

**ELIZABETH TOWNSHIP BOARD OF TRUSTEES
MIAMI COUNTY, OHIO
REGULAR MEETING OF NOVEMBER 1, 2023**

The Elizabeth Township Board of Trustees held a Regular Meeting on November 1, 2023 at 5710 E. Walnut Grove Road, Troy, Ohio at 7:00 p.m. John R. Ryman, President, called the meeting to order Mary Ann Mumford called the roll and the following members were present:

President	John R. Ryman	EMS/Fire-Adam Marchal
Vice Pres.	Randy Mott	EMS/Fire-Art Blackmore
Trustee	Greg D. Dilts	ETCC-Nic Rice
Fiscal Officer	Mary Ann Mumford	Zoning-Jim Cozatt

Also in attendance: Jim Powers, Kathy Nartker Limerick, Paul Hershberger, Jim Taylor, Kristen Dilbone, Mike VanZant, Leslie Kodysz-Then, Greg Moyer, Rob Byrer, Jeremy Moore, Tom O'Malley, Cheri O'Malley

The following order of business was established:

ITEM # 1A Opening of Sanders Road Storm Sewer Project Bids

ITEM # 1B Meeting with representative from Miami County Sheriff's Department

ITEM # 2 Farmland Preservation Report

ITEM # 3 Meeting with representative from EMS

ITEM # 4 Meeting with representative from ETCC

ITEM # 5 Presentation of Bills-Presentation of bills for payment

ITEM # 6 Meeting with representative from Zoning

ITEM # 7 Presentation of the Minutes from October 18, 2023

ITEM # 8 Fiscal Officer's Report

ITEM # 9 COMMITTEE REPORTS:

- A. Randy Mott-Equipment and Cemeteries
- B. John R. Ryman- Buildings and Personnel
- C. Greg D. Dilts-Roads

ITEM # 10 Any other business to be transacted

ITEM # 11 ADJOURNMENT

ITEM # 1A The following bids were opened for the Sanders Road Storm Sewer Project:

Ranger Earthworks \$263,761.10
Durst Brothers Excavating \$246,797.00
LJ DeWeese Company \$275,032.00
Associated Excavating \$298,007.50
Coate Construction \$272,622.00
Finrock Construction \$286,000.00
Performance Site Development \$277,510.70

The bids will be taken to the Miami County Engineer's Office for review. The board will act on the submitted bids, after they have been reviewed.

ITEM # 1B There was no deputy present.

ITEM # 2 There was no report.

ITEM # 3 Mr. Blackmore/Mr. Marchal-Submitted the following recommendations for employment for Firefighter/EMTS/Firefighter Paramedics: Chris Brock, William Robbins, Clayton Snider, Ryan Hope,

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Garrett Buttelwerth, Nicholas Berry, Dan Davenport, and David Force (pending background checks on Davenport and Force). A Motion by Greg D. Dilts, Seconded by Randy Mott to approve hiring the 8 individuals as noted on the recommendation of Art Blackmore and Adam Marchal, for the position of Firefighter/EMTS and Firefighter/Paramedics, at the previous approved hourly rate per their certification. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried. This will give the department 18 employees and there are a few other applicants out there.

Waiting on the accountability tags at Thoma Jewelers in Piqua. There are 2 pages in the employee employment package that require the trustee's signatures. Is this necessary for the trustees to sign? A Motion by Greg D. Dilts, Seconded by Randy Mott to allow the Electronic Usage Policy and Internet Usage Policy to have the trustee's name removed and add Mr. Marchal or Mr. Blackmore as an authorized signer for the EMS/Fire Department employees and add the ETCC Director for ETCC employees as an authorized signer on the forms. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Mr. Blackmore said the trustees made an excellent choice in hiring Adam. Mr. Marchal thanked Art for being such a good administrator. A work detail is set for Monday afternoon. A meeting with Mr. Trusty has been scheduled for Monday. Equipment will be transferred over to each department.

