

<<<BLOOM TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING 3/22/06>>>

David Petty, Chairperson, called the meeting to order at 7:30 p.m. Members present were Trustees Petty, Brian Randles, Joseph Smith, and Fiscal Officer Carol Moore. Also present were Anne Darling Cyphert, Board Office Admin.& Bldg/Zoning Admin; Fire Chief Terry Gill; Randy Solt, Acting Road Supervisor; and several interested citizens. Petty led in reciting the Pledge of Allegiance.

**PUBLIC COMMENT:**

**FISCAL OFFICER'S REPORT**

- **Motion** by Smith, second by Randles to approve minutes of 3-08-06 regular meeting. Motion carried 3-0.
- **Motion** by Smith, second by Randles to approve Then & Now Purchase Orders \$20,000 for ambulance purchase and \$9,203.49 for FF Assoc. qtrly payment. Motion carried 3-0.
- **Motion** by Smith, second by Randles to approve \$2,075 for Fire Dept annual service contract with Medtronic for heart monitors and \$874.99 for Crawford legal bill. Motion carried 3-0.
- **Motion** by Randles, second by Smith to approve payment of bills in the amount of \$81,534.16 and Payroll/charges in the amount of \$54,019.04 having been certified by the fiscal that funds are available. Motion carried 3-0.
- Discussion from previous meeting concerning spending authority limit. Moore said the \$750 limit for spending authority is fine with her since the trustees prefer that and since that amount is in line with other similar sized townships.
- Correspondences received:
  - Two letters concerning Chestnut Ridge project: letter dated 3-14-06(Plank), letter dated 3-14-06(Brooks Davis).
  - Reminder from the county commissioners about Mr. Dick Sommer from the Ohio Dept of Transportation will give a special presentation on Access Management on Wed, APR 5, 2006, at 6:30 p.m. at the Liberty Center. He will answer questions following his presentation.

**NEW BUSINESS:**

- Discussion: Letter from Fairfield County Regional Planning Comm. concerning four high pressure gas lines to be crossed by Integrity Drive in Rock Mill Estates subdivision. RPC proposing \$9,123.00 escrow account from developer to cover repair of 120 lineal feet of pavement and one concrete slab over one gas line. Response requested to RPC no later than Friday, March 24, 2006. The trustees directed Cyphert to respond to RPC agreeing with their recommendation to require the \$9,123.00 escrow account from the developer based upon the following motion. **Motion** by Smith, second by Randles to approve the recommendations regarding the road issue at Rockmill Estates from RPC contingent upon suitable length of time based upon the life of the escrow account. Motion carried 3-0.

**OLD BUSINESS:**

- Discussion of the policy proposed by the fiscal officer that was read and discussed at the previous meeting concerning the procedures for submitting items that require trustee approval. Moore distributed a copy of the policy with an addition that had been requested by Petty at the previous meeting emphasizing issues brought before the board would be reviewed at a meeting but voted on at a subsequent meeting.

Petty asked if it should only be for financial items. Moore said it would be for anything over the expenditure limit as well as any other issues that require trustee approval. Petty asked that if the item has been budgeted for, then why would that have to be provided to the fiscal officer ahead of time? He said it is extra work for the fiscal officer. Randles said they would have to get the items approved anyway and he asked Moore if she had a problem with the extra work. Moore said that she appreciates the extra work because she thinks the trustees should be fully aware of what is coming before them for approval prior to the meeting. She said that anything needing trustee approval would need to be brought to her the Friday before the meeting so she can attach it to the draft agenda for the trustees to review in plenty of time before a meeting.

Randles said that Moore is making a commitment to the trustees to have the agenda available by Monday and it could save having to bring an item to a second meeting before it is approved. Randles said everyone is going to be on the same page. Petty said in the past the board may have taken action too quickly on matters and this would slow the process down.

