

**ELIZABETH TOWNSHIP BOARD OF TRUSTEES  
MIAMI COUNTY, OHIO  
REGULAR MEETING OF OCTOBER 4, 2023**

The Elizabeth Township Board of Trustees held a Regular Meeting on October 4, 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 -Absent
Fiscal Officer	Mary Ann Mumford	Zoning-Jim Cozatt

Also in attendance: Jim Powers, Kathy Nartker Limerick, Lynda Mott, Laura Sutherly, Paul Hershberger, Nancy Sparks, Tracey Moyer, Ben Sutherly, Leslie Kodysz-Then, Josh Luthman

The following order of business was established:

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

ITEM # 1B Josh Luthman-Imagine Networks

ITEM # 2 Meeting with representative from EMS

ITEM # 3 Meeting with representative from ETCC

ITEM # 4 Presentation of Bills-Presentation of bills for payment

ITEM # 5 Meeting with representative from Zoning

ITEM # 6 Presentation of the Minutes from September 20, 2023

ITEM # 7 Fiscal Officer's Report

ITEM # 8 COMMITTEE REPORTS:

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

ITEM # 9 Any other business to be transacted

ITEM # 10 ADJOURNMENT

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**ITEM # 1A** There was no deputy present.

**ITEM #1B** Josh Luthman, from Imagine Networks, was present to give an update on the status of township fiber. Mr. Luthman stated three people on Mill Road and four people in Shaggy Bark inquired about having fiber installed. Due to low interest, installation is not scheduled in those areas. It is Imagine's goal to be finished in the township by December 31, 2023. The original completion date is December 2024. If all goes according to plan, we should be done by the end of the year. Mr. Luthman indicated that some of the lines will be completed by Imagine and not by a contractor. Time lines, completion, and concerns were discussed with Mr. Luthman. Laura will include a note in the next E-Blast, on how to contact Imagine Networks for fiber internet service.

**ITEM # 2** Mr. Blackmore said we partially have our FDID Number. The paperwork is done, but the number is not in place yet for emergency responses. Mr. Blackmore noted the need to still walk through the EMS/Fire building so necessary repairs could be noted and repaired. Mr. Mott will talk to the maintenance men and let them know it's the next priority. Mr. Marchal discussed using Paycor for all EMS/Fire payroll items. Mr. Marchal said using Paycor will simplify things. Paycor will process payroll, withholdings, issue W2s, W9s, and submit all payroll reports. A Motion by Greg D. Dilts, Seconded by Randy Mott to allow Mr. Marchal to set up an account with Paycor for the purpose of

## ELIZABETH TOWNSHIP MEETING MINUTES OF OCTOBER 4, 2023, CONTINUED:

EMS/Fire payroll, withholdings, W2s, W9s and payroll reporting. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

There have been 14 applications given out. We have received 9 back. Six interviews are scheduled for tomorrow. Mr. Blackmore presented the official job description and Policy Procedure for EMS/Fire Employees. The job description was reviewed and the procedure policies were discussed as to who does what, when and how. Who reports to who, and who is in charge in the event the fire chief is out. A Motion by Randy Mott, Seconded by Greg D. Dilts to accept the official EMS/Fire Job Descriptions, and Policy Procedure Manual as presented as **RESOLUTION NUMBER 2023-010**. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, declared RESOLUTION NUMBER 2023-010 passed as presented.

Turn out gear was discussed. Mr. Marchal and Mr. Blackmore agreed we are facing a time frame problem to having the gear by the time we need it. It seems the best bet is to borrow turn out gear from other departments. Employees basically will bring their gear from other departments with them when they work at our department. It will become the township's responsibility to replace repair anyone's gear that gets damaged while on our shift. A waiver will be signed stating the fact of replacement/repair. We can look at purchasing our own and it would get shared within the department. Custom fit gear was discussed, but unfavorable due to custom fit gear running around \$4,100.00 per set. Generic size gear runs \$1,800.00 per set. Mr. Blackmore recommends borrowing as our first option, second option would be to rent, and third option would be to buy. It was noted that Turn out gear is good for ten years.