Steve Hoffman has agreed to be our Medical Director; we will operate under his license. A Motion by Randy Mott, Seconded by John R. Ryman to accept Steve Hoffman, as the Elizabeth Township Medical Director. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Credit card needs were discussed. A Motion by Randy Mott, Seconded by John R. Ryman, to add Art Blackmore and Adam Marchal to the township usbank credit card account with a limit of \$2,000.00 for each and to add them both as authorized signers on our Lowe's account, Menards, etc. making purchases up to \$1,000.00 without prior board approval. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Mr. Marchal noted the quote for apparel went up by \$750.00 to cover additional newly hired employees, A Motion by Randy Mott, Seconded by Greg D. Dilts, to approve an additional \$750.00 for a total of \$3,250.00 for apparel from Western Ohio Graphics. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried. The big ticket item to talk about is turnout gear. Three employees will need rental gear; the others are bringing their gear from other departments. A barrowing agreement is in place, in the event the gear is damaged while on shift at Elizabeth Township, it would become our responsibility for repair/replacement. Phoenix Safety Outfitters in Springfield priced Lion Gear at \$63,406.75 for 15 sets of turnout gear. This price is \$5,072.65 in savings if ordered before the upcoming price increase takes effect. Word is that Phoenix will allow us to use gear until our gear comes in. It will take approximately 60 days, which is extremely quick. Mr. Dilts asked Adam if he likes Lion Brand, Mr. Marchal said he wears it, and highly recommends it. The life expectancy of the gear is 10 years. Mr. Marchal said he would like to purchase 15 average size sets, with Elizabeth Township across the back, with the employee last name being attached with Velcro for easy removal. Chief Holler has offered the use of their extractor for cleaning purposes, and Adam has access to one as well. A Motion by Greg D. Dilts, Seconded by Randy Mott to allow Mr. Marchal to purchase 15 Average Sets of Lion Turn Out Gear from Phoenix Safety Outfitters for up to \$64,000.00. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Mr. Marchal reported that as of 4:00 p.m. today, all goals have been met to have our first shift in place on Monday, November 6, 2023. We should be staffed at approximately 75%. Mr. Mott noted there will be 2-3 Public Township Meetings to discuss the need/concerns/questions, of placing an 8 Mill Levy on the March 5, 2024 Ballot. The board discussed transport fees, how to charge for them, how they will be paid and how much a transport could cost. The discussion of a flat fee each year per resident was discussed. Mr. Mott said the Miami County Prosecutor's Office advises we set a millage and put it on the ballot.

ITEM # 4 ETCC- Mr. Rice-\$7,284.25 was receipted in from October 4, - October 31, 2023, with the bulk of the income coming from the 25% off Membership Drive. There are currently 324 Members including spouses and dependents. 21 Vendors are scheduled for the Craft Bazaar on Saturday and an Asia Food Truck is coming.

A1 Able quoted \$499.00 to spray the ETCC for flies and \$299.00 to spray for flies at the EMS/Fire Department. If a second application is needed in 30 days, it would be an additional \$149.00 for the ETCC and an additional \$99.00 for the EMS/Fire Department. A Motion by Randy Mott, Seconded by Greg D. Dilts to approve A1 Able's quote for the purpose of spraying for flies at the ETCC for \$499.00, and spraying the EMS/Fire Department for \$299, with the additional fees of

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for the EMS/Fire department was discussed. A Motion by Greg D. Dilts, Seconded by Randy Mott to approve Nic Rice to purchase a grill, at his choice of vendor for the EMS/Fire Department up to \$500.00. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Stanley Steemer quoted \$499.00 for duct cleaning for up to 10 ducts, \$25.00 per duct over 10 ducts, and \$140.00 to have the tile floors cleaned. A Motion by John R. Ryman, Seconded by Greg D. Dilts to accept the quote from Stanley Steemer for \$499.00 for cleaning up to 10 ducts and \$25.00 per duct over 10, and \$140.00 to have the tile floor cleaned at the EMS/Fire Department. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Mr. Rice said he would like to get filters for all buildings and a floating bracket for the man hole from Grainger. A Motion by Greg D. Dilts, Seconded by John R. Ryman to allow Nic to purchase filters and a floating bracket for the man hole cover from Grainger. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