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Randles asked the department heads to review the policy and he asked for their input. Gill said he might as well go home if the policy is passed. He said if they want him to play "Mother May I" he will do it. Gill said when the budget is approved, that should be good enough. Moore said when she was the only person not to know about a medic purchase, she had no time to see how the \$20,000 unplanned expense would fit into the budget. Moore asked why Gill would not want her and the trustees to know what he wants approval for prior to the meeting. Moore emphasized the spirit of cooperation, etc. which is the reason for the policy. Randles asked Randy Solt what he thinks. Solt said it is not an issue for him. He tries to be affirmative beforehand to provide information.

Randles said his vote will be based upon whether it improves the situation for the benefit of the township. Petty said "normal course of business" items should be able to occur without informing the fiscal officer which is not what she is talking about anyhow.

Smith suggested to state that in the case of an emergency, #4 can be waived. Moore said #3 already addresses that. Moore said it is good business practice to have the items to review prior to the meeting instead of seeing them for the first time at the meeting.

Cyphert reminded everyone that at a previous meeting, a vehicle purchase was brought up at a meeting and voted on at the same meeting and that after the meeting the fiscal officer learned the transaction was not legal and the motion was rescinded at the following meeting. Cyphert said prior knowledge of the proposal could have afforded the fiscal officer and the trustees time to research the issue.

Randles said the main thing that changes is the items to be voted on can be reviewed prior to the meeting. Smith said the policy covers everything. Moore said it will help us all work together as a team. Motion by Smith, second by Randles to adopt the policy as presented.

**RESOLUTION #17-06: BE IT RESOLVED BY THE BLOOM TOWNSHIP BOARD OF TRUSTEES** that it is the desire of the trustees that decisions be made in an atmosphere of thoughtfulness and attention to detail with full disclosure of information being made to all those who are involved in the decision-making process. Therefore, the following policy is hereby adopted for items being brought before the Board of Trustees that require board action:

1. A proposed resolution and supporting documentation for item(s) needing board approval shall be submitted to the fiscal officer at least four days prior to the regular trustee meeting. For example, if the meeting is on Wednesday, the items must be submitted by midnight Friday.

Note: Supporting documentation for a purchase that exceeds the individual's authority for incurring obligations on behalf of the township would include, at a minimum, all information needed to create a purchase order, i.e., description of the item to be purchased, total cost, complete name and address of vendor, and Form W-9 if appropriate. Other supporting documentation could include additional quotes that were obtained, any other justification for the purchase that would be useful to the trustees in making a decision.

2. The fiscal officer shall see that a draft agenda for regular trustee meetings is prepared and available to the trustees by 12:00 noon two days prior to the meeting. For example, if the meeting is on a Wednesday, the draft agenda will be available the Monday prior to the regular trustee meeting. The draft agenda shall include, at a minimum, those items that have been submitted to the fiscal officer for the meeting.
3. Emergency expenditures that exceed the individual's authority for incurring obligations on behalf of the township are allowed, with approval of the department head, however, the board chair and the fiscal officer must be notified immediately of such expenditure(s) and the information required in #1 above must be provided to the fiscal officer for trustee approval at the next regular trustee meeting.
4. When the Board of Trustees considers a new policy for adoption or considers the revision of a current policy, the policy must be reviewed at one meeting prior to its adoption at a subsequent meeting.

ROLL CALL: Randles-Yes; Smith-Yes; Petty-Yes. Resolution passed 3-0.

- Randles said he is meeting with a contractor recommended by M-E Engineering about improvements to the Board's bench. It was decided that Randles will use his own discretion on what is needed for the lighting improvement.
- Petty reported he and Gill attended the meeting at the Engineer's Office about eliminating the lights on Route 33 on Pickerington Road and at Bowen Road. Both the Engineer and the

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township disagree with ODOT's decision. There is discussion about allowing right turns from the intersections. ODOT will eliminate the lights effective September 1, 2006. There is a plan to eliminate the cross over but perhaps install a gate for emergency purposes. ODOT was proposing the emergency vehicles make u-turns on 33. All agreed that would be extremely dangerous. Mr. Tom Sibbalds of 7353 Coonpath Road, asked for the reason of urgency. Petty said there is no funding for an overpass at Pickerington Road. Petty said there are other opinions that this will be more dangerous with ODOT's proposal. Petty presented a map of the area that shows where the plans are located. Petty said the ODOT representatives had their minds made up before the meeting despite all the objections. Petty said the county engineer is concerned the state is taking the problem off Rt.33 and putting it on the county and township roads.

