

**ELIZABETH TOWNSHIP BOARD OF TRUSTEES
MIAMI COUNTY, OHIO
REGULAR MEETING OF JANUARY 10, 2022**

The Elizabeth Township Board of Trustees held a Regular Meeting on January 10, 2022 at 5710 E. Walnut Grove Road, Troy, Ohio at 7:00 p.m. Greg D. Dilts, President, called the meeting to order the Fiscal Officer called the roll and the following members were present:

President	Greg D. Dilts	EMS-Steve Trusty-Absent
Vice Pres.	Randy Mott	ETCC-Nic Rice-Absent
Trustee	John R. Ryman	Zoning-Sam O'Neal
Fiscal Officer	Mary Ann Mumford	

The following order of business was established:

- ITEM # 1 Meeting with representative from Miami County Sheriff's Department
- ITEM # 2 Meeting with representative from EMS
- ITEM # 3 Meeting with representative from ETCC
- ITEM # 4 Presentation of Bills-Authorization for payment
- ITEM # 5 Meeting with representative from Zoning
- ITEM # 6 Presentation of the Minutes from The Year End Meeting on Dec. 30, 2021
- 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

ITEM # 1 No representative present from the Miami County Sheriff's Department.

ITEM # 2 EMS-Mr. Trusty was absent. Mr. Mott said the new medic is at Troy Ford for a mechanical issue. New Carlisle has a sub medic in place until ours is back. The board discussed that the contract with New Carlisle expires March 31, 2022. The township is still not receiving EMS fees for runs due to no FDI number according to Mr. Trusty. Shannon Johnson was out to check the EMS building and Under Lock and Key was at the EMS building to rekey the rental room. The tires on the engine appear to be dry rotted and need replaced. Mr. Mott will collect quotes for new tires.

ITEM # 3 ETCC- Mr. Rice was absent. The ETCC report was shared with the board. \$1,262.00 was receipted in since the last meeting. There are currently 370 members including spouses and dependents. The new freezer was received and had a small dent on it. We received 15% off (\$299.00) as a credit on the credit card for the damage.

Mr. Rice sent a letter to Columbus to request the Level II Certification class be waived, due to us technically not being a true Level II.

ITEM # 4 The Fiscal Officer presented the bills for payment for \$995.01. A Motion by Greg D. Dilts, Seconded by John R. Ryman to approve payment of the bills for \$995.01 as presented. VOTE: Mr. Ryman-yes, Mr. Mott-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

ITEM # 5 Mr. O'Neal reported that MacX has begun clean up on Dayton Brandt Road. MacX will pull out the remainder of the items and Poling Auto Parts will be there to take them tomorrow at 8:30 a.m. There are 2 campers and approximately 8-10 vehicles left to take. The front has been cleaned up and some of the stuff has been taken to the back of the house.

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The Organizational Meetings for Zoning Board of Appeals and Zoning Commission have been set for January 17, 2022.

ITEM # 6 The Meeting Minutes of December 30, 2021 were approved as presented.

ITEM # 7 Various financial reports were shared with the board. Mary Ann presented copies of the year end Appropriation and Revenue Reports for board review. Mary Ann said that W2s

have been prepared and given to employees. 1099s have been mailed to various vendors. Mary Ann has officially closed the books for 2021 and posted the Notification in the Miami Valley News. A request to Amend our Certificate with the Miami County Auditor's Office has been sent. Mary Ann reported the AFR has been completed and uploaded to the Auditor of State.

ITEM # 8 COMMITTEE REPORTS

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

Mr. Mott: shared a checklist for vehicle inspection that could be used before putting the Kenworth snow plow truck on the road. It would be completed every time it is driven. The truck has ½ load of salt on it now. The F350 has some salt on it and there is going to be lumpy salt this season. Mr. Mott said he suggests selling the old medic as soon as possible. It could be sold on GovDeals. Mr. Dilts said he would like to wait until March 31, 2022 to sell the medic, until the contract with New Carlisle is settled. Mr. Dilts said his concern is if for some reason we don't sign with New Carlisle, we wouldn't have a backup medic on hand. We would be waiting about 2 months from now.

Mr. Ryman talked to the Prosecutor about renting the EMS room. A sign is posted at the EMS building giving a few details and phone number to call for information. Mr. Ryman said the Prosecutor would prepare a Lease Agreement quickly for us.

