

COVENTRY TOWNSHIP BOARD OF TRUSTEES
Regular Meeting of January 8, 2009

The Coventry Township Board of Trustees met in regular session on Thursday, January 8, 2009 at 7:33 p.m. at the Coventry Township Town Hall.

Fiscal Officer Joni Murgatroyd called the meeting to order, and recorded the following Trustees present: Dave Bulgrin, yes; Brenda Patterson, yes; and Bob Wilson, yes. All Trustees were recorded present.

The Pledge of Allegiance to the Flag was recited by those present.

Fiscal Officer Joni Murgatroyd stated that this is the first meeting of 2009 and asked the Board for a nomination for Chairperson and Vice Chairperson for the Board of Trustees for 2009:

Brenda Patterson nominated Bob Wilson for Chairperson.

Bob Wilson nominated Brenda Patterson for Vice Chairperson.

090108-01 Brenda Patterson made a motion that Bob Wilson be appointed to Chairperson of the Board of Trustees for 2009. Dave Bulgrin seconded the motion. Roll call: Dave Bulgrin, yes; Brenda Patterson, yes; and Bob Wilson, yes. Motion carried 3-0.

090108-02 Bob Wilson made a motion that Brenda Patterson be appointed to Vice Chairperson of the Board of Trustees for 2009. Dave Bulgrin seconded the motion. Roll call: Dave Bulgrin, yes; Brenda Patterson, yes; and Bob Wilson, yes. Motion carried 3-0.

Fiscal Officer Joni Murgatroyd turned the meeting over to Bob Wilson.

Approval of Minutes

090108-03 Dave Bulgrin made a motion to approve and dispense with the reading of the minutes of the regular meeting of December 11, 2008, and the special meeting of December 19, 2008. Brenda Patterson seconded the motion. Roll call: Dave Bulgrin, yes; Brenda Patterson, yes; and Bob Wilson, yes. Motion carried 3-0.

New Business:

Juvenile Diversion Program

Bob Wilson announced that we have received the bill from the Summit County Sheriff's Office for the 2009 Juvenile Diversion Program in the amount of \$10,000.00. He explained that before we make a motion this, he wanted to move on to the next order of business and then take that back under consideration.

Modification of Job Duties and Title of Fire Chief David Calderone

Bob Wilson explained that we are looking at a modification of job duties and titling of our Fire Chief David Calderone. The motion will be to modify the job duties and title of current Fire Chief David Calderone to Fire Chief/Township Services Director effective Monday, January 12, 2009. The expanded duties will be performed at his current compensation level and pursuant to the job description and organizational resolution chart provided as part of this resolution.

Bob Wilson asked Joni Murgatroyd about a note that she had with regard to questions.

Joni Murgatroyd stated that she already clarified this with him.

Bob Wilson stated, ok, good, so we've got that handled and stated that he thinks

everyone has had a chance to review that and understands where we are going here.

090108-04 Brenda Patterson made a motion to modify the job duties and title of current Fire Chief David Calderone to Fire Chief/Township Services Director effective Monday, January 12, 2009. The expanded duties will be performed at his current compensation level and pursuant to the job description and organizational resolution chart provided as part of this resolution. Dave Bulgrin seconded the motion.

Bob Wilson noted for the record that this is a move to help better organize our chain of command here. We've been operating for about a year without the services of a Township Coordinator. He pointed out that our Fiscal Officer has filled in a lot of those duties and has picked up a lot of the slack in the absence of anybody else doing that, and it has been appreciated. He stated that this will allow us to do that without incurring that salary and we will have a hierarchy that is clarified for us. He stated that he looks forward to the Chief passing on his administrative abilities to other parts of the Township. He stated assuming that he is accepting, he congratulated the Chief on that appointment.

The Chief stated thank you.

Dave Bulgrin stated that he and David came on board at about the same time, and he mentioned that at Christmas time. He feels that he's done an excellent job of turning things around in our Fire Department and it's a department that we can be very proud of. Also, he has that type of personality and background that would be a big help to everyone here at the Township. Along with the Road Department, Maintenance and even the Trustees, we go to him a lot for information. While he's still here, and we still have him, we might as well keep him working.

