



**ROSS TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
DECEMBER 15, 2016**

**The Ross Township Board of Trustees met in regular session  
to transact business for Ross Township.**

**CALL TO ORDER - PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present - Raymond J. Wurzelbacher and Ellen Yordy present - Thomas E. Willsey absent

**PROCEDURAL ACTION**

**Motion 16-139**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted to appoint Township Administrator, Robert Bass as the Recording Secretary for this meeting.

The vote of the Board shows as follows: All present voted yes, motion carried.

**Motion 16-140**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted to dispense with the reading of the minutes of the Regular Meeting held on November 30, 2016.

The vote of the Board shows as follows: All present voted yes, motion carried.

**Motion 16-141**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted to approve the minutes of the Regular Meeting held on November 30, 2016.

The vote of the Board shows as follows: All present voted yes, motion carried.

On behalf of Fiscal Officer Judy Huffman, Administrator Bass announced that the fund balance on deposit is \$2,604,423.90 and provided the Board with copies of the Bank Reconciliation Statement and the Cash Summary by Fund Report from November, 2016.

After thorough interviewing and background checks, Police Captain Jack Tremain presented Arthur Brickles to the Board as a candidate for the position of Part-time Police Officer. Captain Tremain requested that the Board consider a motion to hire Arthur Brickles to that position.

**Motion 16-142**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the

Board voted to hire Arthur Brickles to the position of Part-time Police Officer at the rate of \$16.50 per hour; subject to the completion of all pre-employment testing; in accordance with the current Staffing Level and Pay Rate Summary. The vote of the Board shows as follows: All present voted yes, motion carried.

Board President Wurzelbacher then administered the Oath of Office to new Officer Arthur Brickles.

## **DEPARTMENT REPORTS**

**Administration** – Bob Bass provided an explanation for the following resolutions to be considered: two resolutions to amend the Personnel Policy and the Staffing Level and Pay Rate Summary and an intended to hire Randi Lynch to a newly created position of Assistant to the Fiscal Officer; and a nuisance abatement resolution for 1235 Millville Shandon Road. The new position and hire is a failsafe measure to insure that the Ms. Lynch is trained to perform payroll and accounts receivable and payable responsibilities should the Fiscal Officer not be able to perform those tasks for any reason in the future.

**Fire Department** – Chief Steve Miller provided the monthly report for November, 2016 and requested that the Board consider hiring Evan Seely and Dennis Cable into the position of part time Firefighter/Paramedic. He also provided details of a proposal to change the Township's cell phone account from AT&T to Verizon Wireless at a significant monthly savings. After thorough discussion, the Board agreed to change vendors.

**Road Department** – Road Superintendent Paul Bulach had no report.

**Police Department** – Captain Jack Tremain provided the monthly report for November, 2016 and detailed the department's volunteer role in providing donated Christmas gifts to indigent families in the township in conjunction with the Ross area ministries (RAMM).

## **PUBLIC PARTICIPATION**

None

## **TOWNSHIP BUSINESS**

### **Old**

The Administrator continued discussion regarding a resident request for a street light on SR128 at Morgan Lane. The Ohio Department of Transportation reported that the intersection does not meet their qualifications for streetlight installation but would provide approval to place the light if the Township agreed to the cost of installation and operational expenses. The Board noted that the intersection met the criteria for installation under Township policy and ordered its' placement cost be prepared for the next meeting of the Board.

After discussion of a scheduling conflict, the Board agreed to change the date of their next meeting from January 5<sup>th</sup> to January 4<sup>th</sup>. The time and location remain typical.

## **New**

### **Announcements**

None

### **Correspondence**

None

## **LEGISLATION**

**Purpose** - Earlier in this meeting, the Administrator announced the Fiscal Officer is in need of assistance with payroll and other various financial requirements of her office. As a result, a job description for that position has been created and must be added to the Ross Township Personnel Policy and the Staffing Level and Pay Rate Summary must be adjusted accordingly. The next two resolutions are necessary to reflect and enact the change.

### **Resolution 2016-058**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted on the adoption of a resolution amending the Ross Township Personnel Policy to add section a.01.02 pertaining to creation of a part-time position entitled Assistant to the Fiscal Officer within the Administration Department.

The vote of the Board shows as follows: All present voted yes, which motion carried.

### **Resolution 2016-059**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted on the adoption of a resolution amending staffing levels and pay rates for the fiscal year ending December 31, 2016.

The vote of the Board shows as follows: All present voted yes, which motion carried.

**Purpose** - Earlier in the meeting, the Administrator provided evidence of nuisance violations to exist at 1235 Millville Shandon Road. This resolution declares those properties to be a nuisance and orders their abatement.

