

# COPLEY TOWNSHIP BOARD OF TRUSTEE REGULAR MEETING

MONDAY, FEBRUARY 12, 2007

President Dale Panovich convened the regular meeting of the Copley Township Board of Trustees at 8:00 p.m. on Monday, February 12, 2007.

## PLEDGE OF ALLEGIANCE

## WELCOME GUESTS

## APPROVAL OF MINUTES

Fiscal Officer requested approval of the minutes from the Special Meeting held January 22, 2007. Motion by Trustee Panovich; second by Trustee Humphrys; all voting aye.

Fiscal Officer requested approval of the minutes from the Regular Meeting held January 22, 2007. Motion by Trustee Humphrys; second by Trustee Dressler; all voting aye.

Fiscal Officer requested approval of the minutes from the Special Meeting held January 30, 2007. Motion by Trustee Panovich; second by Trustee Humphrys; all voting aye.

## FISCAL OFFICER'S REPORT

1. Requested approval to request amendment to the 2007 Official Certificate of Estimated Resources as follows:
  - Add \$3,500.00 to Special Revenue Fund #2904-EMS Training Grant to reflect the receipt of grant funds from previous meeting.
  - Add Special Revenue Fund #4903-Summit County Emergency Management Agency and amend the certificate to reflect the anticipated receipt of grant funds in the amount of \$125,000.00 for the county wide 800 MHz radio system.  
Motion: Trustee Panovich  
Second: Trustee Dressler  
Voting: all voting aye
2. Requested approval of Resolution 2007-04 to amend the 2007 Temporary Appropriations to include \$3,500.00 for Fund # 2904 and \$125,000.00 for Fund #4903.  
Motion: Trustee Humphrys  
Second: Trustee Dressler  
Voting: all voting aye
3. Requested approval to repay the advance from the General Fund to Fund #2903-Lifeline in the amount of \$5,148.00 representing reimbursement received from the county for expenses incurred from April-June 2006 in the amount of \$2,871.00 and for expenses paid by the General Fund for July-September 2006 in the amount of \$2,277.00  
Motion: Trustee Humphrys  
Second: Trustee Dressler  
Voting: all voting aye
4. At BOT Meeting on January 30, 2007, the Trustees approved Purchase Orders to Motorola totaling \$419,084.80 and to B&C Communications in the amount of \$31,056.30 for a total for the entire project of \$450,141.10. Some last minute changes were made in the required breakdown of Purchase Orders. A Purchase Order was issued to Motorola in the amount of \$381,119.50 - less than previously approved. The remaining amount of \$69,021.60 will be payable to multiple vendors. Requested a Blanket Certificate in the amount of \$69,021.60 for the programming, installation and possible contingencies associated with the 800 MHz radios project.  
Motion: Trustee Panovich  
Second: Trustee Humphrys  
Voting: all voting aye
5. Received renewals for Medical/Hospitalization Insurance and Life Insurance from Anthem Blue Cross/ Blue Shield. The renewal rate for the medical insurance is

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6.97% representing an increase of approximately \$3,241.44 per month. The Life Insurance renewal rate is \$.02 per \$1000.00 of insurance representing an increase of approximately \$ 56.00 per month. Both renewals decreased after Associated Underwriters negotiated with Anthem. Requested approval to authorize the renewal of both policies effective March 1, 2007.

Motion: Trustee Humphrys

Second: Trustee Panovich

Voting: all voting aye

6. Received real estate tax bill for the first half of 2006 on the Stony Hill Fire Station property in the amount of \$16,407.09. Contacted Barb Kyvig in the Fiscal Office of Summit County for clarification as the property is under consideration for exempt status. The letter accompanying the invoice states that the amount due needs to be paid now and a refund would be issued once the exempt filing was approved. Ms. Kyvig, however, said that the invoices were sent to those properties eligible for exemption so that in case the exemption was denied, the property owner would realize the amount owed. As the property in question is a fire station and the exemption is fairly secure, payment would not need to be made at this time. The amount on the bill for assessments on the property in the amount of \$70.67 needs to be paid, but the tax itself would not. The property will appear as delinquent on the county's records but after the exemption is approved, all such delinquencies will be removed.

