

Randolph Township Trustees Organizational Meeting Wednesday, January 2, 2013

Chairman Roger Klodt opened the meeting with the pledge at 7:00 a.m. Present: Trustees Roger Klodt, Mike Lang, Sue White, Fiscal Officer Mary Rodenbucher, D. Kolasky, L. Klodt

**Officials and Meeting:**

Mary asked for nominations for Chairman. Mike nominated Roger Klodt. Sue seconded.  
RCV: Mike – yes; Sue – yes; Roger – yes;

Mary asked for nominations for Vice Chairman. Roger nominated Mike Lang. Sue seconded.  
RCV: Mike – yes; Sue – yes; Roger – yes.

Mary asked for the setting of meetings for 2013. Roger moved to hold the meetings on the second and fourth Thursdays of the month at 7:00 p.m. in the Town Hall with the following exceptions: July 25 time change from 7 p.m. to 7 a.m.; August 22 time change from 7 p.m. to 7 a.m.; November 28 rescheduled to November 27 at 7 a.m.; December 26 rescheduled to December 31 at 7:00 p.m. Mike seconded.  
Discussion: Roger commented that the second and fourth Thursdays are working well. Roger stated that he included the exceptions to save on advertising. RCV: Mike – yes; Sue – yes; Roger – yes.

**Department Assignments:** Roger moved to have the following department assignments:

- White: Zoning, Regional Planning, Parks, and Cable
  - Lang: Road, Cemetery, Buildings, Machinery, and Equipment
  - Klodt: Fire, EMS, Health Board, Community Betterment
- Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

**Officials Pay, Investments, Travel, Records, Audit, and Outside Counsel**

Roger moved to pay the elected officials by salary according to state guidelines; Investment Officers to be Fiscal Officer and Chairman; pay registration fee and mileage for outside travel; Records Commission is the three Trustees and Fiscal Officer; Audit Committee is the three Trustees, Fiscal Officer, and D. Kolasky; Retain outside counsel as needed. Mike seconded. Discussion: Mike asked to include that the trustee liaisons be paid from their respective funds. Mary will check with auditor if this acceptable. Roger amended his motion to include that their trustee liaisons be paid from the respective funds. Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

**Park Advisory Committee:** Roger moved to retain Janice Adelman, Nancy Breidmeier, and Carol Kline to the Park Advisory Committee. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

**Roads:** Sue moved to appoint Larry Klodt as Road Supervisor at \$21.20 per hour. Mike seconded.  
RCV: Mike – yes; Sue – yes; Roger – abstain.

Roger moved to appoint Tim Pfile as Assistant Road Supervisor at 20.60 per hour; appoint Road Department employee Bruce Wagner at \$16.50 per hour; hire extra help at current minimum wage per hour when needed up to 20 hours per week; improve roads by force account if the cost can be kept under \$25,000 per mile by township employees; charge \$5.00 per foot beyond the 30-foot length of culvert plus the cost of the pipe and stone billed to the resident. Mike seconded. Discussion: Roger asked Larry if the culvert fees are in line. Larry stated there is no problem with the charge. Sue commented that it was her understanding that Bruce received a substantial raise that was originally discussed when he was hired that if it could be worked in with the budget that it could be increased in the future. Roger stated that is correct. RCV: Mike – yes; Sue – yes; Roger – yes.

**Zoning:** Roger moved to appoint Dan Kolasky as Administrative Assistant with a salary of \$37,500 per year. Duties to include Administrative Assistant to the Board of Trustees, Zoning Inspector, JMV inspector, animal control contact, secretary to all Zoning Boards, Assistant to department heads at the direction of the trustees, general purchasing at the direction of the trustees, hall rental and use coordinator, general hall maintenance, park and property use and inspection contact at the direction of the trustees, website construction, newsletter editor, Community Business and Township Roundtable

Facilitator, all other functions as required at the direction of the trustees. Sue seconded.

RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to pay the zoning board members \$20 per meeting up to 18 meetings per year. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

**Fire/EMS:** Roger moved to retain Mike Lang Jr. as Fire Chief with a salary of \$1,300 per month. Sue seconded. RCV: Mike – abstain; Sue – yes; Roger – yes.

Roger moved to appoint RFD full-time employees Diane Bunker at \$18.85 per hour and Matt Winters at \$15.00 per hour; pay part-time employees \$11.00 - \$12.00 per hour based on certification. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to appoint fire inspectors Mike Lang Jr., Diane Bunker, Nick Reynolds, Matt Winters, and TJ Gano. Sue seconded. RCV: Mike – abstain; Sue – yes; Roger – yes.

Roger moved to appoint officers Diane Bunker and Captains Ryan Hall, Jasen Bryan, and Adam Lang. Sue seconded. RCV: Mike – abstain; Sue – yes; Roger – yes;

**Building Rentals:** Roger moved to set the rental rate for the SC/CC/TH to \$100 for residents and \$150 for non-residents with civic groups, not-for-profits, and funerals free; scheduling with Dan Kolasky. Sue seconded. Discussion: Roger would like to ask for donations from the civic groups that use the buildings. Mike suggested that an opening charge to use the building. Sue does not feel the Lions Club should be charged since they helped to build the facility. Sue feels that if we ask for a donation with an explanation of the issue with increased costs for the use of the buildings we will receive generous donations. Mike feels it should be across the board. Sue commented that it could be insulting to older members of some groups to pay for use of the building. Roger suggested sending a letter to various groups explaining the issue and ask for a donation. Roger also added that not-for-profits and meetings need to have a fee. Mike feels the LCA and Garden Club are an extension of the township. Dan commented that the Friends of the Library contribute to the library upkeep. Mike suggested an opening fee of \$30 - \$50. Dan feels that is too high for non-fundraising groups. Sue feels we should still ask for a donation. Roger agrees with Sue. Dan asked for clarification. Roger stated that any outside group should be charged for opening the building. All other groups should be asked for a donation. Roger stated that they are using all the utilities (electric, heat/AC, and sewer). Mike commented when we were cash rich it was not a problem, but with budget cuts it is affecting our ability to provide all the services. Mike suggested we hold the rates the same with the possibility of including opening fees. Mike asked Dan to provide a list of all who use the SC/CC/TH to the trustees for review. Roger spoke briefly about alcohol use in the buildings. Mike feels we could substantially increase our rates if alcohol is allowed. The motion was tabled until we have information from the insurance company regarding alcohol consumption.

Roger moved to retain Donna Yoder as cleaning personnel for \$150 per week. Mike seconded. Discussion: Roger stated that the Road Department is willing to clean the administration building instead of having Donna do it. Sue feels the cost is inexpensive for what we get. Donna does a great job. Sue suggested that if others have time to clean that would free Donna up to do some heavy cleaning. Sue stated that Donna would clean the field house for \$30 per week as needed. Roger commented that this will be included in the ball field use contract. Dan feels it will be a motivator to keep the field house clean. RCV: Mike – yes; Sue – yes; Roger – yes.

**Cemetery Fees:** Roger moved to allow four (4) graves per family at \$200 each for residents and \$400 each for non-residents; permit residents with honorable military discharge certificate to receive one free grave for their own use; charge for cremation on weekdays \$100 and weekends/holidays \$150; interment on weekdays \$300 and weekends/holidays \$500; infant burials weekdays \$150 and weekends/holidays \$200; disinterment \$500 and re-interment \$300; permit one interment and one cremation or four cremations on one lot; foundations at \$60 per square foot. Mike seconded. Discussion: There was discussion about the rate increases. Larry commented that the rates have not increased for at least 15 years. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to hire a part-time landscaper at a rate of \$10.50 per hour as needed. Mike seconded. Discussion: Mike feels we do not need this service as it was not used for the last few years. RCV: Mike – no; Sue – no; Roger – no.

