

The Regular Board of Trustees Meeting, Tuesday, March 15, 2016, was called to order at approximately 7:00 PM by Chairman Tomaino, at the Town Hall. After the Pledge of Allegiance roll call was taken. Chairman Tomaino, Trustee Weimer, Trustee Campbell, Fiscal Officer Schulz, Fire Chief Maynard, Police Chief VanDyke, Zoning Inspector Kurilla, Road & Cemetery Coordinator Kevan Lloyd Road, Lisa Balsinger Fiscal Officer Elect, Administrative Assistant Nicole Phillips were all present.

**Trustee Campbell moved to approve the minutes from Regular Meeting of February 16, 2016, 03-15-16-01**, seconded by Trustee Tomaino and passed with 3 ayes.

Fiscal Officer Schulz gave the financial report through February 29, 2016 - Total Fund Balances available for Milton Township are \$1,538,281.57. The General Fund balance is \$436,577.84, which represents approximately 28% of all funds available. The Fiscal Officer asked for approval of payments by Warrants #28715 through #28756 and EFT #49 thru #102 totaling \$82,202.57. Receipts to date are \$72,443.23 as of February 29, 2016. Total Appropriations \$1,048,588.37 and YTD Expenditure as of 2/29/16 \$151,419.18. There were no supplemental appropriations. Revenue budget for the year is \$988,600.00. Ms. Schulz also reported all departments are within their budgets and received their departmental reports.

**Trustee Campbell moved to approve the financial report, and to approve the payments by Warrants #28715 through #28756 and EFT #49 thru #102 totaling \$82,202.57 and no supplemental appropriations, 03-15-16-02**, seconded by Trustee Weimer and passed with 3 ayes.

**DEPARTMENT REPORTS**

**ROAD & CEMETERY DEPARTMENTS:**

**Road Report:**

1. Department patched some potholes around the township, more will be repaired as soon as the weather breaks.
2. Mr. Lloyd is taking estimates for a few of the roadways for major repair.
3. Department has had only one estimate for the township for mowing, which is Enviroscapes. They worked out well last year.
4. Mr. Lloyd ordered the last load of salt which will meet the townships 90% quota. 40 tons will be left over to start next year.
5. The Lake Milton clean-up is Saturday, April 30<sup>th</sup>. Times are 8:00 AM to 12:00 PM. ODNR is sponsoring the event at the garage.

**Cemetery Report:**

1. One burial for the past month.
2. Mr. Lloyd and Mr. Dunn have entered all of the information into the computer identifying all of the locations of burials from the cemetery records. They now need to walk the cemeteries to verify the locations and Mr. Lloyd would like to be able to purchase new lot markers to better locate each lot and grave. Many of the old markers are gone. Estimate was turned into Trustee Weimer for about \$1,400.00.

**Chairman Tomaino moved to authorized Cemetery Coordinator Lloyd to move forward with the purchase of the new markers, 03-15-16-03**, seconded by Trustee Campbell, and passed with 3 ayes.

**Trustee Weimer moved to accept the estimate from Enviroscapes, with an increase of \$ .40 per cut, mowing will begin in April, depending on the weather, 03-15-16-04**, seconded by Trustee Tomaino, and passed with 3 ayes.

**No recycling report at this time.**

## **ZONING:**

Zoning Inspector Kurilla reported one permit issued for the month of February. Permit # 2046 for fence. Estimated valuation for the month of February \$1,000 - Estimate valuation to date of year 2016, \$1,000, Total amount of permit fees for the month of February \$25 -Total amount of receipts to YTD 2016 \$25.

Mr. Kurilla submitted paperwork to the Land Bank, hopefully for another round of funding; listing the properties the township would like to set for demolition.

Old business on agenda Item #2 Wolsonovich...Mr. Kurilla did a walk-thru of the property and was in contact with Attorney Mark Finamore. Of the 18 unresolved issues, there was only one remaining. Mike communicated this information to Attorney Finamore and he in turn forwarded it to the court.

Question for Zoning Inspector Kurilla from Ben Melnykovich: In regards to the Flea Market that takes place on 534 / Sunoco, is there a vendor's permit required? If so, has there been anything of this nature been issued? This is private property and the owner is renting space for these vendors on the weekends. Zoning Inspector Kurilla agreed to attend over the weekend to check out the situation if any violations are being made or if permits are necessary.

## **FIRE DEPARTMENT:**

Chief Maynard reported February had a total of 21 calls. 21 in Milton Township and zero others. Calls were – 1 structure fire, 1 accidents, 10 medical, 0 grass fires, 0 carbon monoxide, 8 trees/wires down, 0 car fire, 0 water emergency/rescue, 0 mutual aid, 0 burning complaints, 0 alarm activations, 0 gas leak and 1 other. 41 total calls for 2016. Total Medical Transports in January by MFD – 4.

