

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
Monday, November 18, 2019

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

Meeting called to order: 6:05 p.m. followed by the Pledge of Allegiance

Public Participation:

None

Trustee Costello made a motion to approve the Special meeting minutes of October 14, 2019 and the Special meeting minutes of October 27, 2019. Trustee Warchola seconded the motion. All voting in favor.

Financial Report: Ms. Bailey stated she does not have the November Fund Status prepared. The report for October is as follows:

Fund Balance: \$3,069,423.65
Pooled Investments: \$2,166,144.89
Available Checking Balance: \$903,278.76

There are no requisitions. Ms. Bailey said a memorandum was received on October 22, 2019 from Medina County Engineers which lists the 2019/2020 salt pricing at \$80.14/ton. The township also received from the Medina County Engineers the annual Sale of Materials.

Trustee Bowers made a motion to approve entering into the agreement with the Medina County Engineers for the annual Materials Purchasing Agreement. Trustee Costello seconded the motion. All voting in favor.

Ms. Bailey said she received a public records request from Trustee Mike Costello. Ms. Bailey said the response to his request regarding outstanding payroll checks have been cashed. She provided a printout for Mr. Costello's review. Trustee Costello reviewed and said there are four missed checks listed and requested she please re-review and report back to him.

Correspondence:

Ms. Buell received a phone call from a resident regarding an accident that took place in the early morning hours at the intersection of Route 162 and Ryan Road. The resident was concerned traffic was not being directed and was fearful another accident could have potentially occurred.

Zoning Report:

Ms. Strogan reported the month of October 2019 the total estimated value to date is \$4,788,902.00 with 2018 at \$28,912,648.00. The fees to date are \$14,931.81 with a total in 2018 at \$61,865.48.

Ms. Strogan said she informed Wedgewood Estates the township will not be signing off on the concept plan until a recorded copy of the Home Owners Association documents are received, reviewed and approved by Lafayette Township Legal Counsel. She informed a concept plan meeting for the Medina Country Club is scheduled for Wednesday, November 20, 2019 at 9:00 a.m.

6:16 p.m. Trustee Warchola called the scheduled Public Hearing to order for the purpose of receiving public comment on proposed amendments to the Lafayette Township Zoning Resolution adding section

226 Agritourism and amending section 310.3 Lake Road North Overlay District. The Medina County Planning Commission has recommended approval of the above stated sections as currently presented. The Lafayette Township Zoning Commission has reviewed and held public hearing as recommended approval of both sections consistent with requirements set out in the Ohio Revised Code. A full copy of the text has been available for review at the Lafayette Township Administration building and Medina County District Library and the township website www.lafayettetownship.com as required for more than ten consecutive days prior to this hearing. Notice of this hearing was published in the Medina County Gazette as required for more than ten consecutive days prior to this hearing. Notice of this meeting was also published consistent with section 121.22 Ohio Revised Code and the Lafayette Township Public Body Rule.

Mr. Tom and Ellen Stevenson advised they have no objections to the regulations, having waited for five long years. Trustee Bowers advised the regulations are for Agritourism pursuant to a law passed by the State of Ohio allowing Agritourism basically anywhere and grating to townships only the ability to set regulations- which is what Lafayette is doing. Trustee Bowers thanked the Stevenson's for patiently waiting for the township to complete those regulations.

No other public comment was received.

6:20 p.m. Public Hearing was closed.

Resolution 19-2019 Trustee Bowers moved to approve resolution 19-2019 amending the Lafayette Township Zoning Resolution adding section 226 Agritourism as permitted use in all districts consistent with the newly adopted provisions of the Ohio Revised Code. Trustee Warchola seconded the motion. All voting in favor.

Resolution 20-2019 Trustee Bowers moved to approve resolution 20-2019 amending the Lafayette Township Zoning Resolution amending the Lake Road North Overlay District. Trustee Warchola seconded the motion. All voting in favor.

The Board granted permission for Mr. Thorne to attend the Law Directors meetings.

