

**TWIN TOWNSHIP TRUSTEES
2021 ORGANIZATIONAL MEETING
JANUARY 11, 2021
MINUTES**

The Twin Township Trustees 2021 organizational meeting was called to order at 6:00 p.m. Due to the pandemic, this was a virtual meeting via Zoom.

Roll call: present were Township Officials Trustees Michael Whitt, Michael Darbyshire, Fiscal Officer William Jones. Trustee Bryan Bethel was absent. Also present was Fire Chief Marty Johnson.

Fiscal Officer William Jones assumed duties as President Pro-Temp and called for nominations for President. Mr. Darbyshire nominated Mr. Whitt. There were no other nominations. Motion was made by Mr. Darbyshire and seconded by Mr. Whitt to close nominations. All voted yes. Motion to close nominations passed.

All voted in favor of Mr. Whitt as president for 2021. Based on above voting, Mr. Whitt was declared Twin Township Trustee President for 2021 and, at that point, assumed duties of running the rest of the meeting.

Mr. Whitt asked for nominations for Vice-President. Mr. Whitt nominated Mr. Darbyshire. Motion was made by Mr. Darbyshire and seconded by Mr. Whitt to close nominations. All voted yes. Motion to close nominations passed.

All voted for Mr. Darbyshire. Based on above voting, Mr. Darbyshire was declared Twin Township Trustee Vice-President for 2021.

Reading of the minutes of the previous meeting was waived. **Motion** made by Mr. Darbyshire and seconded by Mr. Whitt to approve minutes of the previous meeting as presented. All voted yes. Motion passed.

The regular monthly meeting of the Twin Township Trustees began. **Motion** by Mr. Darbyshire and second by Mr. Whitt to approve resolutions 2021-01-11-01 through 2021-01-11-07. All voted yes. Motion passed.

RESOLUTION 2021-01-11-01

**SET DAY AND TIME FOR REGULAR MEETINGS FOR THE YEAR AS
SECOND MONDAY OF EACH MONTH BEGINNING AT 6:00 P.M. AT
THE TWIN TOWNSHIP TRUSTEE OFFICE AT 11474 KERAN STREET,
BOURNEVILLE, OHIO**

RESOLUTION 2021-01-11-02

**SET MILEAGE RE-IMBURSEMENT RATE FOR OUT-OF TOWNSHIP
BUSINESS FOR PUBLIC OFFICIALS, EMPLOYEES AND APPROVED
VOLUNTEERS AT THE CURRENT I.R.S. RATE**

RESOLUTION 2021-01-11-03
SET METHOD USED TO NOTIFY PUBLIC OF CHANGE IN MEETING
TIMES AND/OR DATES BY POST OF PUBLIC NOTICE ON DOOR OF
TOWNSHIP GARAGE

RESOLUTION 2021-01-11-04
TO JOIN STATE AND LOCAL TOWNSHIP ASSOCIATION AND PAY
DUES

RESOLUTION 2021-01-11-05
TO JOIN ROSS COUNTY ENGINEERS DRUG TESTING AND CDL
PROGRAM.

RESOLUTION 2021-01-11-06
THAT FISCAL OFFICER BE GRANTED PERMISSION TO MAKE
SUPPLEMENTAL INCREASES/DECREASES TO APPROPRIATIONS
AND INTER/INTRA-FUND TRANSFERS AND/OR ADVANCES AS
NEEDED TO PAY BILLS, WITH FORMAL APPROVAL TO FOLLOW
AT NEXT TRUSTEES' MEETING

RESOLUTION 2021-01-11-07
TO APPLY FOR COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATIONS AND ISSUE I GRANTS DURING THE YEAR AS THEY
MAY BECOME AVAILABLE.

FINANCIAL

RESOLUTION 2021-01-11-8:
MOTION BY MR. DARBYSHIRE AND SECOND BY MR. WHITT TO APPROVE THE ITEMS
LISTED BELOW:

- A. PAY BILLS AS PRESENTED
- B. APPROVE SUPPLEMENTAL APPROPRIATIONS AS PRESENTED
- C. APPROVE PURCHASE ORDERS AND BLANKET CERTIFICATES AS
PRESENTED

ALL VOTED YES. MOTION PASSED.