Bob Wilson stated that another asset right now is that we are facing down our renewal of our three year Sheriff's contract and we look forward to the Chief taking the ball, or the baton if you will, on spearheading that effort. He asked for the roll call.

Roll call: Dave Bulgrin, yes; Brenda Patterson, yes; and Bob Wilson, yes. Motion carried 3-0.

Bob Wilson stated backing up to the Juvenile Diversion Program and in light of David's new job function here, he suggested that the Board table that item and afford David some time to look into that and get his input on it before acting on it. He asked Joni if there was a deadline on that invoice?

Joni Murgatroyd explained that they sent it in November, we held it because it's for 2009, but her only thought was that you may want to consider it with what is pending with the other issues.

Bob Wilson stated that is may be used as a bargaining chip or whatever.

Joni Murgatroyd stated that it's not just that, but it's that we are going to be incurring some big costs and we've given \$10,000 to this program since they established it in 2001. If we have to incur these additional costs, although this was paid from the General Fund, it's something we have to look at because it's going to be difficult getting levies passed going forward, at least in the current economic economy.

Bob Wilson stated that was good input and appreciated by both. He asked if there was any other new business. There was none.

Report by the Fiscal Officer:

Joni Murgatroyd, Fiscal Officer, will ask the Board to approve the following motions:

090108-05 Bob Wilson made a motion to pay all bills and salaries, warrant numbers 54424 to 54548, as certified by Fiscal Officer Joni Murgatroyd, and subject to audit. Dave Bulgrin seconded the motion. Roll call: Dave Bulgrin, yes; Brenda Patterson, yes; and Bob

Wilson, yes. Motion carried 3-0. A listing of the warrants will be made a part of these minutes.

090108-06 Bob Wilson made a motion to amend motion number 081219-05 for the Road/Maintenance Superintendent Retirement Dinner from \$700.00 to \$740.00, which includes two additional employees and the service gratuity for The Harbor Inn. Brenda Patterson seconded the motion. Roll call: Dave Bulgrin, yes; Brenda Patterson, yes; and Bob Wilson, yes. Motion carried 3-0.

Joni Murgatroyd advised the Board that their period to date financial reports are in their meeting packet and it is somewhat expanded. She explained that today she closed the 2008 year. You will have an Annual Financial Report and Payroll Register, showing the year to date salaries for every employee and Official. She announced that she sent in the Notice to Legislative Authority for the KISS OIL liquor license transfer that we would not be requesting a hearing. Everyone was notified of this by email on December 29, 2008. She reported that the County has notified us that they will not be requesting a hearing as well based on our notification. She explained that we are still in the process of the end of the year requirements. She stated that she has met the annual financial requirements and filed it with the Auditor of State earlier in the day. The Annual Financial legal ad will run next week in compliance with the requirements that she has to meet as a Fiscal Officer.

Bob Wilson asked what we have to run that in, is the Suburbanite sufficient?

Joni Murgatroyd stated no, in this case she runs it in the Beacon, just because it is more widespread. It's broader exposure and the Suburbanite is just limited to this area.

Bob Wilson stated that he was just curious.

Joni Murgatroyd went on to state that we are in the process of preparing for our audit. She explained that we get audited by the State, which is a much more stringent audit than an IPA. People think a lot of times when she is asking questions, they don't realize the things that we are under as a Fiscal Officer. It's not just paying bills and posting receipts, it is a lot more involved than that. There are a lot of laws involved. It's not just in the Ohio Revised Code. It's through the Ohio Attorney General's Office, the State Auditor's Office, and the Compliance Supplement's. There are just many, many areas that she has to be aware of in order to ensure compliance to our residents by Township staff and what we are doing. Although there are times that you don't want to ask these questions, you have to ask these questions to meet our fiscal responsibilities. She stated that when she took her oath of office, one of the things she has to do is make sure we are upholding the laws. None of these questions are personal, it's just making sure the monies are safeguarded for the people of this Township. She stated that she wants everyone to be assured that those things are being done. She takes this very seriously and we should be incurring the audit within the next month or two. She also added that we've saved thousands and thousands of dollars over the last twelve years that she's been here in office because she's prepared many of the work papers for those audits. Many times they've been surprised because everything is prepared when they walk in the door. She's even had new auditors ask if we did it for them, and she's said yes, because it saves us an enormous amount of money. She explained that the last time we did it, which is just unheard of, it usually takes four to six weeks and she asked them if they could do it in two weeks. They basically tag-teamed her with three different auditors for two weeks, but it cut our audit costs down considerably. She stated that it's because of the organization of the office, and she couldn't do it without Lori Seeman and Anna Sawhill, her two assistants. They do a phenomenal job for her office and also serving all of the other Township departments. She stated that this is what we are in the process of doing right now, and it's a very busy time for us.