Service Department Report:

Mr. Evans reported:

- 75 ton of salt has been ordered from Cargill. Currently we have approximately 230 ton on hand.
- Plowing & salting of township roads
- Mr. Evans met with Medina County Engineers Office, Chrissy, to discuss complaints concerning sidewalks in Hunters Run. The county agreed to address the sidewalk issues and will send the notices
- Keeping equipment clean and maintained
- Polen Equipment agreed to keep the price of the mowers at \$1,500.00 per mower for the 2020 mow season. The mowers from this past season will be returned tomorrow
- Replaced front springs on Western star #37
- Washed& polished trucks. Detailed the excavator & painted the under carriage.
- Keeping the shop clean and organized
- Magic garage door replaced broken door spring in the truck shop
- Replaced weather stripping around doors on truck shop and under town hall doors
- Cleaned gutters on all buildings
- Temporarily repaired sign out front of the township complex. Mr. Evans said the sign is in deplorable condition. The Board agreed the sign out front of the complex is no longer needed and don't see the need to replace it as a new sign has been installed down the road at the new Safety Service Building. Ms. Detchon confirmed she will be posting meetings and announcements on the electronic sign at the

Safety Service Building. She has had difficulty and is working with Brilliant Sign Company to rectify the issue and anticipates resolve tomorrow

- Painted and replaced lights in bathrooms in town hall and general cleaning
- Scharr Heating & Cooling replaced the ignitors in the two heaters in truck garage. They serviced the furnaces in town hall and the administration building. The accumulator in administration building will need replaced in the spring during the routine air conditioning maintenance
- Mr. Evans met with OTARMA and Trustee Warchola on October 30th to review and evaluate all the township buildings
- Trustee Bowers doesn't believe the township has been granted the cemetery grant this year. She said capital budget has just been released and funds are being put back in for next year, which are not competitive and she will reapply. Mr. Evans reported Spitzer Cemetery is in dire need of attention.
- Trustee Bowers said many communities make up projects to receive capital budget monies. She explained we have had a cemetery project on the township radar and have not chased the capital improvement budget funds as the township anticipated receiving grant money. She said this would be an appropriate project to apply for the capital improvement funds. The Board agreed to have Trustee Bowers pursue the funds
- Mr. Evans attended the Waltz Church Community Dinner and reported the parking lot at Waltz Cemetery is extremely dark. Trustee Bowers said that probably explains some of the mischief that takes place in the cemetery. She requested adding the lighting at the cemetery as part of the project. The Board agreed

Fire Report:

Chief Hall reported 60 runs for the month of October. 55- Lafayette Township, 1- City of Medina, 3- Village of Chippewa Lake, 1- Gloria Glens. One mutual aid was received. He reported 174.30 gallons of fuel were used on all vehicles.

Chief Hall stated the average turn out time sheet is included with his paperwork and gave a brief breakdown. Trustee Costello requested on future reports mileage be separated according to emergency calls and non-emergency calls. Captain Savetski doesn't believe it is possible with the current reporting system unless it is hand recorded with every call as a means of simplifying. Trustee Warchola inquired Chief Hall's opinion about the dispatch in route time. Chief Hall said there is always room for improvement. Trustee Bowers believes it falls under exceptional. Chief Hall confirmed there are a number of staff members spending the night at the new facility, especially those that live out of the area. Chief Hall stated currently the annual calls thus far are over 600 and believes it will be comparable to 2018.

Trustee Bowers said 2018 fire department salaries were \$250,000.00. In 2019 salaries are approaching \$300,000.00. She explained she believes many residents still believe the department is an unpaid volunteer department and she recommends making an effort to ensure the public knows how their tax dollars are being spent.

Lt. Wilfong said on the calls he attends, many are surprised to learn the staff is not full time. Trustee Bowers will write an explanation for the next newsletter. Trustee Bowers said the State Auditor has already informed townships to complete their restructuring to properly reflect fire/rescue compensation consistent with fair labor standard regulations. After 2019 FLSA regulations are going to be strictly enforced including fines for violations.

Trustee Warchola suggested he, Chief Hall and Mr. Evans meet at a future time to discuss options available for the fire department to purchase a mower to be utilized by the fire department to maintain the Safety Service Building grounds.

Chief Hall announced the department is scheduled for the ISO grading on December 6, 2019. Chief Hall is confident and said the goal is to stay at a rating of 4 or below.

Community Resource Report:

- Ms. Detchon reported she has been requesting information from the State of Ohio.
- Trustee Warchola informed Ms. Detchon a key is available in a lock box that she has permission to utilize to gain entrance to the new facility. Chief Hall will provide the code for key access
- Experiencing issues with the outdoor sign which will not communicate with her computer. OPTEC installed updated software on her computer. Ms. Detchon intends on contacting the company tomorrow and will report back to Trustee Warchola tomorrow as well. Trustee Warchola contacted Brilliant Sign sales representative, Mr. Bob Kunzen, and informed him of the issues the township is experiencing and let him know that if the issues cannot be rectified the township intends to return the sign for a refund. He also requested Brilliant Sign provide other companies that have purchased their sign previously
- Ms. Detchon has been working on a neighborhood watch program for Hunter's Run Development and progress has been delayed due to host illness
- In the process of arranging the church's security workshops

Recreation:

None

Economic Development:

Trustee Bowers said a facility is negotiating with the county for the lot next to the University Center in Tech Park but she does not have any additional information.