**ZONING & BOARD OFFICE REPORT:**

- **RESOLUTION #18-06: BE IT RESOLVED BY THE BLOOM TOWNSHIP BOARD OF TRUSTEES** to adopt the 2003 International Residential Code with the exceptions regarding the stairway geometry as proposed.

Adoption of 2003 International Residential Code (with exceptions regarding the stairway geometry as listed)

**Whereas**, the Board of Trustees of Bloom Township, Fairfield County, Ohio, deem it necessary to update the Building Code and;

**Whereas**, the Township is granted authority under Section 505.75 of the Ohio Revised Code, to adopt a Residential Building Code;

**Now therefore, be it resolved by the Board of Trustees of Bloom Township, Fairfield County, Ohio, that:**

1. The code adopted shall be the 2003 IRC (International Residential Code for One-and Two-Family Dwellings; as the Building code to be administered and enforced as the standard Building Code.  
Exception: R311.5.3.1 Riser Height. The maximum riser height shall be 8&¼ inches.....  
Exception: R3115.3.2 Tread Depth. The minimum tread depth shall be 9 inches...
2. Pertaining to the erection, construction, repair, alteration, and maintenance of one, two and three-family dwellings, room additions and accessory structures and this standard will replace the standard code previously adopted by this board,
3. Fees shall be as established by current schedule of fees as adopted by the Board of Trustees.

Motion by Randles, second by Smith. ROLL CALL: Randles-Yes; Smith-Yes; Petty-Yes. Resolution passed 3-0.

- Update on OTARMA policy rider: Cyphert stated that Wendy from OTARMA stated a rider to our policy cannot be added for a group that is not part of the Board of Trustees. Anyone using the 36 E. South Street building must provide their own certificate of insurance if they use it and Bloom Township must be specified on the policy.
- Nauman Case: Cyphert stated the case is finally over with the township prevailing in both the local court and the court of appeals.
- OTA Article in the current magazine has a very informative article on junk cars and weeds. Cyphert encouraged the trustees to read it.

**FIRE DEPARTMENT REPORT:**

- Gill said with the policy enacted tonight, he won't have anything to report. Board legal counsel La Fayette was present at the meeting and said since the policy was just passed and the trustees had told Gill earlier in the meeting that he can present his issues for approval this evening, Gill could legally present his issues.
- Gill presented a quote for six beds at a cost of \$1794 + \$60 delivery from Brice Road Original Mattress Factory. **Motion** by Randles, second by Smith to approve the expenditure of \$1,854 for six sets of mattress and box springs. Motion carried 3-0.
- Gill requested approval for six sets of turn out gear from Fire Safety Services at a cost of approximately \$7,806. He said this is cheaper than the State Purchase Contract price. **Motion** by Randles, second by Smith to approve the expenditure. Motion carried 3-0. Gill said this is the first time the township budget has purchased it because the association has paid in the past. Motion carried 3-0.
- Gill presented the name of the part-time firefighter he would like promoted to full time firefighter as discussed at the previous meeting. **Motion** by Smith, second by Randles to hire

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Bradley Shaffner, effective April 3, 2006, as a full time firefighter on one-year probationary period. Motion carried 3-0.

- Gill requested approval for hiring Eric Taft, currently a volunteer firefighter, as a part-time firefighter. **Motion** by Randles, second by Smith to approve the hiring of Eric Taft from volunteer firefighter to part-time firefighter effective 3-28-06 on a one-year probationary period. Motion carried 3-0.
- Gill requested to have an executive session at the end of the meeting.
- Township has purchased a Knox-box for township building.
- Gill said he has investigated internet auction services and will present it to the trustees at a future meeting.
- Randles inquired when the new medic will be in service. Gill said it will be in service in about two weeks after repairs are made.

