

**SHAWNEE TOWNSHIP
BOARD OF TRUSTEES REGULAR MEETING
January 22, 2018**

On January 22, 2018, the Shawnee Township Board of Trustees met at the Shawnee Township Administration Building, 2530 Fort Amanda Rd., Lima, Ohio for their regular meeting of Board.

Chairman Seddelmeyer called the meeting to order at 10:00 a.m.

Roll call indicated those present as follows: Trustee Seddelmeyer, Trustee Belton, Trustee Russ Spieles, Fire Chief Todd Truesdale, Police Chief Mike Keith, Superintendent Howard Gray, Legal Advisor Clay Balyeat, Zoning Inspector Mark Bishop and Joe Hicks. Fiscal Officer Stephanie Hoffer and Assistant to the Clerk, Christi Brown was absent.

Mrs. Seddelmeyer made a motion to table the January 8, 2017 Meeting Minutes. Mr. Belton seconded the motion. Motion passed 2-0. Minutes Tabled.

FISCAL OFFICER:

- Nothing to Report

LEGAL ADVISOR:

- Nothing to Report

POF: Ted Spieles regarding Applewood Streetlight

Discussion regarding the financial responsibility of the streetlight at Shawnee Road and Applewood Subdivision. Gene Deifendeifer spoke regarding the past billing of the light and the Homeowner’s Association requests that the light be paid for by the Township from the time that the development was put in. Zoning Inspector, Mark Bishop will pull the records of when the PUD was rezoned.

TRUSTEES BUSINESS:

RESOLUTION 24-18

AUTHORIZATION TO PAY MEDICAL BILL INCURRED IN A WORK RELATED INCIDENT

WHEREAS on June 14, 2017 a Shawnee Township Fire Fighter Michael Smith suffered a potential exposure to Pertussis during an emergency call, and;

WHEREAS Mr. Smith went to St. Rita’s Medical Center for emergency care vaccination against Pertussis, and;

WHEREAS the claim was submitted to the Ohio Bureau of Worker’s Compensation (BWC) for coverage, and;

WHEREAS the BWC dismissed the claim stating there was no “Physical” injury, therefore rejecting payment of the claim, and;

WHEREAS the regulations of the BWC’s coverage for this type of exposure is changed, they will continue to dismiss claims unless there is “physical” injury or side effects, therefore leaving unpaid medical bills to workers that were exposed to dangerous substances and diseases in the line of duty, and;

WHEREAS, Shawnee Township, wish to ensure that first responders are protected and covered while in the performance of their duties without financial consequences in the case of unavoidable exposures, and;

NOW THEREFORE BE IT RESOLVED that the Shawnee Township Board of Trustees directs payment of the medical bill to be made to Mercy Health for the incurred costs of treatment for exposure to Pertussis while in performance of Mr. Smith’s duty.

FURTHER, the invoice amount is \$ 465.10

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

RESOLUTION 25-18

ACCEPTANCE OF MEMORANDUM OF UNDERSTANDING WITH APOLLO CAREER CENTER FOR SCHOOL RESOURCE OFFICER

WHEREAS, Shawnee Township Police Department and Apollo Career Center have concluded the previous term of the 2016-2017 Memorandum of Understanding for the position of School Resource Officer, and;

WHEREAS, Shawnee Township and Apollo Career Center desire to continue their relationship in regards to the use of a School Resource Officer (SRO), and;

WHEREAS, both entities benefit from the agreement; Apollo Career Center during the school year, and Shawnee Township Police Department during the scheduled summer and other school break periods, and;

WHEREAS, the SRO is paid wages and benefits by Apollo Career Center during the agreed school schedule, and is paid wages and benefits by Shawnee Township Police department during the summer, other break periods and other township scheduled work, and;

NOW THEREFORE BE IT RESOLVED that the Shawnee Township Board of Trustees hereby accept the attached Memorandum of Understanding with Apollo Career Center for a three (3) year term beginning July 1, 2018.

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

RESOLUTION 26-18

AUTHORIZATION FOR FAMILY MEDICAL LEAVE – CHRIS MIRACLE

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees authorizes Police Officer Chris Miracle to begin Family Medical Leave on January 7, 2018 accordance with the Family Medical Leave Act.

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

RESOLUTION 27-18

AUTHORIZATION FOR FAMILY MEDICAL LEAVE – MATTHEW REAMAN

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees authorizes Firefighter Matthew Reaman to begin Family Medical Leave on January 4, 2018 accordance with the Family Medical Leave Act.

