

# Middleton Township Trustees

*Wednesday, December 15, 2021 9:00 a.m.*

Mr. Vetter called the meeting to order at 9:00 a.m. The Pledge of Allegiance was spoken. Trustees Moulton, Cromley and Vetter were in attendance. Fiscal Officer Limes arrived at 10:45 a.m. due to family illness. The sign-in sheet for employees and visitors is attached with the approved minutes. Noted on the sign in sheet is a statement indicating the meeting may be recorded or streamed live to the internet by a visitor - not at the authority of the township trustees.

## FIRE DEPARTMENT

- Chief Steve Asmus provided a run report.
- **A renewal of the FireCatt contract for hose and ladder testing is needed. Mr. Cromley moved, Mr. Vetter seconded a motion to approve a three-year contract for \$3097.50. Motion approved**
- The fire department uniform policy was reviewed in its final draft. Mr. Moulton moved, Mr. Cromley seconded a motion to adopt the uniform policy for Middleton Township Fire Department as provided. Motion approved.
- Mr. Asmus provided an update with regard to the FEMA Early Warning Siren Grant application noting that updates were recommended and final application needs submitted by January 17.
- Engine 662 pictures have been taken and ready for listing to be put on govedeals.com.

## EMS DEPARTMENT

- Chief Jerry Saunders presented the current run report.
- Mr. Saunders provided the Trustees with an update on drug and other licenses needing reviewed by the township and its Medical Director
- The scheduled paramedic refresher training through Promedica was cancelled.
- A variety of maintenance is needed on squad 680.
- The three new paramedics received their orientation and will begin normal shifts in January.
- EMS Protocols need to be notarized.
- The Third Rider Program will be expanded with Mike Wulff and Matt Zeigler joining January 1.
- Discussion with regard to paid on call for volunteers is being reviewed.
- Mr. Saunders indicated the officers would like to restructure the chain of command within the department. The addition of a supply manager is being recommended with a projected date of February for implementation.

## ROAD DEPARTMENT

- Jeff Eckel, Road Supervisor indicated that clean up from wind damage of trees on roadway has occurred.
- **Mr. Moulton moved, Mr. Cromley seconded a motion to approve the purchase of tires for the John Deere tractor from Specks as presented in the quote. Motion approved.**
- **Mr. Vetter moved, Mr. Cromley seconded a motion to approve the purchase of a disc mower, with trade-in of the existing mower, with FIC Dealership in Bowling Green. Motion approved.**
- Leaf pickup is complete in the villages
- The electric poles on King Road have been relocated due to efforts by road personnel Chase Gruelich and the county engineers office staff reaching out to local representative Victor Coleman.
- Mr. Vetter will continue talks with Jason Sisco, Wood County Engineers Office, with regard to the proposed project on King Road from Hull Prairie Road to St. Rt. 64.
- The King Road Issue 1 project is completed. Mrs. Limes will pay The Shelly Company for the township's share of the work. Final paperwork will be handled by Mrs. Limes with the County Engineer's office and the Ohio Public Works Commission.

## TRUSTEES REPORT

- Mr. Moulton indicated he will attend the Wood County Township Association meeting in January.
- Mr. Vetter reminded the officials that the Ohio Township Association meetings are at the end of January. Interested staff should look at the sessions available and attend as they deem necessary.
- The City of Perrysburg will be annexing the 20 acres of Five Point Road that houses the cemetery in question originally under the diocese oversight.
- Mr. Cromley suggested the formation of a building committee for a new road building and assessment of renovation to the existing road building to a Fire/EMS station.

## ZONING DEPARTMENT

- Two letters of interest were reviewed for the seat on the Board of Zoning Appeals: Ed Forster and Matt Zeigler  
**Mr. Moulton moved, Mr. Cromley seconded a motion to appoint Matt Ziegler to a five-year term on the Board of Zoning Appeals effective January 1, 2022. Motion approved.**
- Mr. McDowell presented a permit report for review.
- A suggested schedule for Zoning Commission and Board of Zoning Appeals meetings were provided to the Trustees for review. The goal would be to schedule the BZA for hearings on the fourth Wednesday of every months, with deadlines for submission of same.
- Village of Riverbend Phase 3 will have preliminary review at Wood County Planning Commission January 4.

- Assistant County Prosecutor Linda Holmes sent property owners at 13975 Reitz Rd and Top Notch Landscaping zoning violation notices and gave thirty (30) days to cease the operation of the business.
- The hearing for Mr. Howick, requesting to run a home business, was cancelled due to discovering deed restrictions on the property.
- Mr. McDowell indicated that Insite will hold site plan review on a proposed building on St. Rt. 582 in February.

#### **NEW BUSINESS**

- **Mr. Vetter moved, Mr. Moulton seconded a motion to approve Resolution 21-1215, Appointing Steve Arnold to the Northwestern Water and Sewer District Board as the representative for the townships. Role was called: Mr. Cromley – YES; Mr. Moulton – YES; Mr. Vetter – YES.**

**THE OATH OF OFFICE WAS ADMINISTERED BY FISCAL OFFICER LAURIE LIMES TO TRUSTEES DONALD CROMLEY AND MICHAEL MOULTON** Mr. Cromley and Mr. Moulton were recently elected to their four-year terms as Trustee of Middleton Township, effective January 1, 2022 through December 31, 2025. Congratulations were conveyed by all at the meeting.