1. All bills have been submitted for payment to the Fiscal Officer. Gas receipts were \$139.02.
2. Total of four fire inspections were done:
  - a. Law Office Andy Bresko
  - b. Bills Auto Body
  - c. Sail Inn – report submitted
  - d. State Park – fuel tank (cement pad & 60' hose) & Log Cabin
3. Chief applied for Marc's radio grant with multiple other departments. A letter was received on 3/11/16 stating the grant was not awarded to our Milton Township.
4. Chief has been working with multiple individuals from Century Link in regards to our 654 phone number; they stated they are unable to provide us the number of calls received on this line to see if we could disconnect this line. Chief is going to continue to research how we can get the information he is requesting.
5. Chief spoke to Sami at Lakers, he said that with the new pumps recently installed at Laker's the Township could apply for credit cards to purchase fuel at his station and he would honor and match the discounts the Township is currently receiving at Kwik Fill, and Chief said he would follow-up on this.
6. This month we also applied for our 2016 EMS Grant through the State Fire Marshal's office, the Township has been successful every year obtaining this grant. We should know by June if we are to receive this grant. We also applied for a hard-ship grant. They are coming out on Monday for a site visit.
7. With the assistance of Ben Melnykovich, the department applied for the Hardship Grant / Local Government Safety Grant from the State. We requested two items to assist in patient care, a Lucas Devise, which does CPR on an individual in cardiac arrest and new Life Pak 15. This is the latest model available for use with a cost \$58,000.

8. Chief received an application from Jared Vinkler requesting to join the Department. Jared has already completed his Fire Fighter 1 and 2 and beginning his EMT course. He lives in Austintown, but spends time in Milton and will respond to calls when available. Chief would like to have the Trustees approve his applications pending the passing of a drug test.

Also, Chief requested to add as an EMS advisor, Ben Melnykovich, who has expressed an interest in joining the department. He would be a huge help completing paperwork while applying for grants.

9. On March 9<sup>th</sup>, Chief Maynard, Ben Melnykovich and Zack Williams, met with Daniel Elinberger from University Hospitals in regards to Medical Protocol. For years the Township has operated under our own protocol under the direction of Dr. Victor McKee. Chief has spoken to multiple departments that are using medical protocol from University Hospital and they are all satisfied. There are many benefits for using this protocol, they provide two drug boxes for use by the department and replace drugs as needed, electronic call reporting, call review, medical direction on call, continued education for EMS and Fire through the University Hospital continuing education web site, all at no cost to the Township. There is no contract, this is done by a mutual agreement by both parties; they currently have 60 departments operating under their protocol. There would be no contract and they would provide the drug license. They offer 16 doctors for medical direction on staff to assist Township personnel from EMS to Paramedic level. They are funded by EMS / Fire Institute. Everything is in the Ohio Medical Directory. They also provide electronic charting. Chief Maynard requested that he be authorized to further investigate the use of Medical Protocol Program offered by University Hospital .

**Trustee Campbell moved to authorize Chief Harold Maynard to continue to investigate the Medical Protocol Program offered through University Hospital, 03-15-16-05**, seconded by Trustee Weimer, and passed with 3 ayes.

**Trustee Campbell moved to approve the applications for Jared Vinkler and Ben Melnykovich as new hires to the Department, after passing drug testing, 03-15-16-06**, seconded by Trustee Weimer and passed with 3 ayes.

10. Sale of Squad 55 / 1988 ford F350. 3 bids were received for the Township ambulance; two from private individuals and one from the Gov.deal ad on the Internet.

Bid 1 Tim McNeal bid \$1,750

Bid 2 Joseph Sebbio bid \$2,150

Bid 3 Gov.deal, Shadi Abdelwahab bid \$3,000 with cost of the bid \$150 final amount to Milton Fire \$2,850.

**Chairman Tomaino moved to accept the bid on Squad 55 from Shadi Abdelwahab for a net bid of \$2,850.00, 03-15-16-07**, seconded by Trustee Campbell, and passed with 3 ayes.

## **POLICE DEPARTMENT**

1. Total calls for service February 2016 for Milton Township Police. Department responded to approximately 186 calls for service / 35 reports taken. Investigations 39, alarms 16, accidents 11, 2 medical assists. Traffic stops 89 / 62 warnings, traffic citations 23, speeding 13, DUS 3, OVI 1, and other misc. charges 6.
2. Replaced Naloxol kits in the cruisers through the Board of Health at no cost. The old ones had expired, but will be used for training purposes.
3. Inservices - OPADA is making a move to improve the way officers are trained. This would entail participating in OPADA's instructional skill 80 hour class for the trainers. This has not become mandatory yet, but the Chief is alerting all officers.
4. At the Chief's direction, Ron Crum has made application for the Ohio Local Safety Capital Grant in the amount of \$90,022. If awarded, this grant will pay for two new equipped cruisers for the fleet.

