

**RECORD OF PROCEEDINGS**

Minutes of \_\_\_\_\_

Meeting \_\_\_\_\_

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held \_\_\_\_\_

**Springfield Township Trustees**

**Date May 22, 2018**

**Regular Meeting**

**Meeting called to order by James Scoby, Board President Beginning 6:00 PM with the Pledge of Allegiance**

**Board Members Roll Call**

Trustee Tm Foley Present

Trustee Jim Scoby Present

Trustee John Roeder Present

Fiscal Officer Michael Hively Present

**Employee / Visitors in Attendance**

**Employees:** Kyle McKinnon, Dave Fairbanks

**Visitors:** Diana Daniels, Judy Sheridan, David Noble, R, Dean Wells, Billy Saunders, Aliya Saunders, Alexis Saunders

**APPROVAL OF PREVIOUS MINUTES Regular Session Dated May 8, 2018 and Special Meeting May 15, 2018**

Motion to approve by Mr. Roeder

Second by Mr. Foley

Discussion None

Roll Call

Mr. Foley Yes

Jim Scoby Yes

Mr. Roeder Yes

**Departmental Reports**

**Road Department**

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**Cemetery**

No Report

**Fiscal Officer**

**Mr. Hively** gave an update on the right-a-way vacation on Geron Dr. The County Prosecutor reported the Trustees resolution has been filed with the County Commissioners and the process will move forward through the County.

Also reported a request was received from the Liquor Control Board for a license renewal for Aziz Grocery asking if the Trustees want to hold a public hearing.

Mr. Foley made a motion to not hold a hearing

Second by Mr. Roeder

Discussion None

Roll Call

Mr. Foley Yes                      Jim Scoby Yes                      Mr. Roeder Yes

Mr. Hively asked if the Trustees had any question about the financials. There were no questions.

Mr. Foley made a motion for receipt of the appropriation status, fund status, and revenue summary.

Second by Mr. Roeder

Discussion None

Roll Call

Mr. Foley Yes                      Jim Scoby Yes                      Mr. Roeder Yes

**Old Business**

None

**New Business**

**Mr. Roeder** stated that he has two proposals to hire a contractor to mow the grass at the Administration Building and the two Fire Stations since the Road Department does not have the staff to keep up with the mowing. Mr. Scoby and Mr. Foley agreed with hiring a contractor to mow the properties.

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Mr. Roeder made a motion to hire McKinnon's Landscaping to mow the Administration Building option 2, Garden Acres and Rockway Fire Stations.

Second by Mr. Roeder

Discussion None

Roll Call

Mr. Foley Yes

Jim Scoby Yes

Mr. Roeder Yes

Mr. Roeder also opened a discussion about the salary grades for the Road Department non-exempt employees. He stated the Township has no policy addressing pay grades and presented an article to the Trustees about how to establish pay grades and the importance of having pay grades. By having pay grades we are consistent in hiring at a set starting salary and the employee then knows what is expected to advance to the next grade following performance reviews.

**Resolutions**

**Resolution: 2018-068**

BE IT FURTHER RESOLVED by the Township Trustees to approve hiring William C. Saunders as Road Department Superintendent at a fix salary of \$2,000.00 by-weekly effective pay period beginning June 4, 2018

Motion to approve by Mr. Roeder

Second by Mr. Foley

Discussion None

Roll Call

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**Resolution: 2018-069**

BE IT FURTHER RESOLVED by the Township Trustees to approve the attached pay grades and pay grade policy for non-exempt full time Road Department Employees effective beginning pay period beginning June 4, 2018.

Road Department Non-Exempt Full Time Pay Grade Policy

Springfield Township Road Department Pay Grade Levels are as follows:

Entry Level I \$15.75

Level II \$17.50

Level III \$18.25

Level IV \$19.00

An Introductory Non- Exempt Road Department Employee will begin at Entry Level I pay grade.

In order to advance to the next level pay grade an employee must have completed 12 months of continuous service in their current pay grade. The Road Department Superintendent will conduct an employee performance review documenting performance in the following categories:

Satisfactory CDL Abstract

YTD Sick Time Hours taken

Follows proper safety policy

Percentage of times accepting after hours call outs

Number of times late to work

Operation and proficiency of Road Department equipment

Knowledge of cemetery work

Team Work

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Second by Mr. Foley

Discussion None

Roll Call

Mr. Foley Yes

Jim Scoby Yes

Mr. Roeder Yes

**Resolution: 2018-070**

BE IT FURTHER RESOLVED by the Township Trustees to approve increasing James Neal's Medic hourly rate to level II rate of \$19.00 per hour per the Medic pay policy effective pay period beginning May 7, 2018.

Motion to approve by Mr. Roeder

Second by Mr. Foley

Discussion None

Roll Call

Mr. Foley Yes

Jim Scoby Yes

Mr. Roeder Yes

**Resolution: 2018-071**

BE IT FURTHER RESOLVED by the Township Trustees to approve entering and executive session to discuss salary grade for Road Department Employees and to discuss Road Department staffing.

Motion to approve by Mr. Roeder

Second by Mr. Foley

Discussion None

Roll Call

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**Recognition of Special Guests**

**Open to the Public**

**Closing Remarks by Trustees and Fiscal Officer**

**None**

**Next Meeting**

**June 12, 2018**

Motion to by Mr. Roeder to go into executive session to discuss salary grades for Road Department Employees and to discuss Road Department staffing.

Second by Mr. Foley

Discussion None

Roll Call

Mr. Foley Yes                      Jim Scoby Yes                      Mr. Roeder Yes

Motion to by Mr. Foley to return to the regular session

Second by Mr. Roeder

Discussion None

Roll Call

Mr. Foley Yes                      Jim Scoby Yes                      Mr. Roeder Yes

Motion to by Mr. Foley to hire Jerry Lester as a full time Road Department employee at pay grade Level 1

Second by Mr. Roeder

Discussion None

Roll Call

Mr. Foley Yes                      Jim Scoby Yes                      Mr. Roeder Yes

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**Resolution: 2018-072**

BE IT FURTHER RESOLVED by the Township Trustees to approve increasing the hourly pay for the following Road Department Employees effective pay period beginning June 4, 2018:

Marc Storm                      18.25 per hour

Richard Allender              18.25 per hour

Dan Hess                        17.50 per hour

Karlene Johnson               17.50 per hour

Motion to approve by Mr. Roeder

Second by Mr. Foley

Discussion None

Roll Call

Mr. Foley Yes                      Jim Scoby Yes                      Mr. Roeder Yes

Motion to adjourn Mr. Roeder

Second by Mr. Foley

Discussion None

Roll Call

Mr. Foley Yes                      Jim Scoby Yes                      Mr. Roeder Yes

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**Board Certified**

  
\_\_\_\_\_

**Tim Foley, Trustee**

  
\_\_\_\_\_

**Jim Scoby, Trustee**

\_\_\_\_\_

**John Roeder, Trustee**

  
\_\_\_\_\_

**Michael Hively, Fiscal Officer**