

MANTUA TOWNSHIP TRUSTEES
BEGINNING OF THE YEAR MEETING

Held January 10, 2013

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The Board of Trustees of Mantua Township convened in special session from 7:00 P.M. to 7:30 P.M. in the Mantua Township Hall. Chairman Jason Carlton called the meeting to order with the following members and visitors present: Jason Carlton, John Festa, Victor Grimm, Trustees. Marie Stehli, Fiscal Officer. Phil Derthick, Lynn Harvey, Dave Pollard, Zoning Commission. Susan Skrovan, Zoning Commission Secretary. Several residents.

Introduction

The End of the Year meeting was called to order by Chairman Jason Carlton. The pledge of allegiance was led by Marie Stehli.

A moment of silence was observed in memory of John Vechery.

The minutes of the last regular meeting were discussed. RES 295-12 Motion to approve the minutes of the last regular meeting as presented and suspend the reading thereof by Jason Carlton, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Financial Report

The Fiscal Officer presented the following correspondence:

- Lightle Enterprises signs
- 2 OPERS notices
- Robinson Health Affiliates drug testing contract
- Frank Gates BWC Safety Training is mandatory
- Filing zoning resolutions & amendments with recorder
- January Grassroots Clippings
- Ohio LTAP Newsletter
- Letter regarding wages and budget from Fiscal Officer
- Invite for release receptions for Common Ground
- Polling place requirements

RES 296-12 Motion to approve an end of the year purchase from TL Service Center for parts in the amount of \$41.92 by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

The Fiscal Officer presented the following year end financial report.

2012 Appropriations:	\$1,492,359.00
2012 Encumbrances:	\$1,183,394.15
2012 Payments:	\$ 857,872.34
Encumbered, not paid:	\$ 325,521.81
2012 Receipts:	\$ 750,586.31
Cash balance:	\$ 605,607.20

She also noted the following year end balances:

2009	\$707,165.80
2010	\$832,069.89
2011	\$712,893.23
2012	\$605,607.20

and noted that the balances had fallen by over \$100,000 for each of the past two years. Gas tax revenues, which pay for road crew salaries fell short by over \$8000, and Road & Bridge expenditures outspent revenues by about \$80,000. General Fund decreased by \$10,000

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while Road Levy Fund balance increased by \$4000, due to the increase in Road Levy tax.

Res 297-12 Motion to pay the following bills by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

MANTUA TOWNSHIP PAID BILLS		12/31/2012	
19299	BRIAN TAYERLE	DECEMBER 16-31, 2012	2,203.66
19300	DANIEL WYSZNSKI	DECEMBER 16-31, 2012	1,717.04
19301	MICHAEL RICHARDS	DECEMBER 16-31, 2012	1,929.72
19302	AT&T	INTERNET SERVICE	121.33
VOUCHER	INTERNAL REVENUE SERVICE	DECEMBER FEDERAL DEPOSIT	2,835.93
19303	TREASURER, OHIO	DECEMBER WITHHELD	627.13
19304	PERS	DECEMBER CONTRIBUTIONS	4,350.72
19305	OHIO DEFERRED COMP	DECEMBER WITHHELD	240.00
19306	AFLAC	DECEMBER WITHHELD	223.76
19307	MARIE STEHLI	REIMBURSEMENT	12.64
19308	OHIO EDISON	DECEMBER SERVICE	126.82
19309	AT&T	DECEMBER SERVICE	293.63
19310	MILLER & COMPANY	DECEMBER SERVICE	66.00
19311	SUNBURST ENVIRONMENTAL	DECEMBER SERVICE	43.25
19312	SPIRIT SERVICE COMPANY	UNIFORM SERVICE	66.64
19313	GRAINGER	PAPER TOWELS	89.40
19314	F&S AUTOMOTIVE	TOW TRUCK FROM DITCH	225.00
19315	INDUSTRIAL CONNECTIONS	MAINTENANCE ITEMS	31.67
19316	TL SERVICE CENTER	MAINTENANCE ITEMS	5.79
19317	VALLEY FREIGHTLINER	MAINTENANCE ITEMS	37.74
19318	TODD MONROE	FERTILIZE GREEN AREAS	<u>253.00</u>
			15,500.87

RES 298-12 Motion to adjourn the meeting by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

The meeting was adjourned till January 10, 2013 at 7:30 p.m. at the Townhall for the Beginning of the Year meeting.