This grant has a 25% match associated with it. Application is also being submitted for a COPS grant that can be used for Supplemental Man Power for the summer months. A change in the grant application procedure is looming. All Departmental command staff must prove that they have completed ICS 300 & 400 training to remain eligible for grant funding. Chief will be attending these courses in April at EMA in Austintown to be in compliance.

5. Re-Writing 249 – Disciplinary Rules / Regulations & Code of Conduct currently. This policy will update our current disciplinary procedure and bring us into compliance with Section 505 of the Ohio Revised Code.
6. Policies submitted for adoption:
  - a. 100 – Philosophy of Service
  - b. 213 – Organization & Command Structure (reorganizes the department and abolishes the position of Corporal).
  - c. 234 – Reserve Officer Program
  - d. 235 – Uniforms, Equipment & Dress Code
7. Problems with one of the new cruiser cameras...working through issues. In lieu of having Hall's do the repairs, the Department will attempt to install to save on expense.
8. Network servers have been ordered and they are being built. All servers will be shipped to Rick's for install. No estimate on date of project completion.

**Chairman Tomaino moved to approve the four Policies & Procedures presented by Chief, Philosophy of Service, Organization & Command Structure, Reserve Officer Program and Uniforms, Equipment & Dress Code, 03-15-16-08,** seconded by Trustee Campbell and passed with 3 ayes.

9. Chief reported out of 3 candidates, he has chosen one candidate for the Reserve Position, David Miller. David is 24 years old and currently has a Reserve position with Goshen, and just recently graduated from Kent State. He is eager to get started.

**Trustee Campbell moved to accept David Miller for the Reserve Position 03-15-16-09,** seconded by Trustee Tomaino and passed with 3 ayes.

### **CORRESPONDENCE**

1. Mahoning Valley Historical Society 2016 Historic Preservation Application Awards Program.
2. Green Team letter - Notification of the first of two bi-annual information meetings on Wednesday, April 6, 2016 @ 10:00 AM – 11:30 AM at Canfield Township Hall.
3. Jackson Milton Blue Jays – Key Club Sponsorship notification dated February 8, 2016.
4. Fred Prior Seminars notice -Leadership, Team-Building & Coaching Skills for Managers & Supervisors.

### **OLD BUSINESS**

1. Fire loss – Pointview. Still constructing and several vehicles without license plates on the property.
2. Wolsonovich – update provided earlier in meeting.
3. Off-site back up policy will be addressed at time of installation of new computer & network system. Chief Vandyke reported the only driving policy they have on file is for pursuits.
5. Letter to Craig Beach Fire Department – Requesting Information – Received from Craig Beach proof of Workers Compensation through June 2016 and Certificate of Liability insurance paid up through August 15, 2016.

### **NEW BUSINESS:**

1. Application for Policy Grant and Letters of Support – addressed
2. Approve Permanent appropriations – Fiscal Officer Schulz submitted Permanent Appropriations totaling \$1,190,488.37 for approval.

**Chairman Tomaino moved to approve the permanent appropriations presented by Fiscal Officer Schulz in the amount of \$1,190,488.37 03-15-16-10,** seconded by Trustee Campbell, and passed with 3 ayes.

3. Bazetta Township – IT Contract Renewal as of 4/1/16 – 3/31/17, with Bazetta Township to use Joel Davis for IT support.

**Trustee Campbell moved to approve the IT Contract Renewal with Bazetta Township, 03-15-16-11,**  
seconded by Chairman Tomaino, and passed with 3 ayes.

Mr. Davis is scheduled to relocate the computer from current Fiscal Officer Schulz's office to Fiscal Officer Balsinger's office on April 1<sup>st</sup>.

4. New Police Department Policies presented for consideration – addressed
5. New application for Reserve Position - addressed

Chairman Tomaino on behalf of the Trustees and the Township employees expressed thanks to Fiscal Officer Schulz for her service and for going above and beyond the duties of her office. Her commitment and service to the community for the past 12 years is greatly appreciated and she will be missed you. The Trustees relied on her input in financial matters as well as other Township projects. Mr. Tomaino presented Mr. Schulz with an award from the Trustees and Ms. Balsinger, and thanked her for helping to make Milton Township a better place to live, play and raise our families.

Ms. Schulz thanked everyone and expressed her love for Milton Township and she expressed how much she enjoyed working with the dedicated and caring Trustees, and all the department personnel, road, cemetery, police, fire, and zoning. "There just never seems to be enough time to do all that you would like to do. I know my shoes are going to be filled very effectively by Lisa. I will cherish this gift and all of your friendships. It's never been a job, but rather a labor of love from day one. I thank you for the respect that you have shown me and I know that you will continue many of the projects and programs we initiated and implemented together, especially, fiscal responsibility. I know Lisa will do a great job and Nicole will do a great job for Lisa. It has been a team effort and that's what makes this such a difficult thing. It's been a wonderful part of my life. I thank you for giving me the opportunity to serve our community."