**ROAD DEPARTMENT REPORT:**

- Solt reported there is a problem with the pricing of the proposed truck purchase. The diesel engine is an option and the price was not included in the quote by the company. The new price would be \$32,117. Randles said since the total price will be under \$50,000 it should be OK. Moore asked for a motion to approve the additional amount. **Motion** by Randles, second by Smith to approve the additional funds to include the upgrade to diesel for a total truck price to be under \$50,000. Motion carried 3-0. Solt said that with the options to be added it will still come in under \$50,000.
- A representative from Joshua Homes had expressed to trustee Smith a desire to have load limits on Smith Road lifted. However, no representative was present at the meeting so the issue was not discussed in detail.
- Dan Starkey was on the agenda; however, he said he will discuss cemetery issues at the next meeting.

**OTHER:**

- Randles **moved** to go into Executive Session for: Purpose of discussing pending or imminent litigation with public body's attorney and employment duties, compensation, and employee appointment. Second by Smith. Motion carried 3-0. Petty announced that it is anticipated that there will be action by the board following executive session.
- Motion by Randles, second by Smith to come out of Executive Session. Motion carried 3-0.
- Randles read aloud a proposed job description for Cemetery Sexton/Road Worker as follows:  
**Bloom Township Job Description for: Cemetery Sexton/Road Worker.**

This is a part-time hourly position up to 20 per week not subject to township benefits. Additional hours over the 20 hours per week may be permitted by the Road Supervisor or the Board of Trustees.

**Reports to:** Board of Trustees

**Office Location:** 36 E. South Street, Lithopolis.

**DUTIES INCLUDE:**

- Serves as Cemetery Sexton regarding the sale of plots and computerized inventory system of all plots in township cemeteries in addition to other cemetery needs in the township.
- Computerizes Road Department inventory including culverts and signs. Inspects all township signs and reports on their conditions two times per year.
- Performs snow and ice removal activities, and road maintenance projects as assigned (on an as-needed basis) by Road Supervisor
- Mowing and grounds keeping of Administrative Office complex and other township grounds as assigned by Board of Trustees or Administrative Office staff
- Custodial duties of Administrative Office complex as assigned by Board of Trustees or Administrative Office staff
- Maintains weekly activity log for hours worked and submits it with bi-weekly time sheet to Fiscal Officer/Board of Trustees
- Must be able to perform heavy manual labor for prolonged periods, often under adverse weather conditions.
- Supplies: will contact Board Office Administrator when supplies need to be ordered
- Must possess a Commercial Drivers License
- Performs other related duties as assigned by Board of Trustees

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**Bloom Township is an alcohol and drug free workplace. Drug testing will be required as a condition of employment.**

**RESOLUTION #19-06: BE IT RESOLVED BY THE BLOOM TOWNSHIP BOARD OF TRUSTEES** to approve the written job description for Cemetery Sexton/Road Worker. Motion by Randles, second by Smith. ROLL CALL: Randles-Yes; Smith-Yes; Petty-Yes. Resolution passed 3-0.

- **Motion** by Randles, second by Smith to appoint Dan Starkey as the Cemetery Sexton/Road Worker up to 20 yours per week at the hourly rate of \$11.00 on a one year probationary period effective retroactive to March 20, 2006. Motion carried 3-0.

- **RESOLUTION #20-06: BE IT RESOLVED BY THE BLOOM TOWNSHIP BOARD OF TRUSTEES** to amend Chapter III of Department Personnel Procedures, Employee Status, 300.02 as follows:

300.02 Full-Time Employee – an employee who works 40,48 or 56 hours per week on a regularly scheduled basis or on the standard full-time work week or pay period as designated by the Township Trustees. All full-time employees shall maintain current State of Ohio Paramedic and Firefighter I and II certifications.

Motion by Randles, second by Smith. . ROLL CALL: Randles-Yes; Smith-Yes; Petty-Yes. Resolution passed 3-0.

- After discussion, it was decided that Cyphert will take the older red truck to Bootsie's for a safety inspection.

Petty adjourned the meeting.

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David Petty  
Chair

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Carol J. Moore  
Fiscal Officer