Victor Grimm

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Jason Carlton

John Festa

Marie Louise Stehli, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

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The Board of Trustees of Mantua Township convened in special session from 7:30P.M. to 7:38 P.M. in the Mantua Township Hall. Fiscal Officer Marie Stehli called the meeting to order with the following members and visitors present: Jason Carlton, John Festa, Victor Grimm, Trustees. Marie Stehli, Fiscal Officer. Phil Derthick, Lynn Harvey, Dave Pollard, Zoning Commission. Susan Skrovan, Zoning Commission Secretary. Several residents. Several residents.

The meeting was called to order by Fiscal Officer Marie Stehli. The following officers were nominated and elected:

RES 1-13 Motion by Victor Grimm to nominate Jason Carlton for Chairman for 2013, seconded by John Festa. No further nominations.

RES 2-13 Motion to close the nominations by John Festa, seconded by Victor Grimm. All voting Yes. Vote for Jason Carlton as Chairman for 2013 as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. Jason Carlton is Chairman for 2013.

RES 3-13 Motion by Victor Grimm to nominate John Festa for Vice Chairman for 2013, seconded by Jason Carlton. No further nominations.

RES 4-13 Motion to close the nominations by John Festa, seconded by Jason Carlton. All voting Yes. Vote for John Festa as Vice Chairman for 2013 as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. John Festa is Vice Chairman for 2013.

RES 5-13 Motion by Victor Grimm to nominate John Festa for Representative to the Mantua-Shalersville Fire District for 2013, seconded by Jason Carlton. No further nominations. **RES 6-13** Motion to close the nominations by John Festa, seconded by Jason Carlton. All voting Yes. Vote for John Festa as Fire Board Representative for 2013 as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. John Festa is Fire Board Representative for 2013.

RES 7-13 Motion by John Festa to nominate Victor Grimm for Alternate Representative to the Mantua-Shalersville Fire District for 2013, seconded by Jason Carlton. No further nominations. **RES 8-13** Motion to close the nominations by Jason Carlton, seconded by Victor Grimm. All voting Yes. Vote for Victor Grimm as Alternate Fire Board Representative for 2013 as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. Victor Grimm is Alternate Fire Board Representative for 2013.

The Mantua Township Zoning Commission members are as follows:

Lynn Harvey	12/31/13
Terri Vechery	12/31/14
Philip Derthick	12/31/15
Roger Hurd	12/31/16
Joy Brunetti	12/31/17

Alternates to the Zoning Commission are Nick Ehlert and Dave Pollard. Meetings remain the second Thursday of each month at 7:30 p.m.

The Mantua Township Board of Zoning Appeals members are as follows:

Kathy Kelley	2/28/13
Robert Stehli	2/28/14
Joan Martin	2/28/15
Randy Alger	2/28/16
Theresa Nielson	2/28/17

Alternates to the Board of Zoning Appeals are Keith Barton and Sandy Engelhart. The Board of Zoning Appeals meets on demand, usually on a

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Monday. The Fiscal Officer will send a letter to the BZA members whose terms are expiring. The ad will be in the paper for the first February meeting.

RES 9-13 Motion by Victor Grimm to appoint Jason Carlton Regional Planning Commission Representative for 2013, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 10-13 Motion by Victor Grimm to appoint Sandy Engelhart as Alternate Regional Planning Commission Representative for 2013, seconded by Jason Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 11-13 Motion by Victor Grimm to appoint John Festa as Chagrin River Watershed Partners Representative for 2013, seconded by Jason Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 12-13 Motion by Victor Grimm to appoint Jason Carlton as Alternate Chagrin River Watershed Partners Representative for 2013, seconded by John Festa. Vote as follows: Jason Carlton, Yes. Victor Grimm, Yes. John Festa, Yes.

Payroll is as follows:

Acting Road Supervisor Brian Tayerle's hourly rate is \$15.55, plus \$31.25 per pay for maintenance.
Road Man Mike Richards' hourly rate is \$13.45
Road Man Dan Wyznski's hourly rate is \$12.75
Members of the road crew are reimbursed \$12.50 per pay for cell phone usage.
Part Time Road Man CDL hourly rate is \$12.75
Part Time labor is \$7.40 per hour
Sexton Salary is \$300 per month.
Assistant Sexton pay is \$7 per hour, with a \$50 per month cap, unless position is held by an elected officer.
Trustees salaries are \$56.59 per day, maximum 200 days pay. (\$11318)
Fiscal Officer salary is \$19806 for 2013.
Zoning Inspector salary is \$600 per month.
Both Zoning Board members are paid \$15 per meeting.
Both Zoning Board Secretaries are paid \$25 per meeting and \$35 per hearing, with an additional \$5 per hour for hearings that extend more than 6 hours.
Custodian salaries are \$150 per month, with an additional \$150 per month for scheduling.

