

**SHAWNEE TOWNSHIP
BOARD OF TRUSTEES REGULAR MEETING
January 8, 2018**

On January 8, 2018, the Shawnee Township Board of Trustees met at the Shawnee Township Administration Building, 2530 Fort Amanda Rd., Lima, Ohio. The Reorganizational Meeting scheduled January 3, 2018 was cancelled. Business scheduled to be conducted at the January 3, 2018 meeting was conducted at this meeting.

Chairman Seddelmeyer called the meeting to order at 7:00 p.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, Assistant to the Clerk, Christi Brown, Zoning Inspector Mark Bishop and Joe Hicks. Fiscal Officer Stephanie Hoffer was absent.

Mr. Belton made a motion to accept the December 27, 2017 Meeting Minutes. Mrs. Seddelmeyer seconded the motion. Motion passed 2-0.

FISCAL OFFICER:

- Presented December 2018 financial report

LEGAL ADVISOR:

- Nothing to Report

OPENING OF FARM BIDS:

Aaron Peters: 2387 Beery Road, Elida Ohio 45807 - \$171.00 per tillable acre

SWEARING IN OF CHRISTI L. BROWN as Assistant to the Fiscal Officer – Bond in an amount equal to the Fiscal Officer

Trustee Belton made a motion to recess the Regular Meeting of the Board to hold the Volunteer's Dependent Board Annual Meeting. Trustee Seddelmeyer seconded the motion.

VOLUNTEER'S DEPENDENT BOARD:

TRUSTEES BUSINESS:

RESOLUTION 1-18

Appointment of Chairman of the Board of Trustees

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees hereby appoints Trustee Belton as Chairman of the Board of Trustees from January 1, 2018, to December 31, 2018.

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

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

RESOLUTION 2-18

Appointment of Vice-Chairman of the Board of Trustees

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees hereby appoints Trustee Spieles as Vice-Chairman of the Board of Trustees from January 1, 2018, to December 31, 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 3-18

Chairman to Enter into Contracts

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees hereby authorizes the Chairperson of the Board of Trustees to act upon/sign business contracts on behalf of Shawnee Township, and;

FURTHER, The Shawnee Township board of Trustees authorizes the Vice-chairperson to act on behalf of Shawnee Township in the event the chairperson is unavailable on such contracts needing immediate attention or signature.

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

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

**RESOLUTION 4-18
Meeting Resolution**

WHEREAS, the Board of Trustees of Shawnee Township desire to establish rules regarding times and places or regular and special meetings, agenda requirements and rules of procedures to govern its meetings so that the business of Township Government can proceed in an efficient and business -like manner, and;

NOW THEREFORE BE IT RESOLVED, that the Shawnee Township Board of Trustees of Allen County, Ohio, hereby set the meeting dates and times, agenda requirements, and rules of procedures to govern its meetings for the year of 2018 as follows:

REGULAR MEETING TIMES AND DATES

Each meeting will be held on the Second and Fourth Monday of each month for the year of 2018. The meeting times shall be as follows:

- *The first meeting of the month (second Monday of the month) will be held at 7:00 p.m. unless changed due to a holiday.*
- *The second meeting of the month (fourth Monday of the month) will be held at 10:00 a.m. unless changed due to a holiday.*
- The meeting of May 28, 2018 to be changed to Tuesday, May 29, 2018 due to the observance of Memorial Day.
- The meeting of October 8, 2018 will be changed to Tuesday, October 9, 2018 due to the observance of Columbus Day.
- The meeting for December 24, 2018 will be changed to December 21, 2018 at 10:00 a.m. due to Christmas Eve.
- The Re-organizational meeting for 2019 will be scheduled at a later date.

The meetings will take place at the administration building, 2530 Fort Amanda Road, unless otherwise announced. The Board will hold additional meetings or study sessions when necessary for informal discussion and consideration of matters to come before the Board of Trustees for future action during normal business hours, Monday through Friday, 8:00 a.m. to 4:00p.m.

SPECIAL MEETINGS

- Special meetings are to be called by the Chairman of the Board
- In the case of the Chairman absence, the Vice-Chairman may call a special meeting.
- Special meetings are to be announced or advertised to the media and public as soon as possible.

PRIVILEGE OF THE FLOOR

- Those individuals desiring Privilege of the Floor shall submit their request by Friday at Noon, before Monday's meeting. Speaking should be limited to 4 minutes.

BE IT FURTHER RESOLVED, that this resolution shall supersede and rescind all previous resolutions.

