

Middleton Township Trustees

Wednesday, December 18, 2024

9:00 a.m.

Mr. Vetter called the meeting to order at 9:00 a.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.

DURING THE MORNING SESSION, IT WAS ANNOUNCED THAT ASSISTANT FIRE CHIEF CHUCK STEEDMAN WAS RETIRING. HE WAS SUBSEQUENTLY AWARDED A SERVICE RECOGNITION PLAQUE AND HONORED BY THE BOARD, FIRE CHIEF ASMUS, EMS CHIEF SAUNDERS AND ALL IN ATTENDANCE FOR HIS 26+ YEARS OF SERVICE TO THE FIRE & EMS DEPARTMENTS, TOWNSHIP AND COMMUNITY. THANK YOU TO ASSISTANT CHIEF STEEDMAN FOR HIS UNWAVERING SUPPORT OF MIDDLETON TOWNSHIP.

FISCAL OFFICER REPORT

- Mr. Cromley moved, Mr. Moulton seconded a motion to approve the December 4, 2024, meeting minutes as provided. Motion approved.
- Mr. Moulton moved, Mr. Cromley seconded approval of accounts and payroll as submitted. Motion approved. A payment register is attached to the approved minutes.
- Mrs. Limes provided a review of updated local government funding from the Wood County Budget Commission.
Mr. Moulton moved, Mr. Vetter seconded a motion to approve Resolution 24-1218, Local Government Funding Support. Role was called: Mr. Cromley – YES; Mr. Moulton – YES; Mr. Vetter – YES
- Mrs. Limes reported more information has been requested from Toledo Edison with regard to street lighting installation projects, specific plats involved and where to send the township payment.

FIRE DEPARTMENT

- Chief Steve Asmus provided an application for membership.
Mr. Cromley moved, Mr. Moulton seconded a motion to approve hiring Kylee Kerns on a one-year probation as a fire fighter for the township. Motion approved.
- Chief Asmus provided the YTD run reports for review. In addition, reports with regard to personnel, number of runs, training and work hours were provided.
- Chief Asmus confirmed the Trustees were in receipt of report data showing personnel response to runs.
- Mr. Vetter moved, Mr. Cromley seconded a motion to approve the purchase of two (2) pagers at a price of \$1,418.31 from P&R Communications. Motion approved.
- Mr. Cromley moved, Mr. Moulton seconded a motion to approve P&R Communications be contracted to move radios to the new grass rig from the old truck. Motion approved.
- Chief Asmus reported that all emergency service department radios will require dual authentication per MARCS. All radios need to be read by December 20. There is no charge for this service and P&R Communications is in process of handling that for the departments.
- In addition, a quote for \$3,302 from Motorola was reviewed for software upgrades as needed to all radios to meet the dual authentication requirements.
Mr. Moulton moved, Mr. Cromley seconded a motion to approve the software upgrades from Motorola as required for all township emergency service radios at a cost of \$3,302. Motion approved.
- P&R Communications provided a quote to handle the upgrades to the radios with the new software at a cost of \$1,575.
Mr. Moulton moved, Mr. Cromley seconded a motion to approve P&R Communication to upgrade the radios with new dual authentication software at a cost of \$1,575 and completed by July 2025. Motion approved.
- Assistant Chief Brian Kotula reported that the new boots for fire department personnel have been put into service.
- The base radio at Station 2 is no longer in service.

EMS DEPARTMENT

- Chief Jerry Saunders reviewed the run YTD volume reports. He plans to provide final 2024 numbers at the January 8 meeting.

- Tires and alignment are needed on Medic 685. Quotes were reviewed from Speck Sales.
Mr. Moulton moved, Mr. Cromley seconded a motion to approve the purchase of Continental brand tires for Medic 685, as well as necessary alignment. Motion approved.
- The power load cot and service on same were reviewed. Chief Saunders indicated the current cot is 12 years old. After 14 years Stryker will not certify or service the cot. It is Chief Saunders' plan to apply for the BWC grant and use those funds toward the purchase of a new power load cot. Estimated costs on a cot and loader total \$68,000.
- Chief Saunders reported that the township received \$4,000+ from the State of Ohio Training and Equipment Grant. He plans to use the funds toward the purchase of the body armor being purchased through ProTX. Payment of the body armor needs to occur by December 30. Typically purchases are made after the grant is awarded but that will not occur until January 2025.
Mr. Moulton moved, Mr. Cromley seconded a motion to approve the purchase of the body armor at a cost of \$12,346.08 from ProTX. Motion approved. Mrs. Limes will process the payment and have mailed by December 19. Captain John Marcson supported the use of the ProTX company for its reputation and ease with which to work.