The legal and township holidays on the days observed for 2013 are:

January 1	New Year's Day
February 18	Presidents Day
March 29	Good Friday
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 28	Thanksgiving
November 29	Day after Thanksgiving
December 25	Christmas Day
December 26	Day after Christmas

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Vacation Schedule: After 6 months: = 1 week
1 full year service = 2 weeks
5 full year service = 3 weeks

Additional vacation is awarded on the anniversary date.

Sick Pay: One (1) paid sick day per month earned, maximum of twelve (12) paid sick days a year, non-cumulative. Unused sick time will be bought back on December 31. Doctor's release needed if sick more than 3 consecutive days.

Funeral: 3 bereavement days with pay for immediate family only, as defined in the Employee Policy Manual.

Overtime: Employees will be paid overtime for all hours worked over 40 hours in any calendar week. No compensatory time, unless expressly approved by the Trustees. Pay periods begin on the 1st and 16th (except February). Vacation and Holidays are considered work days (8 hours) in calculating overtime. Overtime is time and one half.

RES 13-13 Motion by Victor Grimm that the meeting dates remain the first and third Thursdays of each month at the Mantua Township Hall at 7:30 p.m. Motion was seconded by Jason Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Abstained. Victor Grimm, Yes.

RES 14-13 Motion to adjourn the beginning of the year meeting by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

The meeting was adjourned at 7:38 pm. till January 10, 2013 immediately following this one at the Mantua Township Hall.

Jason Carlton

John Festa

Victor Grimm

Marie Stehli, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

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The Board of Trustees of Mantua Township convened in regular session from 7:46 P.M. to 10:01 P.M. in the Mantua Township Hall. Chairman Jason Carlton called the meeting to order with the following members and visitors present: Jason Carlton, John Festa, Victor Grimm, Trustees. Marie Stehli, Fiscal Officer. Phil Derthick, Lynn Harvey, Dave Pollard, Zoning Commission. Susan Skrovan, Zoning Commission Secretary. Several residents.

Introduction

The regular meeting was called to order by Chairman Jason Carlton.

Financial Report

The Fiscal Officer passed out a letter just received from Dawn Pechman. No one wanted to comment on it.

The Fiscal Officer presented the following financial report:

2013 Temporary Appropriations:	\$	428,050.50
2013 Encumbrances:	\$	79,312.86
2013 Payments:	\$	303,234.82
Encumbered, not paid:	\$	96,930.50
2012 Receipts:	\$	306,824.95
Cash balance:	\$	609,197.33 with
	\$	588,922.44 invested

Main Meeting

Zoning Report

Lynn Harvey asked if Jason had received an update disk from Regional Planning. No, but it has been requested. Lynn asked how to record changes on the disk. Jason explained. Is there a temporary zoning office and zoning inspector? It is on tonight's agenda.

Jason has met with someone on a zoning certificate, has taken the application and has a check, but wants to make sure the purchase has gone through before a certificate is issued. Marie said that John had receipts and a mileage book.

Chris Meduri is in the process of citing 4781 State Route 82 for non compliance with Sec. 604.D.4-junk yard and motor vehicles. We need to pass a resolution to get it moving. This was tabled until next meeting.

Victor Grimm has received a letter which was sent to Mantua Village regarding property in Mantua Township. He had talked it over with John, who said there is no permit needed. Vic will work with Marie and Chris on it.

Jason has advertised for the open positions of Sexton and Zoning Inspector. The postmarks must be directed to Marie by January 15. Marie said that the phone can be forwarded. It is 9663-ZONE. Vic will work with Terri Vechery to get the records and phone set up. Vic also has the cemetery books. Marie said that there is a small office that can hold non-financial records.

The Moving Ohio Forward land bank program was discussed. Several properties that are dilapidated or delinquent have been identified and turned over to the county. The properties would have to be condemned. Vic apprised Jason that one of the houses is soon to be occupied. The Health, Fire and Building department must agree to condemn the property, then there is a title search. After a public hearing, the properties can be torn down. If they are then the property is liened and goes to the land bank. Robin Mobile Home park

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had some trailers submitted. The Land Bank doesn't think it can be condemned, since it is on private property. Dawn Pechman explained that the purpose of the land bank is to remove blight. Todd Peetz and Chris Meduri are involved. Chris will provide resolutions.