Options:

- Pay the bill; invoice Bath Twp. for half; wait for the refund and disburse half to Bath and half to Copley
- Pay the bill; don't invoice Bath; wait for the refund and credit entire amount
- Pay only the amount for assessments on the property; wait for the exemption and have the property appear delinquent on the tax records for the interim

Trustees opted to pay the entire bill and to wait until the exemption status is decided before invoicing Bath Township.

Motion: Trustee Panovich

Second: Trustee Humphrys

Voting: all voting aye

7. Received notice form the Ohio Division of Liquor Control that a new license has been requested by Nick and Gab, Inc. dba David B's Grille & Pub at 3900 Medina Road, Suite J in Copley Township. Trustees did not request a hearing.
8. Requested approval to issue checks for longevity to part-paid firefighters for 2006 service at a rate of \$35.00 per year of service for a total amount paid of \$6,755.00.

Motion: Trustee Panovich

Second: Trustee Humphrys

Voting: all voting aye

9. Received request from Department Heads for Trustees to consider a township credit card. Situations have come up where vendors won't accept a purchase order and employees need to use their own cards to purchase or employees are traveling for training and need to use own cards. Today, the Fire Department requested food while working a fire – no way to pay for it other than using Shislors or a personal credit card. Same precautions would be taken as other township cards:

- Maintained in the Fiscal Office with sign-out procedure
- Only authorized users with valid Purchase Order.
- Minimal credit limit - \$500 or less to start

Trustees requested Fiscal Officer to review the sample policy issued by the State Auditor's Office, adapt it to meet our needs and present a policy for credit cards at a future meeting for consideration.

10. Requested Executive Session to discuss compensation of personnel in the Service and Zoning Departments.

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## ADMINISTRATOR'S REPORT

1. Recommended approval to amend the Copley Township Personnel Policy Manual, Section 503-Holidays as previously posted from December 29, 2006 through February 12, 2007 to allow for holiday pay for part-time firefighters.  
Motion: Trustee Humphrys  
Second: Trustee Panovich  
Voting: all voting aye
2. Recommended approval to amend the Copley Township Personnel Policy Manual, Section 506-Benefit Equalization as previously posted from December 29, 2006 through February 12, 2007 to allow for incentive pay for part-time firefighters.  
Motion: Trustee Humphrys  
Second: Trustee Panovich  
Voting: all voting aye
3. Recommended amending the 2007 Salary Ordinance to include incentive pay for part-time firefighters as submitted.  
Motion: Trustee Humphrys  
Second: Trustee Panovich  
Voting: all voting aye
4. Requested Blanket Certificate for newspaper advertising of position available for Fire Chief to run in the Cleveland Plain Dealer, Akron Beacon Journal and the Ohio Fire Chiefs Association website and publication in an amount not to exceed \$4,000.00.  
Motion: Trustee Panovich  
Second: Trustee Humphrys  
Voting: all voting aye
5. Recommended renewal of Law Enforcement Liability Policy for 2007 with an annual premium of \$13,541.00. The premium is a significant reduction from last year due to the efforts of the Police Chief and the entire department.  
Motion: Trustee Panovich  
Second: Trustee Humphrys  
Voting: all voting aye
6. Announced the closing of township offices on Monday, February 19, 2007 because of the President's Day holiday
7. Classes have been scheduled the week of February 12, 2007 for the entire township staff for training on a drug-free workplace.

## DEPARTMENT BUSINESS

### Fire Department – Chief Chambers

1. Requested approval to accept the resignation of Jimmy Swain effective immediately.  
Motion: Trustee Panovich  
Second: Trustee Humphrys  
Voting: all voting aye
2. Recommended extending a conditional offer of employment to Matthew Beck, Scott Valant, Brian Abbot, Calvin Davis and Craig Potter as contractual, firefighter/medic, on-call members of the Copley Fire Department pending completion of required employment testing.  
Motion: Trustee Panovich  
Second: Trustee Humphrys  
Voting: all voting aye
3. Requested permission to accept a donation from Chambrel in the amount of \$1,400.00.  
Motion: Trustee Humphrys  
Second: Trustee Panovich  
Voting: all voting aye

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4. Submitted report from Fire Inspector outlining his activities for the month of January