**Mr. Vetter moved, Mr. Moulton seconded a motion at 11:15 am to recess the meeting until 1:30 p.m. for the purpose of staff lunch. Motion approved.**  
The Board reconvened at 1:30 p.m.

#### **NEW BUSINESS cont'd**

- **Mr. Moulton moved, Mr. Vetter seconded a motion to approve Donald Cromley as Chairman of the Board of Trustees for 2022. Motion approved.**
- **Mr. Vetter moved, Mr. Cromley seconded a motion to approve Michael Moulton as Vice Chairman of the Board of Trustees for 2022. Motion approved.**
- **Mr. Cromley moved, Mr. Vetter seconded a motion to approve the 2022 standard meeting date and time of the Board of Trustee meetings be set for the first and third Wednesdays of the month, starting at 6:00 pm., to be held at the administrative office. Motion approved.**
- It is noted that cemetery representatives will remain the same with Mr. Cromley serving on the New Belleville Ridge Joint Cemetery Board and Mr. Vetter serving on the Union Hill Cemetery Board.
- Mr. Moulton will continue to serve as the township board liaison for meetings outside the township, including, but not limited to, TMACOG, Stormwater Management, and Wood County Economic Development.
- Zoning Commission Board Members Dustin Brown and Dave Zuchowski have agreed to five-year terms on the board effective January 1, 2022.
- The Board of Zoning Appeals member Chuck Steadman has agreed to a five-year term.
- **Mr. Vetter moved, Mr. Moulton seconded a motion to approve the township membership with the Wood County Economic Development Commission at the Supporting Level of \$500. Motion approved.**
- **Mr. Moulton moved, Mr. Cromley seconded a motion to approve providing health and dental benefits to the township officials and full-time staff at 100% premium coverage with Medical Mutual and Delta Dental. In addition, a life insurance policy is included. Motion approved.**
- The township trustees agreed to continue the salary split as in previous years: Mr. Cromley, Mr. Vetter, Mrs. Limes salaries will be split equally between the general, road, Fire and EMS funds and Mr. Moulton's salary will be paid 100% from the general fund.
- Employee evaluations will occur throughout the balance of the meeting, separated by department.
- The EMS Chief indicated they would like to close the gap in pay between the Chief and other officers. There is interest in creating a Lieutenant position in the near future.
- **Mr. Moulton moved, Mr. Cromley seconded a motion to approve the EMS salary structure as follows effective January 2, 2022:**
  - **Chief \$30 / hour; Deputy Chief \$27 / hour; Captain \$24 / hour; Paramedic \$21 / hour; Adv/Intermediate EMT \$20 / hour; Basic EMT (includes First Responder) \$19 / hour**  
**Motion approved.**
- **Mr. Moulton moved, Mr. Vetter seconded a motion to approve reinstatement of the third rider program per the individual's level of certification with the EMS department. Motion approved.**
- **Mr. Cromley moved, Mr. Moulton seconded a \$1,000 bonus to all EMS personnel on active duty as of November 30, 2021. Motion approved.**
- **Mr. Vetter moved, Mr. Cromley seconded a motion to approve the Fire Officer annual salary structure as follows – beginning January 2, 2022:**
  - **Assistant Chief \$3,850; Captains \$3,000; Lieutenants \$1,600.**  
**Motion approved.**

**Mr. Vetter moved, Mr. Cromley seconded a motion to move to Executive Session for the purpose of personnel discussions at 2:30 p.m. Role was called: Mr. Cromley - YES; Mr. Moulton - YES; Mr. Vetter – YES.**

The Trustees returned to regular session at 4:00 p.m.

- **Mr. Moulton moved, Mr. Vetter seconded a motion to approve the following pay structures beginning January 2, 2022:**
  - Fire Chief Steve Asmus, 70 hour work week, \$28.50 / hour
  - Part time personnel (road department, office staff, fire department work hours) \$20 / hour
  - Zoning Inspector – no change until probation period is over
  - Road Supervisor Jeff Eckel \$30.60 / hour
  - Road Maintenance Chase Greulich – no change until probation period is over**Motion approved.**
- **Mr. Vetter moved, Mr. Cromley seconded a motion to approve the following bonus structure:**
  - Steve Asmus, Jeff Eckel, Mary Morgan - \$1,000
  - Kip McDowell, Chase Greulich, John Mossman - \$500
  - Harold Weihl, Retiring Board of Zoning Appeals Chairman - \$500
  - FIRE Department Personnel – up to \$500 at the discretion of the Fire Chief**MOTION APPROVED.**
- **Mr. Vetter moved, Mr. Moulton seconded a motion to approve a \$300 / year uniform allowance for township employees. Motion approved.**

**FISCAL OFFICER REPORT**

- Mrs. Limes provided a review of the bills due to be paid by the end of the year.

**Mr. Cromley moved, Mr. Moulton seconded adjournment of the meeting at 4:30 pm. Motion approved.**

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Fred E. Vetter, Chairman

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Donald E. Cromley, Vice Chairman

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Michael Moulton, Trustee

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Laurie L. Limes, Fiscal Officer