Bob Wilson commented that just like with so many of our other department heads, we have a lot of confidence in the Fiscal Officer, and are appreciative of it.

Reports by Department Heads

David Calderone, Fire Chief, reported that the Fire Department ran 1,484 alarms in 2008, which down by just a few from the previous year. It averages just over 4 emergency runs

per day by the Fire Department. He commented on the change and addition of his job title that there were a lot of problems when he came on in 1989 as Fire Chief and this move is not a move to correct problems, but to find opportunities and maintain efficiencies and effectiveness. He just wanted to make that clear because we talked about the other departments, Highway/Maintenance, Sheriff's Office, Road Department and Fire Department are running along just fine. These are just moves to help coordinate and integrate and improve our effectiveness, our efficiency and our operations. We are heading into times where finances are going to become more important than ever so any way we can become more efficient, well we're going to investigate that.

Bob Wilson thanked him.

Lael Stouffer, Road/Maintenance Superintendent, thanked everyone for welcoming him in his new position as he tries to get settled in. Lori, Anna, Joni and George have all been excellent and great with him. He explained that he's been up there every day and all have lent an ear when he needed it, and Lord knows he is taking advantage of it and just wanted to say he appreciates it. All of the Township trucks are have been running great while they've been out there battling the snow. He stated that we've got some more coming this weekend and that he and the Road crew are ready for it. He stated that he wanted to touch on an email that he sent earlier in the day on a list of possible projects. He stated that Sam Ross called Joni and this is sort of a rush thing, but not too technical for right now, but just a list of possible things. He explained that he picked out a few projects around the Township that would require help from contractors because of the depth of the pouring required, excavation and things like that. Things where if we had any excess money or an influx of stimulus money would help us a lot. He stated that it is still in the works but he is going to be meeting with Sam Ross tomorrow to also discuss if he is able to swing some of that towards re-paving or resurfacing.

Bob Wilson explained that what Lael was referring to is the outlook that there may be some economic stimulus money coming downstream from the County, State and even Federal level. They've asked us to prioritize or bring forward projects that we might be able to use some help with. If any other staff has any other thoughts on that he asked them to forward them to Lael, and we'll get them all coordinated as necessary.

Joni Murgatroyd added that she asked Sam Ross about the Whitefriars Sewer Project and he said that DOES would have to contact us if that would even be included as part of the stimulus package.

George Beckham, Zoning Inspector, reported that there is not a lot going on right now due to the weather and the poor economy, but he has issued four zoning permits already this year. Nuisance complaints are ongoing. He stated that Joni mentioned legal ads, and the Zoning Boards typically ran legal ads in the Beacon Journal but the costs were just exorbitant. It was to the point that he was going to have to raise the application fees for cases between \$50 and \$100 at least, just to cover the Township's cost. He stated that he checked with several adjacent communities and they use The Suburbanite for zoning legal ads. He stated that he feels that it actually works better because it gives a more local audience versus the Beacon Journal which is the bigger audience. The required legal ads for the Zoning Appeals Board and Zoning Commission will now be in the Suburbanite. For Joni's need, the Beacon Journal was probably better. But anyhow, for Zoning he has changed to the Suburbanite so the application fees can stay the same and the only thing that changes is that, because it is a weekly paper, there is not as much leeway as far as the time involved for application deadlines, for him to get the application, and get it in the paper. The cost was incredible, add a zero to what the Suburbanite charges to equal the Beacon Journal. A major savings there because every month he would run a legal ad and over the course of the year it was several thousands of dollars that we were paying for the Beacon Journal. That was in lieu of changing the application fees which people think are too high already. He went on to explain that they did have the Zoning Commission meeting last November with representatives of Summit County Planning Commission. They were here to talk about gathering information for a Township Plan. Trustees Brenda Patterson and Bob Wilson attended as well as a few residents. If anyone is interested, we do have their presentation on CD and a printed version is available if anyone would like to look at it. This meeting was basically to show how you go about developing a Comprehensive Plan. We didn't get into any specific areas in Coventry, it was