ROAD DEPARTMENT

- Mr. Vetter reviewed information on the four-way stop at Five Point and Hull Prairie Roads. He indicated the county has the project in their system and due to the cyber-attack at the county the timeline is on hold, with expectations for the project to resume in January 2025.
- Chase Greulich, Road Supervisor, followed up with the Board with regard to the four-way stop and county engineer update. As stated prior the work was stopped. The county is encouraging solar signage that will be installed in two weeks to announce the change to the intersection flow. The signs will cost \$2,800 each.
- The trucks are ready for snow plowing and spreading of salt.
- Mr. Gruelich questioned the status of the tree removal at a Five Point Road property which is impeding the view of neighboring residents. Mr. Vetter will talk with the homeowner.
- Leaf pick up was completed.
- Discussion revolved around the 2010 International dump truck. Mr. Greulich, Mr. Eckel and Mr. Dauer shared issues with the vehicle which include head gasket and oil cooler line leakages, and general wear and tear on a vehicle of its age. It is recommended the truck be taken out of service. Quotes for a new truck should be gathered by January 8, at the request of the Board.
Mr. Vetter moved, Mr. Moulton seconded a motion to approve the sale of the 2010 International plow truck, plow and salt box on govdeals.com. Motion approved.

ZONING DEPARTMENT

- Zoning Inspector Kip McDowell noted that zoning permits have slowed. A YTD report was provided to the Trustees for review.
- Quotes on a zoning comprehensive plan and zoning resolution update were provided by Crossroads Community Planning LLC. The proposed timeline to complete the comprehensive plan and zoning resolution is ten months, while the timeline for the resolution alone is eight months. A cost of \$74,000 was quoted for both the comprehensive plan and resolution. The estimated cost for the zoning resolution update alone is \$36,000. Mr. McDowell also requested and is awaiting a second proposal from a zoning specialist from Springfield Twp., Lucas County. The Board agreed to table the discussion until after the Ohio Township Association conference at the end of January. Crossroads Community Planning was recommended by Attorney Peter Griggs and Troy Township is utilizing this firm currently.
- A package deal for the iWorQ zoning software have been presented. Options include the ability to upload current GIS with new parcels, a notification module, updated forms and an online portal payment feature.
Mr. Moulton moved, Mr. Cromley seconded a renewal and upgrade to the iWorQ software program at a cost of \$8,000 plus one-time fee of \$500 for set up and data conversion. Motion approved.
- Inspections on numerous properties were reviewed for various concerns including Blanco property on St. Rt. 25, Pargillis/Five Point Road camper, Juan Davilla property on St. Rt. 25, and the Dean property on St. Rt. 25.
- Mr. McDowell noted that all zoning board members whose terms are up at the end of 2024 are willing to stay another five-year term.

VISITOR COMMENTS

- Township residents Mindy McCarthy and Melissa Petrea discussed a need for a crosswalk for students to Hull Prairie Elementary School located at the intersection of Hull Prairie and Old Trail Roads. They noted there are no designated paths for walkers. The portion of Hull Prairie [Road](#) in question is in the City of Perrysburg jurisdiction. Speed limits and other crosswalk initiatives were discussed. The Trustees indicated they would communicate this with the City of Perrysburg officials as well as the local area ODOT representative.

- Township resident Melissa Petrea also shared her concerns about the four-way stop at Five Point and Hull Prairie Roads and numerous other topics were raised and clarified by the Board members through the morning session.
- R.J. Rajner, township insurance agent with Savage & Associates stopped by the township offices and offered greetings for the upcoming holidays.

**AT 11:30 A.M. the Board of Trustees recessed the meeting for staff luncheon.
The board resumed the meeting at 1:30 p.m.**

FISCAL OFFICER REPORT

- Mrs. Limes reviewed the updated streetlight installation with the Board.
Mr. Vetter moved, Mr. Moulton seconded a motion to approve streetlight installation in the Village of Riverbend, Plat 8 for three (3) acorn lights at a cost of \$8,551.35. Motion approved.
Mr. Moulton moved, Mr. Cromley seconded a motion to approve streetlight installation in Riverbend, Plat 4 for three (3) acorn lights at a cost of \$8,077.80. Motion approved.
Mrs. Limes will submit payment to Toledo Edison and will notify McCarthy Builders who will then reimburse the township for said expenses.
- Questions with regard to the type of lights, LED versus traditional soft white, were discussed with no decision being made.