Cemetery:

None

Old Business:

Trustee Bowers explained a couple years ago Lafayette Township took the lead working with Senator Larry Obhof to change Ohio law to allow Community Paramedicine Programs. She was happy to learn that as a result of that change, the Ohio Department of Health recently issued \$225,000.00 grants that are for three consecutive years for rural fire & rescue departments to fund the start-up of Community Paramedicine Programs. There are nine counties excluded from the rural status and Medina County is one of them. Trustee Bowers said Lafayette can be proud knowing these grants have been made possible from the work Lafayette Township did. She reminded there are many underserved people in the State of Ohio who will now benefit from the localized healthcare services that they would not otherwise have had.

New Business:

Trustee Costello said there were several people that commented on Election Day as to how patriotic the flags looked around the township. Mr. Evans said the majority of the flags are in need of replacement for the 2020 season. Ms. Detchon said there is a gentleman who is collecting the old flags and repurposing them. She will gather the information and provide it to Mr. Evans by the end of the week. Trustee Bowers said she will ensure the flags are budgeted for in 2020. Trustee Costello said the residents of the township notice and respect the flag. He recommended the township adopt the State and Federal Flag Code acknowledging national and state mourning.

Trustee Bowers moved to follow State & Federal protocol raising and lowering flags. Trustee Costello seconded the motion. All voting in favor.

Captain Joshua Noftz receives email alerts. Trustee Bowers said notification is sent to all safety service departments.

The budget meetings will take place on December 9, 2019 at 2:00 p.m. and December 16, 2019 at 4:00 p.m. with the fire department budget taking place on December 16th. The Board determined not scheduling a follow up construction meeting at this time.

In depth conversation was had concerning fire department promotions. Chief Hall reported the department currently has the chief, assistant chief and 3 officers and requested an additional three lieutenants and a dedicated safety officer. He said it has been over a year since promotions occurred. Trustee Warchola stated he supports internal promotions yet he is interested in hiring outside the department in an effort to provide new ideas and suggestions. Trustee Bowers said 8% of calls were fire related and suggested focusing a bit more on EMT/Paramedics. Chief Hall reviewed his restructuring vision with the Board. Trustee asked Chief Hall's opinion on how the annual salary budget could effectively fill the positions. She reminded the Chief he now has the authority to appoint positions with scheduled times, leaning toward the part-time status with the goal being to cover the necessary hours with staff for immediate response. Captain Noftz said the last round of hiring, there was wording in place that a new hire was required to provide 36 hours of night coverage per month with the new hire scheduling their own hours.

Trustee Bowers believes that is where some scheduling issues occur, with staff scheduling their own hours. She explained many fire departments across the State of Ohio are adopting the part-time status and scheduling the staff where they are needed- not just when they want to be there. Captain Savetski is not opposed to assuming the part time status/scheduling but believes a pay increase is needed. Trustee Bowers compiled a matrix of what firefighters, EMT/Paramedics are paid across the State of Ohio and explained our pay structure appears comparable. She reminded department members the taxpayers just funded the new Safety Services Building allowing the department to fulfill the needs they were not previously able to. She also noted that Lafayette residents fund a salary budget for fire and rescue services well above what many departments are able to do. Trustee Bowers noted that every time staffing schedules are not up to snuff, the department attributes it to the pay structure. Over and over, the Board has agreed to increases recommended to resolve the issue yet the issue remains. She feels strongly the Board review how the current level of funding is being used and find the most effective and efficient use of those funds. Everyone was in agreement of reviewing a potential restructure of the fire department.

Captain Noftz said the department needs more officers to help with the work load, supervision and reliability. Lieutenant Winters said unfortunately, they have to "babysit" staff. Trustee Bowers asked if it would be of help having a daytime administrator who could work 25 or so hours/week. Lieutenant Winters said it would depend who the administrator is. Captain Noftz confirmed an officer is present at the department only about eight days/month. The officers could not give a definitive response if an additional officer is hired there would be an officer available daily. Trustee Bowers requested the chief & assistant chief's opinion on having an operations chief and administrative chief which could potentially allow for more coverage and more services. Captain Savetski feels if the department goes to part time status and schedules staff, a pay increase will be needed. Captain Noftz said Lafayette is the second lowest paid department in the county. Trustee Bowers disagreed with the characterization of Lafayette's pay scale indicating they needed to look at the compensation holistically. A salary budget of more than \$300k for a "volunteer" based department is reason enough to explore how efficiently those funds are being used- which the Board has asked for many times.