just a real basic informational meeting. They also touched on what other communities have paid and it's a significant cost involved if you are going to hire a consultant. Coventry is a little unique because we are pretty much built out, so there are some different ways that we are looking at doing things. Lastly, and one of the various nuisance problems he deals with, you guys are talking about saving millions of dollars, and buying fire trucks, but he gets to announce things like this: there is a major cat problem in several neighborhoods in Coventry Township. If your neighborhood has a cat problem, it's not funny. He stated that he gets calls frequently about cats roaming, not necessarily this time of year, but in the spring and fall. If you feed your cat outside, and this is the biggest problem, people feed their cats and then all of the other neighborhood cats are just having a big field day, and then there are even more cats running rampant. He said even in the neighborhood he lives in they are just everywhere. The problem is too is that people are frustrated because Animal Control will not come and take cats, they'll take a dog, but in order for Summit County Animal Control to take cats you have to trap the cats and then take them there. Animal Control will provide the traps but it's a cumbersome thing, you catch one and there are hundreds of them. He asked residents who feed their cats outside to please make sure they are only feeding their cats and not the whole neighborhoods stray cats. He stated that he has two cats and he's listening to complaints about cats and it's something else. It's important to the public, so you have to watch your cats.

Bob Wilson thanked George for his report and stated that in deference, in making sure we mention that we have two nice quality newspapers out here the Suburbanite and the Southside Leader. We get reported in both of them so maybe we'll spread the wealth around as the occasion permits.

George Beckham stated that we could probably run ads in both of them and it would still be cheaper.

Bob Wilson stated that we get good coverage in both of them and he wanted to recognize everyone. He stated to Joni Murgatroyd that he thought she had something to add.

Joni Murgatroyd reported on a last minute thing that came up earlier in the day as she was getting ready to leave the office. She explained that we were calling Time Warner Cable on another matter, and she had heard some other communities talking about this, but we had not gotten notification yet, so we contacted Chris Thomas at Time Warner Cable. Currently ours is pending, but they are going to be changing the franchise agreements in certain states and the states will be taking those over. Although we passed a resolution, we might have to just do an acknowledgment upholding what we had passed. Further, they are going to discontinue publicizing our meetings on those channels. They will give us thirty days' notice and then if we needed another thirty days, they would consider that. They are currently meeting with New Franklin to determine whether or not New Franklin would maybe consider taking it over, according to what she was advised. She stated that she is not going to speak on their behalf, it will be up to them to announce that. There are some significant costs involved if you would want to take over that channel, upwards beyond \$10,000. Anyhow, as this progresses, we will be notified, but this was kind of a surprise today that we learned of that through another phone call. They sent us some correspondence in error and that's when we learned of it.

Bob Wilson stated that as and adjunct to that we have Mike back here filming tonight and we do have the ability for Mike to host a streaming internet broadcast of our meetings. If we reach that point, whether or not it's going to be on television, some people like to be informed and it is a good service they provide. We can consider bolstering it with a link from our website to the current, most recent meeting. Mike can have it available online for people. The internet is getting broadly available, and that way you don't have to be sitting at home at 6:00 on a Friday night, if it's 11:00 at night and you're surfing the net and you're bored you can pull up our meeting and look at it. He stated he believes the School Board is doing that right now as well.

