waiting to be processed.

Ms. Zienta talked with Zoning Inspector Brian Woods and told him the permits were waiting. Mr. Woods is going to meet with former inspector Don Bixler to go over the paperwork.

Trustees asked Ms. Zienta how the money is turned in. She explained the Zoning Inspector processes the permits and turns the money in monthly to her along with a permit log. This log is also provided to the Trustees.

Mr. Overmyer provided pictures and a video of the junk vehicles at 905 Brush Street to Mr. Jim Barney. Mr. Barney explained Trustees will need to identify the vehicles, give the property owner notice to remove junk vehicles, pass a resolution to remove and identify all lien holders and give them notification. Mr. Overmyer will create a list of the vehicles and Mr. Barney will send a notice of removal to the property owner.

Mr. Paul Lotycz received a complaint of high grass at 2214 Birchard Avenue. Mr. Lotycz viewed the property and found no high grass.

Ms. Zienta explained the current safety/clothing allowance in place. Employees accumulate \$20/month to be used for safety/clothing. Ms. Zienta talked with Sandusky County Facility Management and they purchase the maintenance employees shirts twice a year and then pay them \$100 a year to purchase boots or whatever they want.

After discussing, Mr. Paul Lotycz made motion to purchase shirts and pants for the employees and provide \$300 a year for the purchase of boots or whatever they want. Mr. Mike Willis seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Willis - yes, Mr. Lotycz - yes.

Mr. Paul Lotycz made motion to end the current safety/clothing allowance policy. Mr. Gilbert Overmyer seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Willis - yes, Mr. Lotycz - yes.

Ms. Zienta provided the following report:

- BWC's Two-Hour Safety Training requirement needs to be completed by June 30, 2021. Mr. Overmyer will complete the requirement
- The 2019-2020 Township Audit has been completed
- The 2022 Budget hearing will be July 6, 2021
- 2512 Port Clinton Road (former Haven property) has been sold. Nova Title Agency sent an email to all Board members requesting information on water, sewer and special assessments on that property. Ms. Zienta responded to the emails
- The Sandusky County Prosecutor provided a legal opinion on the sale of township equipment
- Requested all Assistant Road Superintendent applications be given to her for filing

Mr. Mike Willis made motion to update the Credit Card Policy by removing Lucas Preston-Colvin and adding Chad Bender to the Authorized User List for Lowes, Staples and Shell. Mr. Paul Lotycz seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Willis - yes, Mr. Lotycz - yes

Mr. Paul Lotycz made motion to go into Executive Session under ORC 121.22 (G)(2) to discuss land issues. Mr. Mike Willis seconded motion. Roll call as follows: Mr. Willis - yes, Mr. Overmyer - yes, Mr. Lotycz - yes.

Trustees moved out of Executive Session.

Trustees discussed the job description for Facility Maintenance Worker. Some changes being considered are:

- Will be supervised by the Fire Chief and/or Road Superintendent
- Perform Fire Inspections

Trustees wondered if fire inspections are being compensated and will check with the Fiscal Officer. Trustees will discuss job requirements with the fire chief.

Mr. Chris Michael called Mr. Willis regarding a CDL license. He would like to obtain a CDL Class A license. There is a two-week daytime class coming up that he would like to attend. The next class will be in the fall and he feels he may need it before then because he is now helping with the road department and possibly snow removal. Mr. Willis is unsure if Mr. Michael is asking to be paid his regular wages while attending the class. Mr. Lotycz noted the township has two trucks that require a CDL Class A driver and the township has a road superintendent and an assistant road superintendent for them. If there is an emergency, township trustees are permitted to drive those trucks.

The other vehicle for snow plowing is a pickup truck and does not require a CDL license to operate.

Mr. Michael hasn't driven a combination vehicle for years and would like to brush up on his driving skills by getting a CDL Class A license. The township does not have any combination vehicles.

Trustees agree that if Mr. Michael wants to get his CDL license, he will have to do that on his own time; the township will not pay his wages to attend.

It was noted the former assistant road superintendent obtained his CDL license on his own time.

Mr. Chris Michael also informed Mr. Willis that with the township EMS ending, he will not be performing any runs and will be losing that pay he was getting. He estimates he was getting \$6.00/hour extra for doing the runs during working hours and is asking for a raise.

Trustees would like to table his request and see how the transition goes with his updated job requirements with the road department. Mr. Willis noted Mr. Michael is making \$13.79/hour.

Mr. Paul Lotycz stated the new assistant road superintendent is doing a great job. He knows what to do without any direction. Mr. Willis hopes Road Superintendent Brent Saionz will be able to get more done now.

At 7:45 p.m. with there being no further Business to come before the Board of Trustees, Mr. Willis made motion to adjourn seconded by Mr. Overmyer.


Mr. Paul Lotycz, Chairman



Mr. Mike Willis, Trustee



Ms. Cynthia Zienta, Fiscal Officer



Mr. Gilbert Overmyer, Trustee