Trustee Bowers suggested for just a moment they just talk about the math. She provided a breakdown of the hourly rate as follows; 8,760 hours per year divided by how much Lafayette is spending in 2019 in salaries, it equates to \$34.24/hr however we are not covering. If Lafayette was covering 24 hours a day, 365/year the average hourly rate for three staff members would be \$11.41/hr. and she reminded Lafayette is not covering 24 hours/day, 365/year which would only increase the hourly rate. She believes the money being spent on salaries versus the hours of actual coverage could be used more effectively. Captain Savetski said he proposed in a prior meeting extending staffing hours and Assistant Chief Holzman agreed. Captain Savetski said the coverage the department provides is decent compared to the county and agrees it could use some improvement. He said the department is lacking in management structure. Lieutenant Winters is concerned who would oversee the additional new hires.

Trustee Warchola asked how the service to township residents will improve with the addition of 3 additional lieutenants. Assistant Chief Holzman said it doesn't improve service to the residents, but is more of a safety and responsibility concern. Trustee Warchola asked how they can ensure with the promoting of three new lieutenants the department will receive the supervisor coverage they are stating is needed. He asked if they can't seem to put the time in now, how a promotion and additional responsibility will change that? Captain Noftz said it is more to follow the Federal guidelines with span of control being 4-7 staff/supervisor with 5 staff/supervisor being optimal. Trustee Warchola said currently the officer coverage is 1 per every 4.6 staff member. He noted since August there are 34 people on staff, 11 people have had no hours. Trustee Bowers noted there are currently eight members of the department that have done nothing in eight months. Chief Hall confirmed 25 active staff presently. Trustee Bowers noted with 8 officers 40% of staff would be officers.

Captain Savetski said he currently has four or five applicants prepared to interview. Trustee Costello asked out of the nine hires how many have completed the probationary period including training? There was no response. Trustee Bowers reminded the fire department of township policy requiring all applications be forwarded to the Board and instructed him to forward the applications as soon as possible as this is part of public record. Mr. Thorne confirmed.

Trustee Bowers reminded that it is the Board of Trustees who are responsible for the fire department with the duty of day to day operations being the chief's responsibility. Captain Noftz asked why the chief cannot assume the responsibility and allow the department to return to the number of officers as in the past. Trustee Bowers said the case being made by him and the members present is to have someone available during the day, more supervision and to be careful as it "appears he is throwing the Chief under the bus". Captain Noftz disagreed. Trustee Warchola reminded the Chief he had previously instructed that anyone not keeping up on certificates, training or not providing any services to the department should be removed from the roster to make positions available to people who will serve the township noting that only two positions were freed up.

Trustee Warchola explained that just because the department had all the previous positions, doesn't mean they have to have or if they lost the positions they are entitled to receive them back. Captain Noftz said the span of control should be 4 to 7, according to the federal government and ISO agrees and he doesn't feel the department is in compliance with the above stated figures. Trustee Warchola reiterated what Chief Hall stated that the department currently has 25 active staff members with five officers. That is well within the span of control he references. Fiscal Officer Bailey stated there are new hires that have worked for a short time and have not recently been on payroll. Trustee Bowers stated again, she would like the Board to meet for the purpose of reviewing the most efficient way to use the funds to receive the best coverage available. She said she welcomes the chief and Assistant Chief's input. She doesn't think it wise to start appointing officer positions while the roster numbers are low at least not before having a department structure laid out. Trustee Warchola stated that while attending the 2019 Winter Conference he spoke with different volunteer departments which pay the minimum "run" amount with the allowable \$2/hr set for a volunteer department by the state. Many of those volunteer departments now assume paid part time staff. Mr. Thorne said with a part time status, the Board has the authority to state the job requirements and the hours the department needs covered in order to maintain employment. Trustee Bowers said it was recommended to review the department salary budget and weigh what a part-time status department could like. She said it might be somewhat of a hard transition but doesn't feel it is unachievable. The goal should be to provide the best service possible for the funding entrusted to the board of trustees to do so. Trustee Warchola feels new hires would be accepting of a part time status.

Trustee Costello said he has had conversation with some of the current new hires and was informed many are not aware of all the operations and several agree they are not being trained on a regular basis nor receiving the necessary support with their training. Captain Noftz responded that many of the new hires don't bring the necessary supplies and materials for training. Trustee Warchola said the internet and WiFi issues are in the process of being resolved and anticipates the issue being completely rectified within a couple days and should not be an issue with training. Captain Noftz confirmed at least five of the new hires have completed the requirements. Assistant Chief Holzman believes it will be difficult to assign staff to specific hours, as many hold full time jobs elsewhere. Trustee Bowers said there are other departments with personnel that work full time

jobs with various schedules and the employee commits to particular days/hours for the secondary fire department.