Mr. Marchal submitted a detailed list for needed supplies, those supplies included Locality Media-EMS/Fire software program for \$8,000.00, filing cabinets, white boards, book shelves, storage cabinets etc., not to exceed \$3,500.00, 2 desk top computers, 3 monitors, and a tablet not to exceed \$5,000.00, Winter apparel from Western Ohio Graphics not to exceed \$2,500.00, which does not include winter coats, Approximately 18 lockers, bed bug covers, bedding not to exceed \$4,000.00. A Motion by Greg D. Dilts, Seconded by John R. Ryman to approve up to \$25,000.00 for Adam Marchal to purchase all items as described above from various vendors for the EMS/Fire building, and to allow Elizabeth Township to enter into an agreement with Medicount Management for EMS billing services. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

**ITEM # 3** ETCC- Mr. Rice-Absent-\$140.00 was receipted in from September 20, - October 3, 2023. There are currently 317 members including spouses and dependents. H & S Plumbing found that the tempering valve on the dishwasher needs replaced. Cost for replacement and labor is \$902.00. \$451.00 to be paid up front for materials and labor. A Motion by Greg D. Dilts, Seconded by Randy Mott to accept the quote of \$902.00 for H & S Plumbing to replace the tempering valve on the dishwasher at the ETCC, with \$451.00 being prepaid for materials and labor. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

**ITEM # 4** Bills submitted for payment totaled \$122,195.58. A Motion by Greg D. Dilts, Seconded by Randy Mott to approve the payment of bills for \$122,195.58 as presented. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

**ITEM # 5** Mr. Cozatt-Mr. Mott requested I check on the property on Walnut Grove Road, that has the barrier pipes in their front yard. Spoke with the property owner and he will not get to the fence project until the spring of 2024. Mr. Dilts asked if he had to make it into a fence, and Mr. Cozatt said the property owner offered to. John Moon is the property owner of the large barn on Tipp Elizabeth Road that is rumored to be an event barn. When the Zoning Permit was issued the purpose was listed as a pole barn to be used for cold storage. The house on the property is still under construction. The barn is almost completed. Upon looking at the barn on the inside, there are partitions being used for making rooms. There is hot/cold water lines, and sewer pipes with no apparent permits in place. It's plumbed for 2 baths downstairs and 3 baths upstairs. Spoke to Rob England from the county and the county has issued a Stop Work Order. The board advised Mr. Cozatt to follow suit with the county and issue a Stop Work Order by the township. Mr. Cozatt will send a letter to Mr. Moon regarding the matter. It was noted that there has been no permission from our Zoning Board to approve such a structure and Township Zoning, trumps County Zoning. Mrs. Kodysz-Then stated the parcels down there are one family per parcel lots.

**ITEM # 6** The Meeting Minutes of September 20, 2023 were approved as presented.

**ITEM # 7** Various financial reports were shared with the board.

**ELIZABETH TOWNSHIP MEETING MINUTES OF OCTOBER 4, 2023, CONTINUED:**

**ITEM # 8 COMMITTEE REPORTS:**

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

Mr. Mott- The F550 is back from LineX of Troy. A flat on the mower was fixed. Its time for the Annual Maintenance on the ETCC Generator and the EMS/Fire Generator from Ohio Cat. Cost of the ETCC maintenance is \$915.00 and cost of the EMS/Fire Maintenance is \$735.00 for a total of \$1,650.00 A Motion by Randy Mott, Seconded by Greg D. Dilts to accept the quote of \$1,650.00 for the Annual Maintenance on the ETCC Generator and the EMS/Fire Generator by Ohio Cat. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Mr. Ryman-John reported that he and Randy completed the yearly evaluation for Travis Kerg. A Motion by John R. Ryman, Seconded by Randy Mott to increase Travis Kerg to \$19.80 per hour, beginning with pay period October 14, 2023. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes John R. Ryman, President, declared the Motion carried.

Mr. Dilts-The rebid package prepared by the Miami County Engineer's Office was reviewed. The cost of the project was increased to \$281,604.00. The wordage requiring being State ODOT Certified has been removed and the completion date has been changed to September 1, 2024. Mr. Dilts said he would like to request bids being turned in by 7:00 p.m. on November 1, 2023, so bids can be opened at our Regular Township Meeting on November 1, 2023. A Motion by Greg D. Dilts, Seconded by Randy Mott to accept the Rebid Project Package for the Sanders Road Storm Sewer Project as prepared by the Miami County Engineer's Office, with a bid submission deadline of 7:00 p.m. on Wednesday, November 1, 2023, with bids being opened at the Regular Scheduled Township Meeting on November 1, 2023 as **RESOLUTION NUMBER 2023-011**. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr Ryman-yes. John R. Ryman, President, declared the Motion carried.