The board discussed the need for Mr. Rice to be able to purchase items that are needed without board approval for every little item. A Motion By Greg D. Dilts, Seconded by John R. Ryman to allow Nic Rice to make purchases on the township credit card, at Lowe's, Menards, etc. up to \$1,000.00 without prior board approval. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

A Motion by Randy Mott, Seconded by Greg D. Dilts, to approve Art Blackmore and Adam Marchal to be added to the Elizabeth Township usbank Credit Card, with line limits of \$2,000.00 each, and both Art Blackmore and Adam Marchal to be authorized to use the Lowe's Account, Menards accounts, usbank credit card, etc., up to \$1,000.00 without prior board approval for the purchase of needed supplies. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried

ITEM # 5 Bills submitted for payment totaled \$74,025.26 A Motion by Greg D. Dilts, Seconded by Randy Mott to approve the payment of bills for \$74,025.26 as presented. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

ITEM # 6 Mr. Cozatt-2 permits were issued, one to Chad Westfall on Walnut Grove for a barn, and one to Mr. Meyer on Alcony Conover Road for a kitchen and family room addition. John and Denise Moon applied for a Conditional Use Permit and set up a meeting with the Elizabeth Township Zoning Board of Appeals. The notification of the Zoning Board of Appeals meeting will be advertised November 4, 2023 in the Miami Valley News and the Zoning Board of Appeals Meeting will be held on November 13, 2023 at 7:00 p.m. at the Elizabeth Township Board of Trustee's Office, 5710 E. Walnut Grove Road, Troy, OH.

ITEM # 7 The Meeting Minutes of October 18, 2023 were approved as presented.

ITEM # 8 Various financial reports were shared with the board. Mary Ann presented the 2024 Temporary Appropriation Budget for approval. Mary Ann noted the maximum amount for approval is 25% of our current 2023 Appropriation Budget. A Motion by Randy Mott, Seconded by John R. Ryman to approve the following as the 2024 Temporary Appropriation Budget as presented: **General Fund \$1,426,274.38, Motor Vehicle License Tax \$2,160.00, Gas Tax \$199,350.00, Road and Bridge \$56,175.00, Permissive Motor Vehicle License Tax \$2,450.00, ARPA \$21,156.25, Shaggy Bark Lighting \$2,125.00 for a total 2024 Temporary Appropriation Budget of \$1,709,690.63.** Mary Ann updated the trustees on the Star SMA account. In speaking with Scott Adams our account advisor. Mr. Adams indicated that the Star SMA account is designed for those who do not need the funds for expenditures. Mr. Adams asked if this was the right product for our needs. Mary Ann explained to Mr. Adams at the time the account was set up, the rep was aware that there would be times the township would need to draw on the account. Discussion on maturity dates, needs, both investment accounts, productivity of the investments and options for obtaining funds from SMA without loss to the township was discussed. A Motion by John R. Ryman, Seconded by Greg D. Dilts, to allow Mary Ann to draw earned monthly interest to the Minster Bank checking account for General Fund expenses as needed, and to allow Mary Ann to transfer matured balances over to the Minster Bank checking account for General Fund expenses as needed. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Mary Ann requested approval to continue to reallocate as needed General Fund Other and General Fund EMS Other expenses into more specific/additional EMS/Fire fund codes to cover payroll, withholdings, general expenses, etc. A Motion by John R. Ryman, Seconded by Randy Mott to allow Mary Ann to continue to make additional General Fund reallocations from the General Fund other and General Fund EMS/Fire other to specific codes to cover as needed General Fund EMS/Fire expenses as they occur. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

ELIZABETH TOWNSHIP MEETING MINUTES OF NOVEMBER 1, 2023, CONTINUED:

ITEM # 9 COMMITTEE REPORTS:

- A. Randy Mott-Cemeteries/Equipment
- B. John R. Ryman-Buildings and Personnel
- C. Greg D. Dilts- Roads

Mr. Mott-Broad Leaf spraying is complete. Will contact Western Ohio Truck to have the oil changed on the medic.