**Zoning Fees:** Roger moved set the following zoning fees – Single dwelling - \$200; duplex - \$250; driveway - \$50; oil and gas drive - \$800; conditional permits and variances - \$150; road boring - \$500; rezoning - \$200; storage shed, swimming pool, hot tub, garage, signs, lot splits - \$25; residential addition or deck - \$50; commercial/industrial building or addition - \$75 plus \$.01 per square foot to maximum of \$225; multi-family site plan review - \$225; zoning books - \$20; zoning CD - \$5; \$.25 per page copies; land use books - \$56; all available in seven (7) working days if possible. Mike seconded. Discussion: There was discussion about the rate increases. Roger asked Dan about zoning books. Dan stated that there a few books in stock. The Zoning Boards will review the cost of printing books when the zoning regulations are updated this year. RCV: Mike – yes; Sue – yes; Roger – yes.

**Employee Benefits:** Roger moved to set the following benefits:

- \* Permit seven (7) sick days per year, non-accumulative;
- \* Vacation for new hires after January 5, 2009 – 5 days after one year; 10 days after two years; 15 days after 10 years.
- \*Current full-time employees (Larry Klodt, Tim Pfile, Dan Kolasky, and Diane Bunker) are entitled to the following vacation benefit -15 days after 8 years; 20 days after 15 years; and 25 days after 25 years. Permit one week carry over per year or cash out at year end.
- \*Holidays – New Year’s Day, MLK Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas. Holidays are to be taken as scheduled unless approved by trustees prior to the day.

Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to appoint Mark Wise and Kevin Steiner to the Randolph Township Volunteer Fire Department Indemnity Board. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to dispose of unneeded township equipment by internet auction. Mike seconded. Discussion: Mike suggested using the internet auction as an option. Roger amended his motion to dispose of unneeded township equipment using internet auction as an option. Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

**2013 Projects:**

- Gazebo or shelter at School Park
- West Cemetery improvements (trees, plantings, chapel)
- Town Center Improvements (Town Hall and Library painting)
- Sidewalk replacement
- Permanent Restrooms at School Park
- Trade in used mower for a new mower for the Road Department
- Purchase used mini-excavator for the Road Department
- Administration Building and Town Center parking lot improvements
- Electric work on light poles for Christmas lights.

Roger so moved to include the above projects in the 2013 budget if funds are available. Sue seconded. Discussion: Sue commented that we have many people in our community who like the idea of projects. We need to the information out to the community since some people are willing to give of their time or money to support these causes. RCV: Mike – yes; Sue – yes; Roger – yes.

**Fiscal Officer Business**

Mary presented the year end balances. She requested a motion to set temporary appropriations in the amount of \$198,680.07 for 2013.

1000 General	\$ 42,406.20
2011 MVL	856.34
2021 Gasoline Tax	22,778.83
2031 Road and Bridge	24,353.09
92041 Cemetery	6,354.03
2111 Fire	59,815.78
2181 Zoning	119.65
2191 EMT/Ambulance	22,044.39
2231 Permissive MVL	6,377.85
2901 Cemetery Bequest	78.60
3105 General (bond) Retirement	6,709.44
4402 Public Works Commission	.00
4951 Permanent	.00
9001 Aluminum Can Recycling	.00
9751 Private-Purpose Trust	6,785.87
Total	\$198,680.07

Roger so moved. Sue seconded. Discussion: Sue commented that she will review the budget as far as money goes. She stated that the employees have not received a pay increase in three years.

RCV: Mike – yes; Sue – yes; Roger – yes.

Mary stated that it is working well with the current schedule and would like to continue having the time cards and bills turned in by noon on the Monday before the meeting. She stated that her door is always open if any employee has any questions or concerns.

With no further business, the meeting adjourned at 7:53 a.m.

  
Roger Klodt, Chairman

  
Mary A. Rodenbucher, Fiscal Officer