Captain Savetski reiterated that he was present this evening not in regards to staffing but to discuss officer positions and requested the Board express what the department has to do to get the additional promoted officers they are asking for. Trustee Bowers responded asking again, for Captain Savetski to explain how promoting within the department will make a difference in performance? Captain Savetski stated it may be beneficial and believes providing a job description and list of responsibilities/duties is essential as well. Assistant Chief Holzman informed there are staff that are currently accepting the responsibilities without being compensated. Trustee Bowers clarified they have the ability to assign the tasks where help is needed now and they are doing so, inquiring again what would change? Chief Hall said they have the choice to refuse to do the extra workload.

Chief Hall said if two officers are granted, he would like one lieutenant and one safety officer. Captain Savetski interjected saying he would like to know what needs to happen in order to promote the remaining officers.

Trustee Warchola instructed the current officers to provide the Board a list of three lieutenants and one safety officer they wish to promote/hire and the reasons why this is the best choice and what the choice is based upon. Chief Hall said he would like all hires to be crossed trained. Trustee Bowers asked Chief Hall the process in which new members are introduced to the department and the "on board" procedure. Chief Hall said every new hire is assigned a preceptor that he doesn't physically interact with the new hires. Captain Noftz said day one of new hire, he starts by introducing to the crew, review the department expectations and the new hire expectation of the department and review the training book and start working with the person to start checking items off the list. He said the number of times each skill/task is completed prior to being signed off on varies by the preceptor and imagines it depends on the level of experience of the hire. Captain Noftz confirmed not all preceptors train the same way and there is no set protocol for exact training.

Chief Hall said in order to be fair, he feels the positions should be posted again and a test be administered in order to make an informed decision. Chief Hall confirmed he would like one additional officer with strong EMS skills and two with strong firefighter skills. Trustee Bowers said she believes budget will play a factor in and structure/restructure. She requested the officers keep an open mind as to what is best to serve the residents.

Mr. Thorne said the Board needs to determine the structure of the department and then advertise for the said positions. The Board instructed Chief Hall to post the advertisement for the officers both internally and publically. Trustee Bowers requests the department remain open minded about promoting/hiring outside the department instead of just from within because the Board is sensing the department does not have an interest in outside help. She stated the goal of the township must be to provide the most effective and efficient delivery of service as possible with all departments in the township collaborating. Mr. Thorne said there is nothing illegal about having part-time staff supplemented by volunteer staff. Trustee Bowers said with the new facility, we can require staff to work certain hours. Mr. Thorne said the Board has the authority to set the department as mandatory and without a commitment to work, they can be a volunteer and be paid the minimal amount. Mr. Thorne confirmed by law part-time staff will be held to different standards than volunteers. The law in Ohio states you are either a part-time employee with a wage or you are a volunteer and if you are a volunteer you cannot be paid more than 20% of that wage and if the township violates the law, the township will be fined. Lieutenant Winters stated if this is not a volunteer department then there are a lot of people that can be terminated. Trustee Bowers said the Chief has the authority to do so. Captain Savetski expressed concern the nightly stipend will not be offered.

Trustee Warchola requested at the December 16th meeting discuss the structure with the Chief and Assistant Chief. Trustee Warchola requested meeting with the officers on December 9th at 4:00 p.m. to learn the department's wishes in the promoting and restructuring of the department.

The Board of Trustees scheduled a special meeting on November 25th at 8:30 a.m.

8:49 p.m. Trustee Bowers made a motion to recess into executive session pursuant to 121.22G1 for the purposes of discussing personnel discipline.

Roll call vote: Bowers-yes, Warchola-yes, Costello-yes.

9:29 p.m. Trustee Warchola moved to reconvene the special construction meeting

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

Trustee Costello stated he received a call from Medina City Police Chief, Ed Kinney concerning the restructuring of the county 911 system and the townships input. Trustee Costello was informed if the county is awarded the MARX grant there will be no more “dead zones” within the township. The Board agrees if the grant is awarded to go with Medina City. If the grant is not awarded, they will review the number of calls and stay with the provider of the higher number of calls. Trustee Bowers said the Chief verified the new radios are MARX.

Meeting adjourned at 9:37 p.m.

Approved: _____

Martin Warchola, Trustee

Lynda Bowers, Trustee

Michael Costello, Trustee

Shirley Bailey, Fiscal Officer

Resolutions & Motions

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