**Reminders:**

*NEXT MEETING – TUESDAY, APRIL 19, 2016 --7 PM-TOWNHALL REGULAR MEETING  
MCTA BUSINESS MEETING- THURSDAY MARCH 31, 2016, 7 PM @ McMAHON HALL*

**Public Comments:**

**Ben Melnykovich, of 1335 NE River Road** - Mr. Melnykovich voiced his concern of no longer having EMT service dedicated to serving Milton Township. Lane Ambulance no longer stations a response unit in our area. There is a vehicle stationed in Jackson Fire Station a portion of the day. If you were to dial 911, as a resident of Milton Township, you may have to wait for a volunteer to drive from their home to the station, secure a vehicle and then respond. There have been instances where there has been an extensive amount of wait time, sometimes waiting for a response from Ravenna, if there is no volunteer in the Township during the day. As an aging population, time is of the essence, seconds can make a difference in surviving a medical emergency.

We still rely on volunteerism; even remote areas find a way to fund per call payment to volunteers. Mr. Melnykovich researched this with County Auditor, Ralph Meacham and Trustee Campbell who is assigned the Fire Department to coordinate policies with Chief Maynard to discuss this matter.

Mr. Melnykovich offered to meet with the Fire Department officers, County Auditor Meacham and Trustee Campbell to do exploratory research to have this matter put on the ballot to fund part-time individuals for 30 hours per week. It would involve an EMT or Paramedic working 7:00 AM -7:00 PM, 2 individuals 365 days a year. Other hours would be covered by volunteers when available to respond. Preliminary numbers would involve a 1.4 mil levy, or under 1.8 mills to accomplish this. We need to educate the voters on how important it is that we improve what we have. Chief Maynard commented on area communities staffing 6:00 AM – 6:00 PM. Paris Township is going to staffing 12 hours per day. Edenborough staffs 24 hours

per day. Others are part time jobs of 4:00 PM – 4:00 AM, but Chief commented after 4 PM, we are in good shape, but there is lag time traveling from homes to respond. Chief also commented that transporting would bring in more money. This would involve lots of canvassing of the community to get the message out on the importance of this matter.

**David Hunchuck of 1350 N. Duck Creek Road** – Mr. Hunchuck commented on the ditch that collapsed on his road thus not allowing the water to drain off the road. Sometime ago, Mr. Lloyd assessed the situation and learned that it is the County’s responsibility to take care of this repair. It would fall under the District #1 representative, (Eric). Kevan Lloyd offered to get the County’s representative information to Mr. Hunchuck so he can contact them directly.

**Chairman Tomaino moved to go into executive session to discuss wages, benefits & employee disciplinary action and contract language for community building rental, 03-15-16-12,** seconded by Trustee Weimer, and passed with 3 ayes.

**Trustee Weimer moved to come out of executive session and return to regular session at 9:00 PM, 03-15-16-13,** seconded by Trustee Weimer and passed with 3 ayes.

**Chairman Tomaino moved to give Administrative Assistant, Nicole Phillips a \$ .50 per hour raise effective immediately, 03-15-16-14,** seconded by Trustee Campbell and passed with 3 ayes.

**Chairman Tomaino moved to contract with Callos for a part time fill in for an Administrative Assistant, Esther Howie on an as-needed basis at \$9.00 per hour in the absence of Ms. Phillips, 03-15-16-15,** seconded by Trustee Campbell and passed with 3 ayes.

**Trustee Campbell moved to scrap the obsolete printer that has no market value, 03-15-16-16,** seconded by Trustee Tomaino and passed with 3 ayes.

**Chairman Tomaino moved to contact Farmers National Bank to remove Ms. Schulz as a signer on all accounts and credit cards and add Ms. Lisa Balsinger, the new Fiscal Officer as a signer to all accounts and credit cards at Farmers National Bank, effective April 1, 2016, 03-15-16-17** seconded by Trustee Weimer and passed with 3 ayes.

**Chairman Weimer moved to require a \$0.00 rental fee for the community building. This would comply with the non-revenue status of the building for township residents and include non-profit organizations; a \$50 cleaning deposit would be required and then refunded if the building was returned in perfect order, 03-15-16-18,** seconded by Trustee Campbell and passed with 3 ayes.

The Trustees decided to table pursuing Township wide trash collection until they contact the County and determine if the County is going to move forward with County wide collection.

**Chairman Tomaino moved to adjourn the meeting, 03-15-16-19,** seconded by Trustee Campbell and passed with 3 ayes.

Date: 4/19/2016