Mr. Dilts had no new business. Mr. Mott said he would contact Bart Gessaman about the sink hole on South Rudy Road.

ITEM # 9 Mr. Ryman said he talked to the Prosecutor today about the Letter of Intent for Josh at Imagine Networks. Mr. Mott shared the Letter of Intent with the board for review. Mr. Dilts said he did not publicly state that he would give financial assistance to Imagine Networks for the purpose of speeding up the installation of fiber-optic internet as stated in the letter. Mr. Dilts said he and Mr. Mott attended the Miami County Township Meeting on December 9, 2021 and Richard Osgood was present at the meeting and when asked by Eric Carey from Lostcreek Township if townships should hold off on committing their ARP funds for fiber optic he said yes he would hold off for now. Mr. Ryman said the letter isn't binding for our township funds, it's just a letter he can take to his bank. Mr. Dilts asked what if someone pulls out, what does the bank do then. Mr. Ryman said we can have Chris Englert add that it is non-binding. The new infrastructure money could be coming and that could help. Mr. Mott said he asked Mr. Osgood if he has started the survey yet, and he said he has not. The county has a committee and a website for the ARP funds, it's possible they will match our funds. Mr. Mott said there is one provider for the East side of the township. There is no one out there and we need to move on this. It could happen in a few months and not in a year from now. Imagine has gone further than expected and are putting in the main lines first, then branching off. The board discussed first mile vs last mile and we will wait for Prosecutor guidance. It would be a good idea for Josh, the trustees and the Prosecutor to meet to discuss the Letter of Intent. Mary Ann suggested ARP funds be mentioned in the first paragraph, so it is clear what funds the trustees are looking at committing.

Mr. Mott made a Motion to go into Executive Session to discuss the ETCC Salary Proposal. Mr. Dilts requested an open discussion for more transparency on the matter. Mr. Mott shared the ETCC Salary Proposal with the board. Mr. Dilts said he has several questions regarding the proposal because the rates blew him away. Mr. Dilts asked what was the reasoning behind the new pay rates. The manager and other ETCC employees just received a raise on 8/19/21 and he was not sure who or when the title Manager was added. Why another raise so quickly from the last one. What has changed in their performance from August to December to support another raise. Our water tester was raised by \$3.00 per hour in August and we are looking at another raise a few months later, why? Mr. Ryman said our rates are low from the going rates in the area. Mr. Dilts said the YMCA pays Minimum Wage to their employees. Mr. Ryman said Kings Island is at \$15.00 per hour and fast food is at \$12.50-\$13.00 per hour. Mr. Ryman said he raised his employees so he doesn't lose them. We need to be competitive, others pay \$17-\$20 for Maintenance. Mr. Mott said the competition for jobs is high. If we lose a few