### **Resolution 2016-060**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted on the adoption of a resolution declaring a nuisance for accumulated debris, excessive vegetation and/or junk motor vehicle 1235 Millville Shandon Road.

The vote of the Board shows as follows: All present voted yes, which motion carried.

**Purpose** - Earlier in the meeting, the Fire Chief presented a non-competitively bid staff study detailing a proposal to switch the Townships wireless communication services from AT&T to Verizon Wireless. This resolution enters the Township into an agreement for that purpose.

**Resolution 2016-061**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted on the adoption of a resolution entering into a Master Price Agreement with Cellco Partnership, doing business as Verizon Wireless, for wireless services for the operation of the township's cell phone communication systems and authorizing the Township Administrator to execute the agreement.

The vote of the Board shows as follows: All present voted yes, which motion carried.

**Motion 16-143**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted to approve the following voucher/warrants totaling \$138,803.47 and authorize payment:

<b>NUMBER</b>	<b>PAYEE</b>	<b>AMOUNT</b>
43525	A. E. DAVID COMPANY	\$1,683.45
43526	AIRGAS GREAT LAKES	\$618.57
43527	APPARELMASTER	\$222.25
43528	BILL SPADE ELECTRIC INC	\$1,035.00
43529	BUREAU OF WORKERS' COMPENSATION	\$34,069.70
43530	BUTLER COUNTY SHERIFF'S OFFICE	\$1,094.00
43531	D&R TARPING	\$288.66
43532	DUKE ENERGY	\$2,857.58
43533	eAccess Solutions Inc	\$8,250.00
43534	EMERGENCY MEDICAL PRODUCTS INC	\$4,741.88
43535	FORTRESS SAFE & LOCK	\$1,589.95
43536	HIRLINGER MOTORS INC	\$77.64
43537	MARK SMITH	\$1,050.00
43538	MEDICAL MUTUAL OF OHIO	\$14,908.69
43539	PAUL BULACH	\$76.98
43540	PRO CHEM, INC	\$323.14
43541	QUILL CORPORATION	\$59.98
43542	ROSS AUTO PARTS	\$1,852.40
43543	ROSS HARDWARE	\$141.09
43544	SOUTHWEST REGIONAL WATER DISTRICT	\$194.92
43545	THE SAFARILAND GROUP	\$106.92
43546	TIME WARNER CABLE	\$179.95
43547	TREASURER STATE OF OHIO	\$948.00
43548	ZIP GRAPHICS	\$271.00
43549	CHIEF STEVE MILLER	\$87.50

The vote of the Board shows as follows: All present voted yes, motion carried.

**Motion 16-144**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted to hire Randi Lynch into the position of part time Assistant to the Fiscal Officer to the rate of \$13.00 per hour pending successful completion of all pre-employment testing, in accordance with the current Staffing Level and Pay Rate Summary.

The vote of the Board shows as follows: All present voted yes, motion carried.

**Motion 16-145**

Upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted to hire Evan Seely and Dennis Cable into the position of part time Firefighter/Paramedic to the rate of \$16.00 per hour pending successful completion of all pre-employment testing; and to move Jeremy Witte from the position of part time Firefighter/EMT to volunteer Firefighter/EMT; all in accordance with the current Staffing Level and Pay Rate Summary.

The vote of the Board shows as follows: All present voted yes, motion carried.

**Motion 16-146**

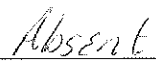
After posing the question, there being no further business to come before the Board at the time; upon motion by Trustee Wurzelbacher and seconded by Trustee Yordy, the Board voted to adjourn the meeting. The vote of the Board shows as follows: All present voted yes, motion carried.

The next regular meeting of the Ross Township Board of Trustees will be held on January 4<sup>th</sup>, 2016 at 6:00 pm at the Ross Township Government Center.

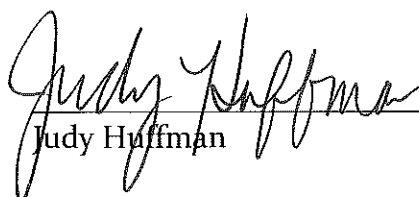
**ROSS TOWNSHIP BOARD OF TRUSTEES**

  
\_\_\_\_\_  
Raymond J. Wurzelbacher                      President

  
\_\_\_\_\_  
Ellen Yordy                                      Vice President

  
\_\_\_\_\_  
Thomas E. Willsey                              Trustee

**ATTEST:**

  
\_\_\_\_\_  
Judy Huffman                                      Fiscal Officer