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

RESOLUTION 28-18

ACCEPTANCE OF CHANGE TO PPM – PART-TIME EMPLOYEE SICK LEAVE USE

WHEREAS mistakes in the Shawnee Township Personnel Policy and Procedure Manual were discovered after the print date and need to be corrected to avoid any misunderstandings, violations, and for clarification thereof, and;

WHEREAS, the errors stands in the Article regarding use of Sick Leave, and;

WHEREAS, the Policy shall be changed to read and be interpreted to clarify Accrual Rates as follows:

XXV. SICK LEAVE

Section A

Accrual Rate

Full-time Employees shall earn four and six-tenths (4.6) hours of sick leave each biweekly pay period that the employee is in active pay status.

Each Part-time Employee shall earn .0575 hours of sick leave per hour worked. Part-time Employees may accumulate Sick Leave, however; Part-time employees shall not use their accumulated Sick leave until appointed to Full-time status.

Employees may accumulate sick leave without limit.

WHEREAS the Policy shall be changed to read and be interpreted to clarify Use as follows:

XXV. SICK LEAVE

Section B

Use

Sick Leave may be used by **Full-time** employees and upon approval of the Township for absences due to the following.....

WHEREAS, after the specification of **Full-time** employees is inserted into the paragraph, the language thereafter shall remain as written, and;

NOW BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees accepts the above changes to the Shawnee Township Personnel Policy and Procedure Manual with regard to the Sick Leave Accrual and Use, and;

FUTHER, this action of the Board shall be retro-active to March 27, 2017 at which time Resolution 23-17 was adopted accepting the new Shawnee Township Personnel Policy and Procedure Manual.

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

**RESOLUTION 29-18
AUTHORIZATION TO PURCHASE UNIFORM SHIRTS**

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees authorizes the purchase of uniform shirts to be used by the Board Members at functions where they are representing Shawnee Township, and;

FURTHER, the cost of the uniform shirts shall not exceed \$500.00 and the shirts shall be returned upon separation with the Township.

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

**RESOLUTION 30-18
ACCEPTANCE OF RESIGNATION – CURTIS JOHN**

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees accepts the resignation of Part-time Police Officer Curtis John effective January 11, 2018.

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

**RESOLUTION 31-18
CREDIT CARD USAGE POLICY**

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees adopts the Credit Card Usage Policy as attached hereto.

CREDIT CARD USAGE POLICY

- A) The Shawnee Township Fiscal Officer is responsible for the accounting, monitoring, retrieving and generally overseeing compliance with the Township’s credit card policy.
- B) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the Township.

The use of Township Credit cards is limited to the following circumstances:

- Purchase of capital outlays up to \$1,000.00 for travel, meals and accommodations while on Township business (excluding expenses incurred in operating a privately owned vehicle)
 - Gas, oil and other necessary expenses incurred in the operation of Township vehicles
 - Other business necessities required by the job and circumstances allowed by law
- C) Township officer and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor’s credit card slip to the Fiscal Officer or Department Head. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of the vendor, the date and amount of the transaction, and the official business that required the transaction. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
 - D) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Fiscal Officer and Department Head shall be immediately notified to cancel the card.
 - E) An officer or employee issued a credit card shall return the credit card to the Fiscal Officer upon separation from service with the Township.
 - F) The Fiscal Officer shall maintain a list of all credit cards owned by the Township, along with the name of the officer /employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each officer or employee issued a credit card, or anyone authorized to use a Township credit card shall submit the attached form, signed and dated, that they have read and received a copy of this policy.

The Fiscal Officer shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated.

- G) The Shawnee Township Board of Trustees shall not approve a payment to the entity issuing the card until all transactions have been verified, including the approval of all transaction invoices if issued.
- H) The balance, including interest due on extension of credit under the credit card arrangement, shall be paid for within not more than 30 days of the initial statement.
- I) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Township Board of Trustees:
 - Verbal counseling (up to and may include EAP referral)
 - Written reprimand
 - Reimbursement to the Township for unauthorized expenditures
 - Suspension
 - Termination and/or Prosecution
- J) The Board of Trustee or Fiscal Officer may further:
 - Establish limits on the total amount of outstanding charges
 - Name specific officers or employees that are authorized to use Township credit cards
- K) This policy shall be in effect for all Township credit cards including, Master Card/Visa, Gas cards, store cards, club cards and any other type of credit extended by an outside party to the Township in the course of business.

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

**RESOLUTION 19-18 Tabled from 1/8/18
VARIOUS PERMIT FEE SCHEDULE**

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees adopts the fee schedule for Various Permits used in conjunction with the Shawnee Township Road Department as attached hereto.