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people it will hurt and it's not easy to find replacements. These people work 3, 6 or 10 hours a week they are part time jobs and the cost to the township is minimal. Mr. Dilts asked if anyone is asking for more hours? Mr. Dilts said he asked one of the maintenance men and he said he is part time so he expected less money, but if he worked more hours he would expect higher pay. Mr. Ryman said it has to be worth their time to drive here. Mr. Dilts said McDonald's employees are not sitting doing their job, they are constantly on their feet to do their job. Mr. Dilts said he was surprised that you are increasing someone who we have heard nothing but complaints about. We have discussed the amount of trash left in the tractor, the number of complaints we have all received, the care and abuse to the equipment, but you are looking at giving that individual a raise. You are looking at increasing someone on no merit to the job they are doing. Mr. Dilts asked where the two maintenance men stand on obtaining their CDLs. Mr. Dilts said one of them was asked a year ago to get his CDL. The township is paying for the costs and it still hasn't been done. We are in plowing season and he's not ready to plow. We could look at boosting their pay after they get their CDLs. Mr. Dilts asked Mr. Ryman and Mr. Mott what are our expectations for the pay. When do we cut our losses? The increases add \$10,200.00 more to the ETCC expenses. We are looking at future repairs in the amount of \$150,000.00. Mr. Dilts said he can't justify it. Mr. Ryman said it's not our employee's problem the ETCC is bleeding money, we have to maintain the building. Mr. Dilts agreed that it's not the employee's problem, but there has to be a reason to justify pay increases. Mary Ann suggested we send out a survey to the residents and ask what they would like to see at the ETCC. What their expectations are for the building. Many residents have never visited the building to know what is actually available to them. The last survey was several years ago and we all know times have changed. There are new residents to the township and class preferences have changed to follow current fads. What was popular 5 years ago, may not be the case now. Mr. Ryman said it's been about 14 years since the initial repairs were made. Mr. Mott said it's a place to gather and Walnut Grove Learning Center is there. The director does maintenance too. Mr. Dilts said the director agreed with part time that changed to wanting full time. Mr. Mott said personality, interacting with the residents, having a mix of administration and maintenance is a plus. Mr. Dilts said the personality is good, but where are the new classes, where are the new ideas. Mr. Ryman said there is no interest right now in classes. Mr. Dilts said other places are getting people in their facilities, we should be able to do the same. Mr. Ryman said \$20.00 is low for an instructor. Mr. Dilts said the YMCA pays Minimum Wage and they get a raise when Minimum Wage goes up. The maintenance man at the Y is at Minimum Wage. Mr. Dilts said he was shocked to hear their wage at the Y. Mr. Ryman said he's retired and part time. Mr. Dilts said our employees except for one are part time. Mr. Dilts said the Manager is going from \$12.50 to \$15.00, what changed to have the rate go up by \$2.50 per hour when raises were recently given. Mr. Ryman said the manager does more stuff. Mr. Dilts asked what stuff? When was this position named office manager, I wasn't aware that we have an office manager, why do we have an office manager when we have a full time director, with less classes, less members, less events, and less traffic at the center. When the last director left it was the opportunity to save salary, holidays, vacation, and insurance. One year later part time wants full time or will walk. Mr. Ryman said he doesn't remember it that way, who said it. Mr. Dilts said that's how it was implied. Mr. Mott said the trustees would have to do more if that person wasn't there. Mr. Dilts said we don't have to micro-manage. Mr. Dilts asked where we stand on evaluations? Mr. Ryman said he has one that has 2-3 likes and something to improve on. You score and rate them after the evaluation, and pay accordingly.

Mr. Dilts said he feels we need to have an expectation for each job. We need to know what is expected and the employee needs to know what is expected of them. For example, the director doesn't provide what percentage of classes that are being attended. He may not know we want the information, but that type of information would be helpful. We need to get the word out to the residents about the ETCC. We need to ask them what they want like Mary Ann suggested, send a survey. Mr. Mott said a survey can cost \$5,000.00-\$10,000.00. Mr. Ryman said he didn't feel it would cost that much.

Mr. O'Neal said if you divide the \$150,000.00 in repairs by the number of years since it was last renovated it's not that bad. Mr. Dilts said the building has had numerous repairs since the initial renovation, but not one this large. Mr. O'Neal suggested we find the fad workouts and find motivation to get people here. Mr. Dilts said he feels that there's something we're just not doing. Mr. Ryman said the problem is we have lost money from the get go at the ETCC. It was not opened to be a money maker. The monthly fees the daycare pays are too low for room rental, all utilities and all the other amenities they have at the center. Mr. Mott said there is not enough daycare for kids. There's a shortage for third shift, and transportation to daycare.

Mr. Mott asked Mr. Dilts what he would do to move forward. Mr. Dilts said he feels we need to come together for what our expectations are for the director and other jobs at the ETCC. Mr. Dilts said he feels Mr. O'Neal should have been on the raise list. He has not had an increase since he started as zoning inspector. Why was he left off? I just feel more raises from August to December is too much. We can start a schedule that is more uniform across the board. Mr. Ryman said raises could be based on performance. Mr. Dilts said he would not be in favor of another increase until one year from

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the date of the last increase, along with a completed performance evaluation. We can get evaluations on a schedule, and it will be simpler for all of us. Mr. Ryman said the director could complete the evaluations for the ETCC employees, and then bring the evaluations to the board for board approval. Mr. Mott said when he did evaluations, if the minimum is met they would get the raise and bonus if the company had a good year. We need to look at the community center as a business not as a township. Mary Ann said if we were looking at it in that manner, it would closed by now due to the amount of money that it costs our General Fund each year to keep the center open and operating. The income brought in doesn't come close to meeting the expenses. Mr. Dilts agreed. Mr. Mott said he does not want to spend resident's money in the wrong way, but we need quality people because it won't look good and the trustees will have to do more of the work to help. Mr. Ryman said he doesn't see a reason why someone is out of line with the raises, they are there. Mr. Dilts said school work gets done while sitting there. Mr. Ryman said we are still taking them out of their home to come to work. Mr. Ryman said it's not a hard job but \$10.00-\$12.00 per hour isn't over the top. Mr. Dilts said our medics are earning \$14.00-\$16.00 per hour with the responsibility of saving someone's life. It doesn't make sense to be within a dollar or so for someone who sits at a desk without many responsibilities. Mr. Dilts said if someone says I want this or I'm leaving then they need to go. Mr. Ryman said we're paying people to keep people. Mr. Dilts said everyone is replaceable, I'm replaceable. There are people looking for jobs that aren't working.

