

Middleton Township Trustees

Wednesday, December 6, 2023

6:00 p.m.

Mr. Moulton called the meeting to order at 6:00 p.m. The Pledge of Allegiance was spoken. In attendance were Trustees Cromley, Moulton, and Vetter as well as Fiscal Officer Limes.

The sign-in sheet for employees and visitors is attached with the approved minutes.

Noted on the sign in sheet is a statement indicating the meeting may be recorded or streamed live to the internet by a visitor - not at the authority of the township trustees.

FISCAL OFFICER REPORT

- **Mr. Cromley moved, Mr. Moulton seconded a motion to approve the November 15, 2023 meeting minutes as provided. Motion approved.**
- **Mr. Vetter moved, Mr. Moulton seconded approval of accounts and payroll as submitted. Motion approved.** A payment register is attached to the approved minutes.
- Mrs. Limes indicated the township Delta Dental policy is up for renewal with a three percent increase to premiums.
Mr. Cromley moved, Mr. Vetter seconded a motion to renew the township dental insurance policy with Delta Dental for its elected officials and full-time staff for 2024. Motion approved.
- The EMS and Fire Chiefs met with Mrs. Limes with regard to the Ambulance Grant payroll enhancement. After a review of the money and staff that could be awarded same, it was noted by Mrs. Limes that the Chiefs requested a split of the money among the qualified EMS/Fire and Road personnel. A final amount will be provided after a final review with the Chiefs.
Mr. Moulton moved, Mr. Cromley seconded a motion to approve evenly distributing the \$20,000 Ambulance Grant funds evenly among the qualified staff as a non-retirement bonus to be posted by December 13. Motion approved.

FIRE DEPARTMENT

- Chief Steve Asmus provided the November run reports for review.
- Two fire fighters are completing their EMT course.
- The local fire chiefs met with the City of Perrysburg with regard to joint efforts with regard to the Solar Eclipse in April 2024. Chief Asmus noted that there was a request to ensure our fuel tanks would be filled up for emergency personnel use in the case of fuel shortages in the area. Continued discussion with regard to the eclipse revolved around the number of EMS and Fire personnel needed and utilizing cots and showers at the township administration complex during the event.
- The Auto-Aid Agreement with the City of Perrysburg is being expanded to allow Middleton Township into the city up through S. Boundary Street.
- Pagers are being updated to include the City of Perrysburg tones.
- A 10-foot pike pole is being purchased.
- A landing zone kit is needed and will be purchased for Truck 663.
- New reflective vests are needed for the fire department personnel (34 vests). Chief Asmus provided a quote of \$32/breakaway vest.
- The Board reviewed the Computer Aided Dispatch document. Questions arose with regard to a contract for the project, cost and subsequent payment after the five years are completed and insurance questions with regard to the township plan and coverage of items outlined in the agreement. Mrs. Limes will address the question to UIS Insurance and Investments.
Mr. Moulton moved, Mr. Vetter seconded a motion to approve the township's involvement in the Computer Aided Dispatch Agreement with the county and local government entities outlined in the agreement, while noting insurance questions need to be answered. Motion approved.

EMS DEPARTMENT

- Chief Jerry Saunders reviewed the run volume report from November.
- Paramedic Jennifer Harrison has submitted her resignation from the EMS department.
Mr. Moulton moved, Mr. Cromley seconded a motion to accept the resignation of Paramedic Jennifer Harrison as submitted to EMS Chief Jerry Saunders, effective immediately. Motion approved.
- A fit-for-duty physical is scheduled for Paramedic Richardson the week of December 11.
- Chief Saunders reviewed his conversation with Burgess Ambulance rep Matt Young. Mr. Young indicated the ambulance would not be available until August 2026.
- All five Motorola radios are in and being programmed as needed. They will be installed in both ambulances.
- A new quote was received for the Panasonic ToughBooks and software. The price is \$4,129 / unit.
Mr. Vetter moved, Mr. Moulton seconded a motion to approve the purchase of two (2) ToughBooks and software at a quoted price of \$4,129/ unit. Motion approved.

- The Lifepak 15 and Lucas CPR devices warranty needs renewed.
- The battery was replaced in the powerload cot.
- Three recliners are needed for the EMS station and the total price is \$1,829.95. This includes three chairs and a maintenance contract with Ashley Furniture.
- The Board reviewed a recommendation from Captain John Marcson and Chief Saunders to promote Rachel Harmon to Lieutenant.
Mr. Cromley moved, Mr. Moulton seconded a motion to approve the promotion of Paramedic Rachel Harmon to Lieutenant in the EMS Department effective January 1, 2024. Motion approved. It is noted that Ms. Harmon is a full-time employee of the department.
- The third rider program was discussed, with Chief Saunders indicating his support of the program and the use of personnel who stepped away from the program due to its time commitment.

ROAD DEPARTMENT

- Load limits on the area bridges were brought up for conversation.

ZONING DEPARTMENT

- Mrs. Limes shared correspondence received from Elliott Mansour with regard to the decision to demolish his property in the Village of Dunbridge. The Board acknowledged his request, noting the date to respond has expired; he did not leave any additional way to reach him; and numerous prior attempts were made by the township to engage him.
- Mr. Moulton noted that photos of the lighting at the USF Holland facility have been turned into Assistant Prosecuting Attorney Linda Holmes.

OLD BUSINESS

- Mr. Cromley and Mrs. Limes provided an update to the Board with regard to New Belleville Ridge Cemetery. They indicated the Board has recently hired Chase Greulich as sexton. In addition, Perrysburg Township would no longer be paid from cemetery funds to excavate for the burials.

NEW BUSINESS

- Mr. Moulton noted he would be attending a webinar on Issue 2 legislation and its impact on the township.

Mr. Moulton moved, Mr. Cromley seconded a request for a five-minute recess at 7:20 pm. Motion approved. The Board resumed in regular session at 7:25 pm.

OLD BUSINESS (cont'd)

- An update was provided with regard to the siren installation and electric hookup.
- **Brosius, Johnson & Griggs, LLC provided an updated contract for Trustee review.**
Mr. Vetter moved, Mr. Cromley seconded a motion to approve a 100-hour contract agreement with Brosius, Johnson & Griggs, LLC for 2024. Motion approved.

NEW BUSINESS

- Questions were raised with regard to a ditch clean out and it was noted that it would be brought back up at the December 19 meeting.

Mr. Moulton moved, Mr. Vetter seconded a motion to move into executive session at 7:31 pm for the purpose of personnel discussions. Role was called: Mr. Cromley – YES; Mr. Moulton – YES; Mr. Vetter – YES.

The Board returned to regular session at 8:06 pm.

- **Mr. Moulton moved, Mr. Cromley seconded a motion to approve the following pay raises effective the December 17, 2023 pay cycle:**
 - EMS Department personnel - \$1.00 / hour raise
 - Fire Department personnel
 - Fire Runs \$25 / hour | Training \$20 / hour
 - Holiday pay – 1.5x the rate with a 3-hour minimum
 - Fire Department Work Hours and Part-time Personnel - \$22 / hour**MOTION APPROVED.**

Mr. Vetter moved, Mr. Cromley seconded adjournment of the meeting at 8:15 pm. Motion approved.

Michael Moulton, Chairman

Donald E. Cromley, Vice Chairman

Fred E. Vetter, Trustee

Laurie L. Limes, Fiscal Officer