OLD BUSINESS

- Mr. Vetter indicated that the next meeting with regard to the Emergency Vehicle Storage Building project is scheduled for December 19 at 10:00 a.m. It is possible preliminary drawings will be made available.
- The Webster township fire contract was mentioned with no updated information.
- Mrs. Limes will provide an update to the Board with regard to a cyber-security review and analysis option.
- Mr. Moulton stated there were no new developments with regard to the Copeland Estate lawsuit.
- Mr. Cromley thanked township personnel who assisted with the Wreaths Across America event at New Belleville Ridge Cemetery.
- A meeting with regard to the sewer line project on Dunbridge Road and St. Rt. 582 was recently attended by Mr. Cromley. The meeting provided updates to the project.
- Mr. Vetter indicated that he received a verbal opinion from Assistant County Prosecutor Linda Holmes with regard to the township purchasing uniforms from township employee Chris Hartford. She indicated that uniforms should not be purchased from a township employee. A formal opinion is forthcoming and is delayed due to the cyber security attack on the county.

NEW BUSINESS

- Letters were sent to township Toledo Edison customers by Dynergy, stating they were now the provider for the aggregation.
- Trees have been removed in the Village of Dunbridge due to the sewer line installation.

REORGANIZATION OF THE BOARD OF TRUSTEES

Mr. Vetter moved, Mr. Moulton seconded a motion to approve Don Cromley as Chairman and Mike Moulton as Vice Chairman of the Middleton Township Board of Trustees for 2025. Motion approved.

Mr. Vetter moved, Mr. Cromley seconded a motion to set the first and third Wednesday at 6:00 p.m. as the meeting dates/times for Board of Trustees meetings in 2025. Motion approved.

Mr. Vetter moved, Mr. Moulton seconded a motion to approve family medical and dental coverage for full-time employees and elected officials at 100 percent, including plans that are paid by out-of-pocket expenses due to Medicare or spousal plans. Motion approved. It is noted the township health and dental plans are handled by Savage & Associates with Medical Mutual for the health insurance and Delta Dental for the dental plan.

Mr. Moulton moved, Mr. Cromley seconded a motion to approve the following zoning board members for five-year terms beginning January 1, 2025:

- **Chuck Steadman, Board of Zoning Appeals**
- **Jeff Rokicki, Board of Zoning Appeals**
- **Mike Bostdorff, Zoning Commission**
- **Jon Ellerbrock, Zoning Commission**

Motion approved.

Mr. McDowell noted the zoning boards will set a date to reorganize for 2025 after the first of the year due to planned meetings/hearings already scheduled for the first week of January.

The Trustees agreed to the following Board responsibilities:

- Fred Vetter, Union Hill Cemetery Board
- Don Cromley, New Belleville Ridge Cemetery Board
- Mike Moulton, TMACOG representative

Payroll for 2025 was reviewed by department.

Mr. Cromley moved, Mr. Moulton seconded a motion to approve payroll increases of five (5) percent for 2025 for the township full-time staff which includes: Jeff Eckel, Chase Greulich, Tom Dauer, Kip McDowell beginning with the December 29, 2024 payroll. Motion approved.

Mr. Cromley moved, Mr. Moulton seconded a motion to approve payroll increase of five (5) percent for part-time road personnel beginning with the December 29, 2024 payroll. Motion approved.

Mr. Cromley moved, Mr. Moulton seconded a motion to approve double hourly rates for full-time road employees on holidays. Motion approved.

Mr. Vetter moved, Mr. Moulton seconded a motion to approve payroll increases of \$1.00 / hour for all EMS personnel beginning with the December 29, 2024 payroll. Motion approved.

Mr. Moulton moved, Mr. Cromley seconded a motion to approve a five (5) percent raise for Fire Department Chief Steve Asmus, Fire Department Officers, and Fire Department runs, work hours and training. Motion approved. It is noted there will be no increase for the continuing education rate.

The Board indicated no changes will be made to the zoning board member pay for 2025.

The Board indicated no changes will be made to Medical Director Dr. Todd Brookens pay for 2025.

Mr. Vetter moved, Mr. Moulton seconded a motion to approve an hourly rate of \$29.00 for Susan Cordonnier, Township Clerk beginning with the December 29, 2024 payroll. Motion approved.

Mr. Vetter moved, Mr. Moulton seconded a motion to approve a carry-over of 2024 vacation for Jeff Eckel, totaling eight (8) weeks of paid vacation effective March 1, 2024. Motion approved.

Mr. Moulton moved, Mr. Vetter seconded a motion to approve year-end bonuses for township staff and are provided with the approved minutes. Motion approved.

Mr. Cromley moved, Mr. Vetter seconded adjournment of the meeting at 3:40 pm. Motion approved.

Michael Moulton, Trustee

Donald E. Cromley, Vice Chairman

Fred E. Vetter, Chairman

Laurie L. Limes, Fiscal Officer