Mr. Ryman said the next step would be to have performance evaluations done. Nic can do the ETCC employees, and Mr. Mott could do maintenance and the board could evaluate the director. Mr. Dilts said we need to look at the job descriptions of the jobs and update them if needed, and add our expectations for the director and maintenance. Mr. Ryman said some job descriptions are in there. Mr. Mott said if an employee meets the requirements and expectations in their job description and have no negative comments we could then look at what the compensation could be. Mr. Ryman said they may score points for being on time, add up all the points they earned in the evaluation for an overall score and that equals certain dollar amounts. Mr. Mott said you always have Exemplary, High, Medium, Average and Low classifications. How do you compensate that? Mr. Ryman said you throw in some personal things. Mr. Dilts said then you base the raise on their scores.

Mr. Mott said at what point does the director not get paid vacation, is salary not hourly. I call on him often. He has come over for alarm calls. He gets the insurance reimbursement by being full time and five paid holidays. Mr. Dilts said the previous director was not called for alarms. Why would he be. The three of us live closer to the center than he does. Mr. Mott asked Mr. Dilts why not move him to salary? Mr. Dilts asked why move him to salary? Our expectation for him being full time is 40 hours. There are times there isn't enough work for 40 hours then what? We have a salaried earning employee who may not have enough work for 40 hours a week. Mr. Dilts said when hired he said he could do maintenance. Mr. Mott said why not salaried? Salary people are happier people. Mr. Dilts said why salary? When the last director left we were no longer committed to the expenses associated with a salaried based employee. The prosecutor even asked us why would we want to go back to that situation. That is reason enough to not move forward with it. Mr. Ryman said the director is a director and does maintenance too. Mr. Ryman said everyone needs time off, they need the expectation of a vacation. Mr. Ryman said 5 holidays paid too. Mr. O'Neal asked why get a CDL then that will not allow time at the center. Mr. Ryman said it would be more beneficial for Travis to get the CDL. Mr. Dilts said getting the CDL was part of going full time and both have said they would get it.

Mr. Mott said management of time is important. Mr. Ryman said there could be a problem at the end of week and he goes over 40 hours. Mr. Mott said if we do our jobs right going over 40 hours won't be an issue. Mr. Mott said they used to work 10-11 hour days sometimes, and if it rained they would take the time off on those days. We have to treat our people right. Mr. Dilts and Mr. Ryman both felt that they are treating our people right. Mr. Ryman said a lot of work the previous manger did, is being done by someone else in the morning now. Mr. Dilts said his wife called to rent a space and was told the director would have to call her back so they don't over book. Mr. Dilts said that should not happen to people who are interest in renting a space or needing information. The employees should be trained and able to answer the questions when asked.

Mr. Dilts presented a quote from Buckeye Eco Care for spraying the ditches for 2022. The cost is \$2,758.00 per application and there would be 2 applications for 2022 for a total of \$5,516.00 for the spraying of weeds in the ditches for 2022. A Motion by John R. Ryman, Seconded by Randy Mott to approve the quote of \$5,516.00 for 2 applications from Buckeye Eco Care for spraying the ditches for weeds in 2022. VOTE: Mr. Ryman-yes, Mr. Mott-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

ITEM # 10 A Motion by Greg D. Dilts, Seconded by Randy Mott to adjourn. The meeting adjourned at 9:03 p.m.

ELIZABETH TOWNSHIP MEETING MINUTES OF JANUARY 10, 2022 CONTINUED:

APPROVED JANUARY 19, 2022

Greg D. Dilts, President

Randy Mott, Vice President

John R. Ryman Trustee

Mary Ann Mumford, Fiscal Officer