Reports by Trustees:

Dave Bulgrin commented on the combining of the Road Supervisor and the Fire Department to work together with David as Service Director. He stated that he feels there are

just so many new possibilities. David has a lot of background and Lael is coming on new. It's not that we're going to try to put the Fire Department over the Road Department, nothing like that but, he feels that there are a lot of good things that can happen from that. There are a lot of different meetings and educational things available for Fire and Road that they'll be able to attend. The other thing he wanted to mention. He's been attending the Safety meetings, which was cancelled this past Wednesday, but will be next Wednesday and he's going to take Lael with him this time. He thinks that maybe in the future the Road and Fire Department should attend those meetings. They're for our benefit. Workers' Comp. and all of the other things that come involved. He stated that he's looking forward to a happy new year.

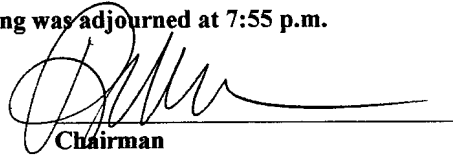
Brenda Patterson thanked the Road Department. She stated that she knows their day begins at 5 a.m. or before, and there have been many days of inclement weather this week. She thanked them again.

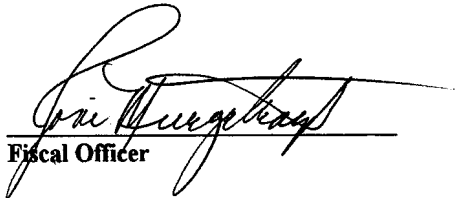
Bob Wilson reminded everyone that the next meeting will be on February 12, 2009, Thursday at 7:30 p.m. at the Coventry Town Hall.

Motion to Adjourn the Meeting

Brenda Patterson made a motion to adjourn the meeting. Dave Bulgrin seconded the motion. Roll call: Dave Bulgrin, yes; Brenda Patterson, yes; and Bob Wilson, yes. Motion carried 3-0.

There being no further business the meeting was adjourned at 7:55 p.m.


Chairman


Fiscal Officer

COVENTRY TOWNSHIP

JOB TITLE: Township Services Director	REPORTS TO: Board of Trustees
DEPARTMENT: Administration	EFFECTIVE DATE: January 12, 2009

JOB SUMMARY: The Township Services Director is responsible for overall efficiency, effectiveness, and coordination of township services provided by the fire department, highway department, the Summit County Sheriff's Department and the maintenance division.