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 5-18
INVESTMENT POLICY**

WHEREAS, pursuant to the Ohio Revised Code, Section 135.14, the Board of Trustees of Shawnee Township, Allen County, Ohio are required to adopt an investment policy; and,

WHEREAS, the Board of Trustees chosen to invest the Township monies into the public funds account through Fifth Third Bank, First Federal Bank, and Union Bank, which has yielded a higher interest rate than STAR, OHIO, and qualifies as a fund similar to STAR, OHIO;

THEREFORE BE IT HEREBY RESOLVED, the Board of Trustees of Shawnee Township adopts an investment policy where all monies of the Township will be invested with Fifth Third Bank, First Federal Bank, and Union Bank in a public funds account.

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

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

**RESOLUTION 6-18
Adoption of Ohio Fire Code**

WHEREAS, for the purpose of prescribing regulations for governing conditions that are hazardous to life and property from fire and explosion;

BE IT HEREBY RESOLVED, the Shawnee Township Board of Trustees hereby adopts the most current edition of the Ohio Fire Code and its referenced publications. Additions, revisions, and amendments to the Ohio Fire code subsequent to the adoption of this resolution will be automatically included as part of the ongoing regulations.

BE IT FURTHER RESOLVED, a copy of the current Ohio Fire Code will be maintained at the Shawnee Township Fire Department

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

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

RESOLUTION 7-18

Authorization to Participate in the State Co-op Program Through the State of Ohio

BE IT RESOLVED that the Shawnee Township Board of Trustees hereby authorizes participation in the 2018 Ohio DAS Cooperative Purchasing Program and authorizes the payment of the \$100.00 membership fee.

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

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

RESOLUTION 8-18

2018 Delegates for LACRPC

BE IT RESOLVED that the Shawnee Township Board of Trustees hereby appoints Chris Seddelmeyer as the delegate for Shawnee Township to the Lima/Allen County Regional Planning Commission Board and Dave Belton as alternate delegate for 2018.

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

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

RESOLUTION 9-18

Authorization for Winter Conference

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees authorizes the Trustees and any applicable Township Personnel to attend the 2018 Winter Conference in Columbus, Ohio, and;

FURTHER, the total cost of the registration shall be covered by Shawnee Township. Lodging shall also be covered by Shawnee Township with Meals, mileage, cab-fair and parking being paid as per the Shawnee Township Personnel Policy and Procedures Manual where applicable.

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

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

RESOLUTION 10-18

Meal Reimbursements

BE IT HEREBY RESOLVED, that the Shawnee Township Board of Trustees hereby adopts the following guidelines for all departments within the Township for reimbursement of meals while attending functions pertaining to Township Business:

Meal & Gratuity reimbursement per day is not to exceed \$35.00 per person unless otherwise approved through resolution by the Shawnee Township Board of Trustees.

FURTHER, All receipts must be itemized and must be submitted for reimbursement.

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

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

RESOLUTION 11-18

Mileage reimbursement

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees hereby approves the reimbursement cost of 50 cents per mile for mileage for individuals using their personal vehicle for business pertaining to the Township for the year 2018.

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

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

**RESOLUTION 12-18
ALLOCATION OF DISPATCH EXPENSES**

Whereas the Expenses of the Dispatch Department is created and there to support all of the Departments of Shawnee Township;

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees hereby authorizes the Assistant Fiscal Officer to allocate expenses of the Dispatch Department beginning 2018 on the following: 40% to Police; 40% to Fire; 10% to Road; 10% to General Fund.

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

**RESOLUTION 13-18
Acceptance of Farm Bid for 2018 Through 2021**

BE IT RESOLVED that the Shawnee Township Board of Trustees hereby accepts the bid of \$171.00 per tillable acre as submitted by:

Name: Aaron Peters Address: 2387 Beery Road, Elida, Ohio 45807, for the 2018 through 2021 farming years.

FURTHER, the attached contract is for a 3 year period with terms as mutually agreed by both parties.

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 14-18
APPROVING THE PAYMENT OF EXPENSES GREATER THAN THOSE AS OUTLINED IN RESOLUTION 89-16**

Whereas on December 28, 2016 the Shawnee Township Board of Trustees adopted resolution 89-16 setting Meal Reimbursements not to exceed \$35.00 per person per day, “unless otherwise approved through resolution;

Whereas, Trustee Belton charged a meal of \$61.65 on the Township Credit Card in Trustee Belton’s name; and

Whereas; Trustee Belton has not provided the Fiscal Officer with all documentation supporting the charges made to the Township Credit Card in Trustee Belton’s name;

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees hereby authorizes the Assistant Fiscal Officer to correct and allocate expenses of the Dispatch Department beginning 2018 based upon on the following: 40% to Police; 40% to Fire; 10% to Road; 10% to General Fund.