Mr. Ryman-Personnel was already covered.

Jeremy Moore from Moore Tech Solutions was present to discuss his quotes for upgrading the technology needed at the EMS/Fire Department and keyless entry into the building. The quote of \$15,423.00 included but not limited to: provide and install 1 wall mounted 9U Network Rack in Network closet, provide and install routers, ports and cables, provide and install 6 Enterprise Access Points upstairs, downstairs and equipment bay area, setup 4 VLANs to keep admin., employee, guest and lot traffic separate. Relocate and install 3 network drops upstairs, 2 to the Chief's office for computer and printer, 1 for the upstairs AP centrally located, relocate and install 1 existing Network drop for downstairs AP, provide and install 1USB Wireless adapter for Desktop on common area, 12 months of Network Management, Firmware and Firewall updates for all Ubiquiti equipment, \$50.00 billed monthly. Bonus provide and install 4 wireless door locks with Wi-Fi Management. No door frame modifications required. Setup doors, Setup Remote Cloud Management, \$75.00 a month billed annually, assign Management Access, and train management how to add/remove Access. Additional cables may need to be added at an approximate cost of \$150.00. Billing for the annual maintenance agreement starts one year from the date of turnover completion. A Motion by John R. Ryman, Seconded by Greg D. Dilts to accept the quote of up to \$15,573.00 from Moore Tech Solutions for the above described tech work to be performed at the EMS/Fire Department. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried. Mr. Mott said we will be looking at wireless at the ETCC in the future.

Mr. Mott contacted D&D Rodrigues Roofing and Siding LLC about the roof leaks at the EMS/Fire Department. A quote of \$1,750.00 was shared to have 11 pipe boots removed and replaced and \$4,500.00 to remove the flat roof on the stairway. Replacing the roof with .60 mill TPO white and ISO taper insulation fully adhered. Clean up, dispose of old roofing system. A Motion by Randy Mott, Seconded by Greg D. Dilts to accept both quotes from D&D Rodriguez Roofing and Siding LLC, for a total of \$6,250.00. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried. The board noted repairs at the EMS/Fire Department have been put off for too long.

Glacier Water still needs to come out. Adam Marchal asked about water delivery. Mary Ann asked if the ETCC was getting water delivery, due to the new water fountains being installed and were to replace water delivery. Mr. Rice said yes, water is being delivered because people don't want to drink the ETCC water.

Mr. Mott said the ditches look good.

ITEM # 10 A resident questioned who put the nice driveway in for the resident on Tipp Elizabeth Road when the bridge was replaced. It was noted that Tipp Elizabeth Road is a county road, and no township dollars went into the bridge project or the driveway. The trustees suggested the resident contact the Miami County Engineer's Office for more information.

Mr. O'Malley expressed concerns with the living quarters in the barn on Tipp Elizabeth Road. Mr. O'Malley asked if they were wanting the 300 ft. road frontage requirement waived. The board noted it is in the hands of the Elizabeth Township Zoning Board of Appeals at this time.

ITEM # 11 A Motion by John R. Ryman, Seconded by Randy Mott to adjourn. The meeting adjourned at 8:36 p.m.

APPROVED NOVEMBER 15, 2023

John R. Ryman, President

Randy Mott, Vice President

Greg D. Dilts, Trustee

Mary Ann Mumford, Fiscal Officer