**Police Department – Chief Mier**

1. Requested permission for Officers Dunleavy and Kaschner to attend a Criminal Patrol Training Course at Cuyahoga County Community College in Warrenville Heights, Ohio on February 26-27, 2007 at a cost of \$250.00 per person.  
Motion: Trustee Panovich  
Second: Trustee Humphrys  
Voting: all voting aye
2. Requested permission to send Marcie Mason to a “Mindfulness, Mind-Body Awareness Techniques” training course on February 28, 2007 in Canton, Ohio at a cost of \$169.00.  
Motion: Trustee Humphrys  
Second: Trustee Panovich  
Voting: all voting aye
3. Requested permission to accept a donation from Chambrel in the amount of \$1,400.00  
Motion: Trustee Panovich  
Second: Trustee Dressler  
Voting: all voting aye
4. Fiscal Officer requested approval for Sergeant Luke Marchmon to cash out 40 hours of vacation; needs Board approval as Sgt. Marchmon has already cashed out 40 hours of vacation this year.  
Motion: Trustee Panovich  
Second: Trustee Humphrys  
Voting: all voting aye
5. Fiscal Officer requested approval for David Moore to cash out 120 hours of vacation.  
Motion: Trustee Dressler  
Second: Trustee Panovich  
Voting: all voting aye
6. Fiscal Officer requested approval for Sergeant James Kiehl to carry over 26.5 hours of vacation to his 2007 anniversary year.  
Motion: Trustee Panovich  
Second: Trustee Dressler  
Voting: all voting aye
7. Chief Mier requested Executive Session to discuss the hiring of personnel.

**Service Department – Service Director Mitchell**

1. Requested approval to purchase a straight snowplow to outfit the new 2008 Ford F250 pick-up truck.  
Motion: Trustee Panovich  
Second: Trustee Dressler  
Voting: all voting aye
2. Requested approval for the following employees to carry over vacation hours to the next anniversary year:  
Doug Miller                      229.31 hours  
Brenda Gemind                    16.9 hours  
Clair Vandegrift                151.70 hours after a cash out of 120 hours of vacation  
Motion: Trustee Panovich  
Second: Trustee Humphrys  
Voting: all voting aye
3. Requested Board of Trustees to prepare a resolution filing for an application to the Summit/Akron Solid Waste Management Authority for a Community

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Recycling Access Grant to assist in implementing and supporting new and existing recycle programs.

Motion: Trustee Panovich

Second: Trustee Dressler

Voting: all voting aye

- 4. Presented monthly report
- 5. Presented sample for Trustee input of Copley Township flag with new logo and color scheme. Single sided flag would cost approximately \$66.00 while a double-sided flag would be about \$120.00.
- 6. Presented status of cemetery with regards to availability of lots and space asking Trustees to consider the future direction of the cemetery. At the current rate, the cemetery would be full in approximately 11 years; could consider re-surveying the property to accommodate more lots or offering to buy back leased lots at market value.

**Zoning Department – Zoning Inspector Ferencz**

- 1. Submitted permit report
- 2. Requested approval to waive all fees related to zoning applications and legal notices for the Copley Fairlawn High School additions.

Motion: Trustee Humphrys

Second: Trustee Panovich

Voting: Trustee Humphrys and Panovich – aye; Trustee Dressler abstain

- 3. Fiscal Officer requested approval for Sue Schultz to carry over 1.9 hours of vacation to her next anniversary year.

Motion: Trustee Panovich

Second: Trustee Humphrys

Voting: all voting aye

**OLD BUSINESS**

None

**CORRESPONDENCE**

None

**NEW BUSINESS**

None

**BUSINESS FROM THE FLOOR**

None

**FUTURE MEETING DATES**

Monday, February 19, 2007	Historical Society Mtg.	7:00 pm
Tuesday, February 20, 2007	Heritage Days Mtg.	7:00 pm
Monday, February 26, 2007	BOT	8:00 pm
Wednesday, February 28, 2007	BZA	6:00 pm

Trustee Humphrys made a motion to adjourn to Executive Session following a three-minute recess; second by Trustee Dressler. Roll-call vote: Trustee Panovich – yes, Trustee Humphrys – yes, Trustee Dressler – yes.

The regular meeting was reconvened at 10:15 pm with no action taken.

**ADJOURNMENT**

Trustee Panovich made a motion to adjourn at 10:15pm; second by Trustee Dressler, all voting aye.

**APPROVED BY:**

**RESPECTFULLY SUBMITTED:**

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Dale A. Panovich, President

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Janice L. Marshall, Fiscal Office

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