

Middleton Township Trustees

Wednesday, March 6, 2024

5:30 p.m.

Mr. Vetter called the meeting to order at 5:30 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.*

The meeting opened with the EMS Department honoring the following individuals:

- **Dave Hartle, 23 years of service as a Paramedic, and a thank you for his professionalism and dedication to the department and township as he resigns from service.**
- **Morgan Pier, promotion to full-time Paramedic status**
- **Rachel Harmon, promotion to full-time Lieutenant**

Many family and friends of the honored individuals were in attendance. Pinning of the Brass for Lieutenant Harmon also took place. Photos were taken during the ceremonies.

Mr. Vetter thanked all for their attendance and the Board congratulated all the staff for their efforts.

FISCAL OFFICER REPORT

- **Mr. Moulton moved, Mr. Cromley seconded a motion to approve the February 21, 2024 meeting minutes as provided. Motion approved.**
- Mrs. Limes reviewed the temporary appropriations and the need for payment from Fund 2231 (Permissive Motor Vehicle License Tax) for two pieces of equipment for the road department. Based on appropriation, no capital outlay was projected in the first quarter.
Mr. Moulton moved, Mr. Cromley seconded a motion to change the Temporary Appropriation for Fund 2231 Capital Outlay to \$25,000. Motion approved.
- A renewal of the iWorQ software for the zoning department is pending.
Mr. Vetter moved, Mr. Moulton seconded a motion to renew the software application iWorQ for use by the zoning department at a renewal price of \$4,800. Motion approved.
- The road department provided a quote for the purchase of a refrigerator from Frank Sales.
Mr. Cromley moved, Mr. Moulton seconded a motion to approve the purchase of a refrigerator for the road department from Frank Sales for the quoted price of \$748. Motion approved.
- **Mr. Cromley moved, Mr. Moulton seconded approval of accounts and payroll as submitted. Motion approved.** A payment register is attached to the approved minutes.
- Mrs. Limes requested input for a review of the OTARMA liability insurance policy. It was determined to ask Account Executive Rob Fawcett for a meeting on March 20 at 4:00 p.m.

FIRE DEPARTMENT

- Chief Steve Asmus provided the February run reports and year-to-date statistics.
- The Fire Department Appreciation Dinner is scheduled for March 16.
- A training will occur on April 8 from 6-10 pm at Otsego High School for area emergency services departments.
- Chief Asmus indicated that they plan to staff three to four personnel on 12-hour shifts for the April 8 eclipse event at the fire stations beginning April 7 through the evening of April 8. The department will assess the need for staffing on April 9 as they deem necessary.
- The manager of the Curling Center has informed Chief Asmus of an event planned April 5-8 at their site. They have also discussed their plans with Zoning Inspector Kip McDowell as they plan to set up a large tent on the premises and attendees will be allowed to bring campers to their site. Chief Asmus said they are staying in communication about details as they are presented.
- The Board were provided information on an Emergency Plug that is universal for electric vehicles. The plug can be used to disable the electrical system and stabilize the car.
Mr. Vetter moved, Mr. Cromley seconded a motion for the purchase of two Emergency Plug units at a cost of \$925 each. Motion approved.
- Quotes are being gathered for a slide in tray to hold extra hose for Fleet Vehicle 662. Quotes are being gathered for sections of 1 ¾" and 5" hose.

EMS DEPARTMENT

- Chief Jerry Saunders reviewed the run volume report for February.
- Chief Saunders indicated he spoke with Matt Young from Burgess Ambulance and the new ambulance is still on schedule for a delivery date of August 2026. Mrs. Limes discussed the need to encumber the cost and the Board's decision to do so in the 2024 appropriations. Mr. Vetter advised encumbering the ambulance cost and appropriate for same in the EMS budget.
- The new radios for the department are scheduled for programming and installation on March 27.

- Chief Saunders shared information about the need for a medication refrigerator for the department.
Mr. Cromley moved, Mr. Vetter seconded a motion to approve the purchase of a medication refrigerator for the EMS department at cost not to exceed \$1,000. Motion approved.
- Staffing for the eclipse event on April 8 will include two staff minimum for each squad April 7 through April 9.
- The need for cots and bedding at the stations and administration building were reviewed in preparation for the eclipse event.
Mr. Moulton moved, Mr. Vetter seconded a motion to approve the purchase of cots for use by township personnel in conjunction with the solar eclipse event as determined by the Fire and EMS Chiefs. Motion approved.
- A directive was received from Medical Director Dr. Todd Brookens. He is implementing a one-hour Continuing Education seminar with regard to Dead-on-Arrival (DOA) incidents for all emergency services personnel. Deputy Chief Ron Bogedain is facilitating the course.
- An update was received with regard to the ESO software in use by the EMS and Fire Departments for reporting, payroll, inventory and more. Chief Saunders indicated that numerous modules are not working properly and the department is looking into alternatives. Specific modules that do not function include inventory and scheduling. Discussion with ESO has been requested for refund on the modules that do not function as described.
Two software replacements were reviewed:
 - PSTRacks – an inventory /controlled substance software with a cost of \$3,000 annually with a \$400 set up fee
 - WhenToWork – a scheduling software at an annual cost of \$850. It was noted that many of the existing staff utilize this software and are comfortable with its use.**Mr. Moulton moved, Mr. Cromley seconded a motion to approve the software updates to PSTRacks for inventory of EMS Department supplies and controlled substances and WhenToWork for use by the EMS and Fire Departments for staff scheduling. Motion approved.**
Mrs. Limes will contact ESO for negotiation on refunds for the ineffective modules.

ROAD DEPARTMENT

- Paving projects were reviewed and conversation tabled for a future meeting.

ZONING DEPARTMENT

- The Mansour property was demolished. Assessing the costs associated to the property owner's real estate taxes will be reviewed.
- The fountains in the pond at the Village of Riverbend are still causing concern for two residents in the subdivision.
- Residents in the Ramblehurst/Dexter Falls area of the Saddlebrook subdivision have voiced concerns about construction vehicles on the private drive that services the condominiums. The drive is maintained privately and not under the township's maintenance.
- Mr. Vetter noted a developer is asking for township intercession on obtaining sewer on a rezoned property at Five Point Road.

OLD BUSINESS

- A meeting for county entities in the line of the solar eclipse will be held March 7 at 1:00 pm at the Northwestern Water and Sewer District. The meeting is hosted by the Wood County Emergency Management Agency to provide any necessary updates.
- Mr. Cromley reviewed items from the Ohio Township Association conference, specifically noting a form for the use of the township building by outside organizations.
- The township staff recently held a risk liability consultation with OTARMA/KLA Risk Consulting. A report will be pending.

NEW BUSINESS

- An invitation to attend the Wood County Economic Development Commission annual dinner was provided to the Board. No decision was made on attendees. The Board encouraged attendance by staff or zoning board members who wished to attend.

Mr. Cromley moved, Mr. Vetter seconded adjournment of the meeting at 7:32 pm. Motion approved.

Michael Moulton, Trustee

Donald E. Cromley, Vice Chairman

Fred E. Vetter, Chairman

Laurie L. Limes, Fiscal Officer