Road Report

Truck #2 needs rear axle repairs. The Sterling needs brakes and shoes. The tree on Pioneer Trail is still to come down.

Jason discussed getting a kit from Winter Equipment to put new plow blades on the trucks, rather than having to piece meal. It would be \$2928.24 for 3 kits and marker kits. Vic suggested buying a kit for the Sterling and see what is at the convention. **RES 15-13** Motion to purchase a kit and markers totaling no more than \$1000 for the Sterling by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Club & Committee Reports

Barbara Herbold thanked everyone for help this year. They have planted 13 trees and numerous shrubs. The flower beds are done and there was planting in Eastlawn.

Trustee Reports

Jason Carlton has been looking at health insurance. It is over \$6000/month. If employees had to contribute 15% of their insurance it would amount to: Mike-\$76.37/pay, Brian-\$17.30/pay, and Dan-\$85.51/pay. Hourly this would be: Mike-\$.88, Brian-\$.21, Dan-\$.98/hour. Jason said that this would save over \$4300/year. Elected officials can't have a change in compensation until the new term starts. This would result in savings of \$6548 in 2014 and \$11138 in 2016. Health care doesn't seem to be coming down. Jason would like to see compensation increased if employees have to contribute.

Jason passed out a draft cemetery sexton job description.

RES 16-13 John Festa made a motion to amend Resolution 291-12 to include "certified mail with return receipt" after the words "registered mail". The new resolution would read as follows: **RES 291-12** Motion by John Festa to send any letter signed by the Trustees requiring action by Registered Mail or Certified Mail with a return receipt. The amendment resolution was seconded by Jason Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Victor Grimm has checked into the stop signs on State Route 82. The State maintains the Stop Signs-we maintain the Stop Ahead signs.

Old Business

The Fiscal Officer said that Perrin has been paid-today.

Jason discussed the Center School. A contractor has gone through it and has given him a price-which will not be released to the public yet. Littleton Kirkpatrick doesn't want to bid on the job-he is in Lake County. Another walkthrough is scheduled. John Festa and Victor Grimm both asked to be included.

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RES 17-13 Motion to scrap the unused truck bed, which has a value of less than \$2500 by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Public Comments

The following spoke during public comments:

Phil Derthick said that Sheldon Road was blocked with snow in one lane. The weekend was snow-free.

Mark Hall said that the plowing was poor on Mantua Center by Eastlawn Cemetery, and asked about the land bank-if a property is condemned and the land bank doesn't take it, what is the Township's liability? Jason will check into it.

Matt Parsons asked about the health insurance rates. Jason read the premiums.

Carole Pollard agreed with Larry Lietzow that we need to get into the new building. The MRSi group can provide labor and materials-donated.

Lynn Harvey discussed a renovated school she saw while traveling.

Larry Parsons said good job on tree removal.

Dave Pollard said that the MRSi group has been offering the equivalent of a grant for months now. The new Zoning Inspector may want an office, and may not want to work from home. Jason said that he told the contractor that we have volunteers.

Barbara Herbold said that it is nice to see an attempt to clean up the township.

Steve Zielinski wished everyone a Happy New Year.

Cal Brant has talked to Sherwin Williams. Jason suggested talking to Linda Ehlert.

Finale

Res 18-13 Motion to pay the following bills by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

MANTUA TOWNSHIP PAID BILLS		1/10/2013	
19319	OHIO PUBLIC ENTITY CONSORTIUM	FUNDING PLAN	42.00
19320	DOMINION EAST OHIO	DECEMBER SERVICE	1,304.25
19321	AT&T	INTERNET SERVICE	15.23
19322	LAKE BUSINESS PRODUCTS	COPIER SERVICE	65.49
			1,426.97

RES 19-13 Motion to go into executive session to discuss personnel matters to consider employment of public employees and also to discuss security matters by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. Meeting recessed, 9:35 and reconvened, 10:00 p.m.

RES 20-13 Motion to reconvene the meeting by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 21-13 Motion to adjourn the meeting by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

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The meeting was adjourned till January 17, 2013 at 7:30 p.m. at the Townhall for the next regular meeting.

Victor Grimm

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Jason Carlton

John Festa

Marie Louise Stehli, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.