FURTHER any rate change shall be effective February 1, 2018

ROAD CUT CHARGES & BOND PRICES FOR ROAD CUTS

Effective February 1, 2018

TRENCH WIDTHS	18"	24"	30"	36"	42"
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PAVEMENT WIDTHS

16'	\$291.00	\$325.00	\$356.00	\$386.00	\$417.00
17'	302.00	336.00	367.00	398.00	428.00
18'	314.00	347.00	379.00	409.00	439.00
19'	325.00	358.00	390.00	420.00	450.00
20'	336.00	370.00	401.00	431.00	461.00
21'	347.00	381.00	412.00	442.00	473.00
22'	358.00	392.00	423.00	454.00	484.00
23'	370.00	403.00	435.00	465.00	495.00
24'	392.00	426.00	457.00	487.00	517.00
26'	414.00	448.00	479.00	510.00	540.00
28'	437.00	470.00	502.00	532.00	562.00
30'	459.00	493.00	524.00	554.00	585.00
32'	482.00	515.00	547.00	577.00	607.00
34'	504.00	538.00	569.00	599.00	629.00
36'	526.00	560.00	591.00	622.00	652.00
38'	549.00	582.00	614.00	644.00	674.00
40'	571.00	605.00	636.00	667.00	697.00
42'	594.00	627.00	659.00	689.00	719.00
44'	616.00	650.00	681.00	711.00	741.00
46'	638.00	672.00	703.00	734.00	764.00

ALSO ADD 20% OF BOND PRICE FOR MAINTENANCE FEE AND \$25.00 FOR INSPECTION FEE TO ALL OF THESE AMOUNTS.
2/1/2018

Various Permit Fees
Effective February 1, 2018

Driveway

- \$25.00 Permit Fee
- \$200.00 Performance Bond

Roadside Tile Tap

- \$25.00 Permit Fee
- \$50.00 Late Permit Fee

Construction within Road Right-of-Way

- \$25.00 Permit Fee
- \$50.00 Late Permit Fee

Road Cut

\$1,000.00 Performance Bond

Fee In accordance with attached Road Cut Fees (dependent upon Trench Width)

Plus 20% of the fee directed as a future Maintenance Fee

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.

Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

**RESOLUTION 23-18 Tabled from 1/8/18
ZONING FEE SCHEDULE (ORIGINALLY TABLED JANUARY 8, 2018)**

WHEREAS, In accordance with Shawnee Township Zoning Resolution, Section 510, The Board of Township Trustees shall by Resolution establish a schedule of fees for zoning permits, amendments, appeals, variances, conditional use permits, plan approvals, and other procedures and services pertaining to the administration and enforcement of the Zoning Resolution

WHEREAS, The Shawnee Township Fee Schedule was previously adopted under Resolution #01-95, and a need to update the established fee schedule for 2018 is needed for the processing of zoning applications, permits, amendments, appeals, variances, conditional use permits, plan review and approvals, and other administrative costs.

NOW THEREFORE BE IT RESOLVED that the Shawnee Township Board of Trustees hereby adopts the Zoning Fee Schedule as attached hereto, and making the schedule of fees effective February 1, 2018.

2018 – APPLICATION – PERMIT – ADMINISTRATIVE FEE SCHEDULE Effective: 02-01-2018

BUILDING / CONSTRUCTION PERMITS:

- Home Additions, Accessory Dwelling, Attached Garage, Detached Garage, Car Ports: \$100.00 Application / Permit Fee
- Accessory Out Building, and Barns -(Resid. or Agric. Zoned District -Purpose Non-Agricultural Use): \$150.00 Application / Permit Fee
- Residential New Single Family Home Construction \$200.00 Application / Permit Fee plus+ five-(5) cents per square foot
- Residential R-2 / R-2H New Duplex / 2 Family Home Construction \$300.00 Application / Permit Fee plus+ five-(5) cents per square foot
- Residential R-3 New Multi 3-4 Family Home Construction \$500.00 Application / Permit Fee plus + five-(5) cents per square foot
- Residential R-4 New Multi 5+ Family Home Construction \$750.00 Application / Permit Fee plus + five-(5) cents per square foot
- Commercial New Building or Office Construction: \$500.00 Application / Permit Fee plus + five-(5) cents per square foot
- Commercial Additions or Office Expansions: \$200.00 Application / Permit Fee plus + five-(5) cents per square foot
- Industrial or Industrial Expansion Projects- (Construction is 2000 SF or less): \$200.00 Application / Permit Fee plus + five-(5) cents per square foot
- Industrial or Industrial Expansion Projects- (Construction is 2001 SF or more): \$500.00 Application / Permit Fee plus + five-(5) cents per square foot

SPECIAL PERMIT FEES:

- Vendor Permit (Door to Door Sales) - Ohio: \$100.00 Application / Permit Fee
- Vendor Permit (Door to Door Sales) – Out of State Vendor/ Contractor: \$250.00 Application / Permit Fee
- Sign Permit (Residential Garage Sales & Home Office: \$20.00 Application / Permit Fee (* Effective When Zoning Text Change Occurs)
- Sign Permit (Business / Industrial -Non-Electronic) \$100.00 Application / Permit Fee plus+ one dollar (\$1.00) per square foot.
- Sign Permit (Business / Industrial-Electronic/LED) \$200.00 Application / Permit Fee plus+ one dollar (\$1.00) per square foot
- Swimming Pool- Above Ground \$50.00 Application / Permit Fee
- Swimming Pool-In Ground w/ Wall or Fencing \$100.00 Application / Permit Fee
- Swimming Pool- Commercial / Industrial \$200.00 Application / Permit Fee plus + five-(5) cents per square foot
- Fencing \$ No Charge
- Ponds* \$500.00 Application / Permit Fee

* (Architectural Design Plans, Regional Planning Approval, Allen County Eng. Approval, Allen/Water Soil Approval, Allen County Board of Health Approval, Allen Co. Bore Testing, Sediment Control, Drainage Plan, Site Plan)

BOARD OF APPEALS / ZONING COMMISSION / CONDITIONAL USE / ADMININSTRATIVE FEES:

- Board of Zoning Appeals – Hearing for Variance to Zoning Resolution: \$500.00
- Board of Zoning Appeals – Hearing for Conditional Use Permit: \$500.00
- Board of Zoning Appeals – Appeal of Zoning Inspectors Violation Warning Notice: \$250.00
- Zoning Commission- Map Change, Land Use, or Zoning Text Change : \$500.00
- Application for developing a Planned Unit Development: Site Plan/Review, Meetings, Outside Agency Review \$2,500.00
- Application for Planned Unit Development Amendments, and Revisions to existing P.U.D. \$1,000.00
- Administrative Fee -ORC 505.86, ORC 505.87, and related Abatement and Enforcement Action by Township: \$250.00
- Construction Without Zoning Permit / Stop Work Order: (Documentation Fee of \$100.00 added to Application and Permit Fee) \$100.00
- Immediate Application / Permit Processing Fee: (Same Day Doc / Plan Review, Plat/Deed Review, Site Insp, Agency Notification, Admin. Processing) \$100.00

NOTE: All fees shall be paid in full prior to permit being issued.
All Board of Appeals and Zoning Commission Hearings shall be paid on / before hearing date.
All fees are payable to “Shawnee Township” by Check or MO, no cash permitted.
Administrative Fee Under -ORC 505.86 & ORC 505.87, is a Property Tax Assessment to your Allen County Tax Duplicate by Trustee Board Action and Township Resolution

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.
Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

RESOLUTION 32-18
ACCEPTANCE OF ROAD MILEAGE FOR 2018

BE IT RESOLVED that the Shawnee Township Board of Trustees hereby accepts the Shawnee Township Road Mileage for 2018 with total mileage of 78.427 miles, as determined by the Allen County Engineer’s Office and attached hereto.

Mrs. Seddelmeyer motioned for approval, Mr. Spieles seconded, and the motion carried 3-0.
Roll Call: Mr. Belton, yes Mr. Spieles, yes Mrs. Seddelmeyer, yes

DEPARTMENT BUSINESS:

Fire:

- AED Training at the schools

Police:

- Conducting interviews for new SRO
- Discussion on new drug – spice

Roads:

- Nothing to report

Zoning:

- 900 and 906 Berryman deadlines
- Casey’s Hearing scheduled 1/30 – All plans have been received
- Letter from County regarding ditch hearing – Frail Addition
- Zoning Commission Public Hearing regarding Husky’s parking lot on Adgate Road – Board will recommend approval of rezoning from Agricultural to Industrial. To go to Trustees for Public Hearing

Cemetery:

- Project cost for mausoleum at \$164,000.00 so far.

COMMUNICATIONS:

- Letter from OTA
- Invitation to Frist Federal’s Event at the CC

BILLS: Mrs. Seddelmeyer motioned that the board approve paying the bills by resolution, Mr. Belton seconded, and the motion was

passed 3-0. Roll call:

Mr. Belton (yes)

Mr. Spieles (yes)

Mrs. Seddelmeyer (yes)

EXECUTIVE SESSION: Mrs. Seddelmeyer made a motion to recess the regular meeting of the Board to go into Executive Session for personnel issues. Mr. Belton seconded the motion. 11:04 a.m.

Mrs. Seddelmeyer made a motion to reconvene the Regular Meeting of the Board. Mr. Belton seconded the motion.

RESOLUTION 33-18

Adjournment

With no further business to be brought before the Board of Trustees, Trustee Seddelmeyer motioned for adjournment, Trustee Spieles seconded and the motion carried 3-0. Meeting adjourned 11:40 a.m.

Board of Trustees Regular Meeting held January 22, 2018

Dave Belton, Chairperson

Clark Spieles, Vice Chairperson

Chris A. Seddelmeyer, Trustee at Large

Minutes prepared by Missy Van Meter, Administrative Assistant, Shawnee Township.