

Middleton Township Trustees

Wednesday, December 7, 2022 6:00 p.m.

Mr. Cromley called the meeting to order at 6:00 p.m. The Pledge of Allegiance was spoken. In attendance were Trustees Cromley, Moulton, and Vetter as well as Fiscal Officer Limes.

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.

FISCAL OFFICER REPORT

- **Mr. Moulton moved, Mr. Vetter seconded a motion to approve the November 16, 2022 meeting minutes as provided. Motion approved.**
- **Mr. Moulton moved, Mr. Cromley seconded approval of accounts and payroll as submitted including payments to W.W. Williams and the township's contribution to the Wood County Emergency Management Agency. Motion approved.** A payment register is attached to the approved minutes.
- Mrs. Limes provided the November bank reconciliation for review.

FIRE DEPARTMENT

- Chief Steve Asmus provided the monthly run report.
- Marcs radios from old fleet vehicle 684 are in condition to be sold. The department is working with P&R to sell, with a proposed value of \$2,800-\$3,000.
- **Mr. Moulton moved, Mr. Cromley seconded a motion to approve the purchase of fire suppression foam sticks from Warren Fire per quoted prices provided by Chief Asmus. Motion approved.**
- Hose replacement quote have been obtained from Atlantic Fire.
- Assistant Chief Brian Kotula stated that 'Breakfast with Santa' would be held at Station 1 in Haskins on December 10.
- Mr. Kotula indicated a new storage cabinet is needed at Station 2.
- Gear purchases were reviewed, noting that no gear purchases were made in 2022, and possibly will not be needed again in 2023.
- An area township department may be in need of borrowing gear while waiting for an order to be processed.
- Lieutenant Matt Ziegler reported on behalf of the truck committee. A list of items to outfit the new road rescue truck have been compiled. Approximately \$30,000 in equipment will be needed. The final list will be provided to the Board at the December 21 meeting.
- Mrs. Limes provided a draft bid document with regard to the siren grant. Also included were comments from Wood County EMA Director Jeff Klein. The Trustees and Fire Chief will review anticipating putting the project out to bid in 2023.

EMS DEPARTMENT

- Chief Jerry Saunders reviewed the run volume report.
- Mr. Saunders shared that area hospitals are currently running on bypass.
- An update on the new ambulance was shared. Mr. Saunders spoke with the township representative Matt Young at Burgess Ambulance who indicated any increase in cost would not be passed on to the customer.
- The new rescue tools will be placed into service.
- Chief Saunders noted additional items will be needed for new ambulance 685 and an itemized list was provided from Heiman Equipment.
Mr. Vetter moved, Mr. Moulton seconded a motion to approve the purchase of small tools and equipment needed to outfit ambulance 685. Motion approved.
- Mobile radios on 680 and 685 will need to be updated, but pricing is locked in through June 2023.
- A review of the ESO software for EMS reporting, Fire reporting and payroll features were discussed. It was noted that other area agencies are also utilizing the software and mutual aid features are available for same.
Mr. Moulton moved, Mr. Vetter seconded a motion to approve the purchase of the ESO software package at a quoted price of \$20,674.50, and subsequent yearly maintenance at \$13,000, including a 60-90 day training window for all personnel. Motion approved.

- Coursework for all emergency services personnel is available through Fire Rescue I Academy, by Lexipol. This coursework plan would eliminate the need to have personnel submit for continuing education reimbursement, as the program would provide all necessary trainings and certification options.
Mr. Vetter moved, Mr. Moulton seconded a motion to approve the purchase of Fire Rescue I Academy software for emergency services personnel training and certification at price of \$4,039 through Lexipol. Motion approved.
- Staffing and personnel review are still under review. The department officers plan to report in January with finalized plans. Trustee Moulton will be consulting on the personnel evaluation form.

ROAD DEPARTMENT

- Mr. Eckel stated that roots have been cleared and drains opened and jetted along Five Points Road.
- Discussion revolved around St. Rt. 65 and Five Point Road and how to best handle the situation for proper drainage. Mr. Vetter will be contacting the county engineers’ office, noting the township may have to purchase necessary tile and have the county handle the project under the township maintenance agreement.
- The collapse of the Liberty Hi Road ditch was discussed. Mr. Vetter indicated the cost for paying for the repair could reach \$20,000. The contractor involved is claiming ‘no fault.’ Mr. Vetter was asked to see if a compromise could be reached on the cost.

ZONING DEPARTMENT

- Zoning Inspector Kip McDowell shared information with regard to hiring legal counsel to oversee township zoning issues, providing rates and retainer fees for same.

OLD BUSINESS

- A proposal was reviewed provided by Chuck Hobbs for an upgrade to the township website. Mr. Moulton moved, Mr. Cromley seconded a motion to approve \$3,000 per quote to update the township website. Motion approved. Mr. Moulton will work with Mrs. Limes and other staff members to select a final look. Content will be moved from the existing site. It is anticipated the new site could be launched near the beginning of 2023.
- The public sewer line agreement is still being reviewed between Northwestern Water and Sewer District and township Assistant Prosecuting Attorney Linda Holmes.

NEW BUSINESS

- Mr. Moulton provided an update with regard to Mercer Road sewer and water line installation. A preconstruction meeting was held and property owners have been notified of same.
- **Mr. Vetter moved, Mr. Cromley seconded a motion to approve the township agreement with Wood County Emergency Management Agency. Motion approved.** Mrs. Limes will send agreement and payment.

Mr. Cromley moved, Mr. Moulton seconded a motion to move to executive session for the purpose of personnel discussion at 7:45 pm. Role was called: Mr. Cromley – YES; Mr. Moulton – YES; Mr. Vetter – YES

The Trustees returned to regular session at 7:55 pm

Mr. Moulton moved, Mr. Cromley seconded a motion to approve reimbursement retroactive from January 1, 2022 for any out-of-pocket Medicare expenses for any elected official, fulltime staff, and their spouse covered by the township health insurance policy. Motion approved.

Mr. Moulton moved, Mr. Vetter seconded adjournment of the meeting at 8:10 pm. Motion approved.

Donald E. Cromley, Chairman

Michael Moulton, Vice Chairman

Fred E. Vetter, Trustee

Laurie L. Limes, Fiscal Officer