Mr. Dilts noted that the salt bins are full.

**ITEM # 9** Ben Sutherly was present to give the board an update on the Richard King property easement on LeFevre Road. Mr. Sutherly presented several concerns regarding moving forward with the change in the current easement. The board discussed opening this one change to an easement, could mean opening it up for many more to follow within the township. The potential buyer's urgency to buy is not as urgent as it used to be. Sub dividing off causes CAUV concerns. CAUV could be lost on the parcel. Mr. Sutherly stated that Mr. King has formally requested the switch of the two parcels. After weighing the pros and cons, Mr. Mott said he does not see the benefit out weighing the potential issues the switch could cause the township. Mr. Ryman and Mr. Dilts both agreed with Mr. Sutherly and Mr. Mott's concerns. It is a NO to Mr. King's request to switch parcels in the FRPP on LeFevre Road. Mr. Mott has also learned through social media, that the home is being advertised for rent, available November 1, 2023.

Mr. Sutherly addressed the board to encourage them to take part in the FRPP. The State Program deadline is October 13, 2023. The Federal Program is currently up in the air. Mr. Sutherly said he feels it's important for the township to take part. Mr. Mott said he agrees that FRPP has stopped many acres of development in the township. It is Mr. Mott's believe that the township could act as the Local Sponsor, without matching any funds. The board discussed the upcoming costs associated with the EMS/Fire Department getting off the ground and the economy in general, that it would be in the best interest of the township to not provide any matching funds at this time. A Motion by Randy Mott, Seconded by Greg D. Dilts to allow Ben Sutherly to move forward with Elizabeth Township acting as the Local Sponsor for FRPP, with no funds being expended by the township. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

Mr. Sutherly was contacted by the purchaser of the last parcel of the Benham Farm regarding FRPP. It has been discussed previously that due to the road frontage of the parcel, only one home structure would be permitted. The board discussed the question of why would the parcel be preserved when it doesn't qualify for more than one home structure, or the ability to be split into more lots. It would be a waste of preservation funds. The rankings are geared toward available road frontage.

Laura Sutherly-has E-Blasts planned for 30, 60 and 90 days. Upcoming blasts will promote room rentals, Craft Bazaar, Breakfast with Santa, Book Locker, Job Openings, Fiber Internet, etc. Adam Marchal will be interviewed as our newly hired Fire Chief. A Motion by Greg D. Dilts, Seconded by Randy Mott to offer a 1-year Free Single Fitness Membership to anyone providing their email address for E-Blast Notifications. The winner will be drawn the day of the Craft Bazaar, and the be notified by Email. VOTE: Mr. Dilts-yes, Mr. Mott-yes, Mr. Ryman-yes. John R. Ryman, President, declared the Motion carried.

**ELIZABETH TOWNSHIP MEETING MINUTES OF OCTOBER 4 2023, CONTINUED:**

Mr. Hershberger reminded the trustees that Imagine Networks guaranteed everyone in the township would have Fiber Optic Internet, when the trustees committed township ARPA Funds to Mr. Luthman at Imagine Networks. Mr. Hershberger asked about the 6-8 people who want it, but are not going to get service, due to not enough interest in their area? If township funds go out to Imagine before everyone in the township is 100 percent serviced, gentlemen your jobs are on the line. Mr. Ryman assured Mr. Hershberger that Mr. Luthman knows you are waiting and you are on his list. Mr. Hershberger said it's not just me, the agreement was 100 percent of the residents would be serviced in order for Imagine Networks to receive the township ARPA funds.

A Motion by Randy Mott, Seconded by John R. Ryman to adjourn. The meeting adjourned at 8:46 p.m.

**APPROVED OCTOBER 18, 2023**

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John R. Ryman, President

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Randy Mott, Vice President

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Greg D. Dilts, Trustee

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Mary Ann Mumford, Fiscal Officer