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 15-18
AUTHORIZING TO OPT-OUT OF PRENOTE PROCESS PERMANENTLY WITH
FIRST FEDERAL BANK**

Whereas on effective February 5, 2018, First Federal Bank will no longer process exceptions for ACH Originators processing ACH Files and Templates, but will allow users to opt out of the prenote process permanently;

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees hereby approves and authorizes the execution of the Prenote Opt Out Form Attached.

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

**RESOLUTION 16-18
PERMANENT APPROPRIATIONS**

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees hereby adopts the attached Permanent Appropriations as presented by the Assistant Fiscal Officer.

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

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

RESOLUTION 17-18

AUTHORIZATION TO PARTICIPATE AS A MEMBER OF THE OTTAWA RIVER COALITION AND AUTHORIZATION FOR PAYMENT OF MEMBERSHIP

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees hereby authorizes the Township and its representative to participate as members of the Ottawa River Coalition with the cost of membership being \$100.00 for the 2018 year.

FURTHER, the \$100.00 membership fee is a one-time annual expense and covers all representatives for Shawnee Township.

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

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

RESOLUTION 18-18 – TABLED

Public Purpose Policy

Mr. Belton motioned to table, Mrs. Seddelmeyer seconded, and the motion carried 3-0. RESOLUTION TABLED

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

RESOLUTION 19-18 - TABLED

Fee Schedule for Various Permits

Mr. Belton motioned to table, Mrs. Seddelmeyer seconded, and the motion carried 3-0. RESOLUTION TABLED

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

RESOLUTION 20-18

Authorization for Family Medical Leave – Josh Hodges

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees authorizes Firefighter Josh Hodges to begin Family Medical Leave on January 9, 2018 accordance with the Family Medical Leave Act.

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

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

RESOLUTION 21-18

Appointment of Zoning Commission Alternate Board Members

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees appoints Don Fisher and Russ Holly as alternate members of the Shawnee Township Zoning Commission to serve in the absence of a regular board member at any meeting of the Shawnee Township Zoning Commission for a term of January 1, 2018 – January 1, 2020 as set forth by the Shawnee Township Board of Trustees in accordance with ORC 519.04.

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

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

RESOLUTION 22-18

Appointment of Zoning Board of Appeals Alternate Board Members

BE IT HEREBY RESOLVED that the Shawnee Township Board of Trustees appoints Brian Baker and David Kaufman as alternate members of the Shawnee Township Zoning Board of Appeals to serve in the absence of a regular board member at any meeting of the Shawnee Township Zoning Commission for a term of January 1, 2018 – January 1, 2020 as set forth by the Shawnee Township Board of Trustees in accordance with ORC 519.13.

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

Zoning Fee Schedule

Mrs. Seddelmeyer motioned to table, Mr. Spieles seconded, and the motion carried 3-0. RESOLUTION TABLED

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

DEPARTMENT BUSINESS:

Fire:

- Submitted monthly report
Trustee Seddelmeyer made a motion to accept the report as presented. Trustee Spieles seconded the motion.
Motion passed 3-0

Police:

- Submitted monthly report
Trustee Seddelmeyer made a motion to accept the report as presented. Trustee Spieles seconded the motion.
Motion passed 3-0
- Officer that is SRO to Apollo will be leaving the department to pursue a different path.

Roads:

- Submitted monthly report
Trustee Seddelmeyer made a motion to accept the report as presented. Trustee Spieles seconded the motion.
Motion passed 3-0

Zoning:

- Submitted monthly report
Trustee Seddelmeyer made a motion to accept the report as presented. Trustee Spieles seconded the motion.
Motion passed 3-0

Cemetery:

- Electrical
- Indigent Burial
- Foundation
- Permits at City
- MOU with Allen County Child Services for Indigent Burial – Section 9A

COMMUNICATIONS:

Nothing to report

BILLS: Mrs. Seddelmeyer motioned that the board approve paying the bills by resolution, Mr. Spieles seconded, and the motion was passed 3-0. Roll call:

Mr. Belton (yes)

Mr. Spieles (yes)

Mrs. Seddelmeyer (yes)

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 8:26p.m.

Board of Trustees Regular Meeting held January 8, 2018

Dave Belton, Chairperson

Clark Spieles, Vice Chairperson

Chris A. Seddelmeyer, Trustee at Large

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