MAJOR TASKS AND DUTIES

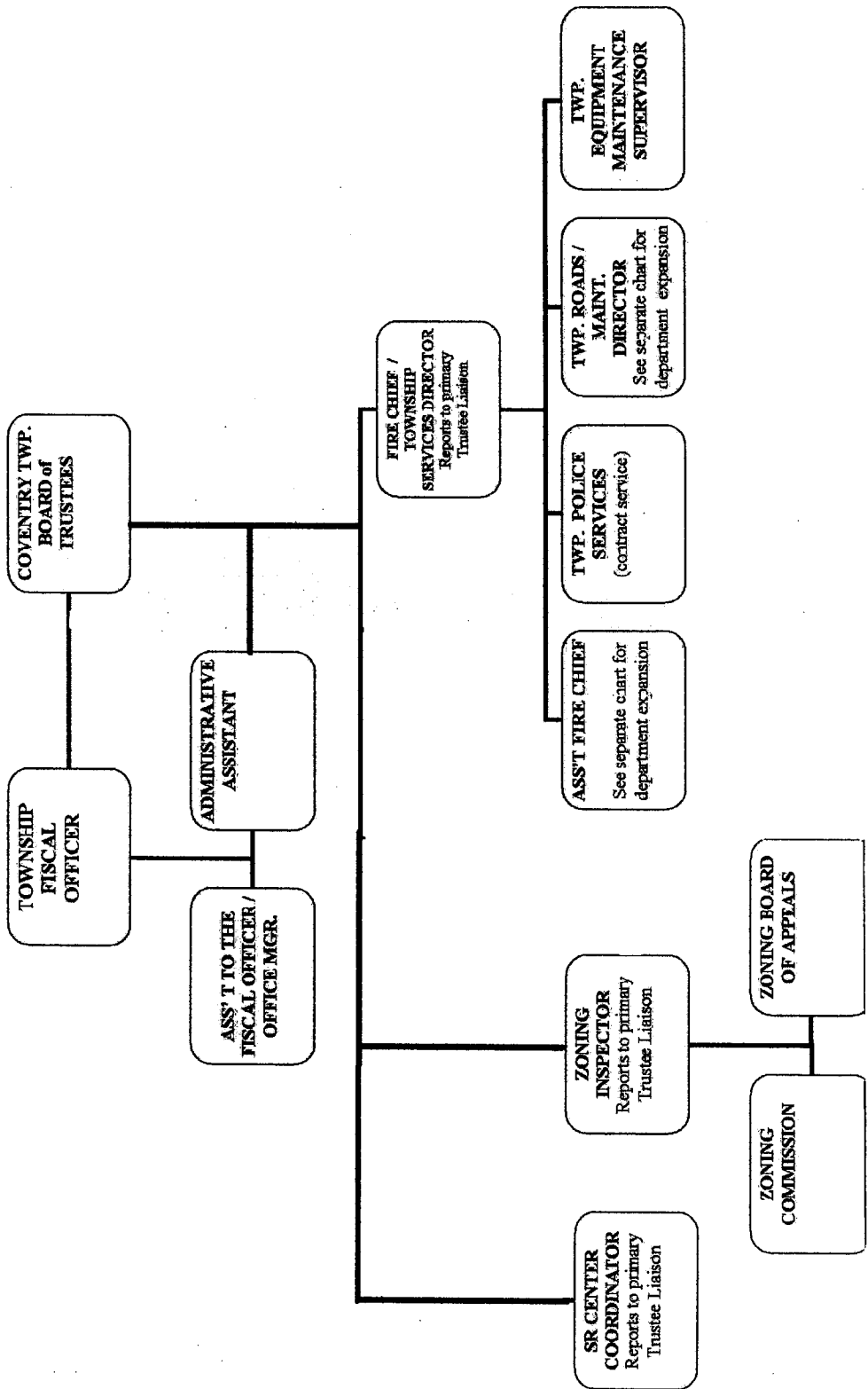
1. Counsel, guide, and lead division and department supervisors in managing their departments to achieve maximum efficiency of township services.
2. Review and refine department supervisor job descriptions as necessary and with Board approval to meet the objectives established herein.
3. Assist the division and department supervisors with the preparation of their township budget in conjunction with the township fiscal officer.
4. Coordinate information and services between divisions and departments.
5. Assist the division and department supervisors with the development of the Township Capital Improvement Plan (TCIP).
6. Assist the division and department supervisors with the development of the Township Continuity of Operations Plan (COOP).
7. Explore opportunities to work with regional governmental entities to develop cooperative methods of improving the effectiveness and efficiency of township services.
8. Negotiates services agreements with the Summit County Sheriff's Department according to Board direction.
9. Negotiates labor agreements according to Board direction.
10. Assist the department heads and division supervisors with planning.
11. Develop and maintain a Township Emergency Operations Plan (TEOP).
12. Assist the department heads with the development of an employee development program.
13. Investigates public complaints against township services.
14. Investigates all accidents involving township property.
15. Investigates all injuries of township employees.
16. Administer projects as assigned by the Board of Trustees.

JOB TITLE: Township Services Director | [Coventry Township]

COVENTRY TOWNSHIP BOARD OF TRUSTEES

This has been made a part of the minutes of the January 8, 2009 Regular Meeting
Resolution No. 090108-04

Coventry Twp. Partial Organizational Chart -- For illustrative purposes related to creation of the position of Fire Chief / Twp. Services Director associated with Resolution # 090108- Please refer to the expanded official Twp. Org Chart for additional expansion of sub-departments not shown here. The "official" Township Org. Chart should be modified accordingly to reflect these changes.



COVENTRY TOWNSHIP BOARD OF TRUSTEES

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Resolution No. 090108-04