PUBLIC PARTICIPATION:

NONE

CORRESPONDENCE:

Mr. Whitt reported:

- paving projects for 2021 will be reviewed and approved at the regular February, 2021 meeting
- Dylan Dotson is still interested in bidding on a contract to mow the cemetery for 2021. A bid document will be reviewed at the next meeting.

Mr. Darbyshire reported:

- 3 street lights are out in Bourneville and he has reported it to AEP Electric.

- Clayton Mills sub-division residents are asking if street lights can be added. He will check with AEP as to procedure.
- Employment posters are to be posted in township buildings as per ORC. The Fiscal Officer said they were on the bulletin board at the township office located in the road garage.
- Harrassment mitigation and diversity training should be made available for workers and volunteers. The Fiscal Officer will check the OTARMA website to see what is available.
- The meeting with Ross County Engineer concerning the sewer pipe installation on Kerr Hill is scheduled for January 12, 2021.

FIRE CHIEF REPORT:

Fire Chief Marty Johnson reported:

- Permission to apply for Marcs Radio grant in amount of \$1,080, equipment grant for up to \$15,000 and Forestry grant for up to \$10,000. Forestry grant requires 50/50 match, the others do not. Motion to approve by Mr. Darbyshire, second by Mr. Whitt. All voted yes. Motion passed.
- A resolution is needed to move forward with the “soft” billing program for motor vehicle accidents through the Fire Recovery Company. The Fire Chief will get the details needed to the Fiscal Officer as to how to word the resolution. Motion to approve by Mr. Darbyshire, second by Mr. Whitt. All voted yes. Motion passed.
- Joe Alexander has resigned as Assistant Fire Chief, but plans to remain as a Fire Department member.
- Some inactive members have turn-out gear and other items assigned to them that could be used by current new active members. The Trustees directed the Fiscal Officer to contact the Ross County Prosecutor to advise best method to have inactive members return township equipment assigned to them, such as turn-out gear, radios and pagers.

OLD BUSINESS:

A bid from Accurate HVAC Company was reviewed to provide zoning for the system at the fire house at a cost of \$6,500 which includes the replacement of damaged or missing ductwork. Motion to approve by Mr. Darbyshire, second by Mr. Whitt. All voted yes. Motion passed.

NEW BUSINESS:

Discussion was held regarding the election of officers for the Twin Township Fire and EMS Department. Mr. Darbyshire said that with the problems of the current pandemic, he is proposing a method of using the mail for nomination and election of officers. He is requesting a special meeting be held January 18, 2021, beginning at 6:00 p.m., to discuss and vote on the process. Motion to approve by Mr. Darbyshire, second by Mr. Whitt. All voted yes. Motion passed.

RESOLUTION 2021-01-11-10: Motion by Mr. Darbyshire and second by Mr. Whitt to approve changes to the employees manual which creates two new classifications of part time employees. All voted yes. Motion passed.

RESOLUTION 2021-01-11-11: Motion by Mr. Whitt and second by Mr. Darbyshire to appoint Jerry Williamson, Jr. to the job classification of regular part-time. Rate of pay will be \$14.00 per hour starting January 9, 2021. This position also shall include a \$25.00 stipend per month for personal cell phone reimbursement that is used for township business. All voted yes. Motion passed.

Motion by Mr. Darbyshire and second by Mr. Whitt to enter into Executive Session for the purpose of discussion of personnel issues. All voted yes. Motion passed. Executive Session began at 7:25 and ended at 7:43 p.m.

MOTION MADE BY MR. DARBYSHIRE AND SECONDED BY MR. WHITT TO ADJOURN AT 7:44 P.M. ALL VOTED YES. MEETING ADJOURNED.

APPROVAL OF MINUTES OF 2021 ORGANIZATIONAL and MONTHLY MEETING:

Michael W. Whitt

Michael Whitt, President

James M. Darbyshire

James M. Darbyshire, Vice-President

Bryan Bethel

Bryan Bethel, Trustee