

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Monday, October 22, 2018

Special Meeting called to order: 12:20 p.m...

Members Present: Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola, Fiscal Officer Shirley Bailey, Legal Counsel William Thorne.

Discussion over the record retention schedule was held.

12:31 p.m. Trustee Warchola moved to recess the Special Meeting of the Board of Trustees. Roll Call: Bowers-yes, Warchola- yes, Costello- Yes.

12:31 p.m. Trustee Costello called to order the 2018 Annual Record Retention Committee meeting. Roll Call: Bowers-yes, Warchola- yes, Costello- Yes.

Trustee Bowers recommended the following additions to the Record Retention Policy per recommendations from the Historical Society:

Trustee Bowers made a motion to change the Records Retention Schedule to reflect all zoning documents are permanent records. Trustee Warchola seconded the motion. All voting in favor.

Trustee Bowers made a motion to create a new record category “Surveillance Tapes/Videos” with a description of “footage documenting daily actions of employees and visitors within township facilities and on its grounds for security purposes” with a retention period “for use of one recording cycle then reuse provided no action pending or until no longer of administrative value”. Trustee Costello seconded the motion. All voting in favor. The Board agreed that due to the automatic recording process this would become part of the routine destruction schedule.

Trustee Bowers made a motion to create a new record category “Surveys and Questionnaires “ with a description of “records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made” with a retention period “until no longer of administrative value”. Trustee Warchola seconded the motion. All voting in favor.

Discussion over electronic documents in regards to township business took place. Mr. Thorne made a recommendation that all emails pertaining to township business be forwarded to Fiscal Officer Shirley Bailey for the two year record retention.

Trustee Bowers made a motion to amend FO-C-11 Correspondence “Inter-Office Correspondence”, miscellaneous documents received or created via mail or e-mail, faxes or inter office memo’s that document the public business and for a retention period of no longer of administrative value. Trustee Warchola seconded the motion. All voting in favor.

Trustee Bowers made a motion to instruct the Lafayette Township Fiscal Officer to prepare a Records Destruction Schedule in order to send to the Ohio Historical Society for approval to destroy all documents that have passed the retention requirement. Trustee Warchola seconded the motion. All voting in favor.

Ms. Buell questioned the policy on retaining audio recordings of meetings. Trustee Bowers informed Ms. Buell to create a list of the meeting recordings to purge and she will seek approval. Trustee Bowers will then include the audio recordings as part of the routine destruction schedule.

Mr. Thorne suggested sending the entire retention schedule for approval and that would allow for disposal as it arises opposed to sending section by section.

12:52 p.m. Trustee Costello moved to adjourn the 2018 Annual Record Retention Committee meeting. Seconded by Trustee Warchola. Trustee Warchola made a motion to reconvene the special meeting. Seconded by Trustee Bowers. Roll Call: Bowers-yes, Warchola- yes, Costello- Yes.

The Board discussed the fire department stipend that was approved prior.

Trustee Warchola made a motion to amend resolution 15-2018 to include a \$20.00 stipend, in addition to the \$40 stipend if only a half of night shift is worked. Trustee Costello seconded the motion. All voting in favor.

Trustee Costello has completed a review the Medina County sheriff’s department payroll for Lafayette Township. Mr. Thorne recommends informing the Sheriff’s Department that the township has completed a review of the payroll and the overtime is excessive. The township will not be paying overtime and comp time unless it has been worked for Lafayette Township and request they send an updated accurate invoice.

1:04 p.m. Trustee Bowers made a motion to recess into executive session pursuant to Ohio Revised Code 121.22 for the purposes of discussing personnel discipline and dismissal. Roll Call: Bowers-yes, Warchola-yes, Costello- Yes.

1:20 p.m. Trustee Costello moved to reconvene to the special meeting. Trustee Warchola seconded the motion.

Roll Call Vote: Bowers-yes Warchola-yes, Costello-yes

No decisions were made.

Ms. Buell explained that in order to provide the entertainment for the annual Halloween event she will need additional funds.

Trustee Bowers made a motion to amend the Halloween appropriation to \$600.00. Trustee Warchola seconded the motion. All voting in favor.

Ms. Buell announced the advertisement seeking a service road worker will run tomorrow, Tuesday, October 23rd and this Saturday, October 27th.

Trustee Costello moved to adjourn, seconded by Trustee Bowers.

Meeting adjourned at 1:22 p.m.

Approved: _____

Lynda Bowers, Trustee

Michael Costello, Trustee

Martin Warchola, Trustee

Shirley Bailey, Fiscal Officer