

MINUTES

CONCORD TOWNSHIP BOARD OF TRUSTEES

SPECIAL SESSION

Held: May 22, 2006

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The Board of Trustees of Concord Township convened in special session from 10:00 A.M. to 10:55 A.M. in the Township Hall. Sue Campbell called the meeting to order with the following members present: Sue Campbell and William Whidden. Robert Shook was absent. Fiscal Officer Pat Quillen and Road Superintendent Neil Rhoades were also present. Sue Campbell led the Pledge of Allegiance. The purpose of the meeting was to review and make revisions to the Personnel Policies and Procedures Manual. Notice of the Special Meeting was published in the Troy Daily News, posted to the Concord Township web site, and put on the Bulletin Board.

Discussion Items

- Safety Rules: Sue Campbell stated that the mention of safety rules on Page 3 is inadequate and would like to have them replaced with the text from Bill Lutz' document. She also asked that the Safety Rules be posted in the garage work area.
- Appointments: Since the Board of Trustees does not "appoint all employees...", Sue Campbell suggested that the names of new employees hired by the Road Superintendent be listed in the Meeting Minutes at the time of their employment.
- Exempt Employees: Sue Campbell would like the section regarding Exempt Employees deleted.
- Ohio Public Employees Retirement System: Sue Campbell reviewed the language from Bill Lutz' manual and suggested it be included in the new document. Since all eligible employees are enrolled in OPERS, addition of that text is not necessary.
- Weapons: Sue Campbell favored adding a section on the prohibition of weapons at the Township Building and on work sites. Bill Whidden noted that "No Weapons" signs are already posted at the Building and that many of the tools used by the personnel are dangerous in and of themselves.

At the point, Bill Whidden suggested a preface be added to the revised Manual that states that Concord Township will always try to comply with the Ohio Revised Code, the Ohio Administrative Code, Federal laws, and other applicable regulations, but that the ultimate responsibility lies with the Trustees. Sue Campbell had no objection.

- Drug and Alcohol: Bill Whidden stated that the policies presently outlined seem sufficient for our purpose. Anything beyond what is currently in place would fall under the oversight of the CDL requirements and the requirements of the Township's insurance carrier.
- Fax Machine, Telephone, Internet, Computers, and E-Mail: Sue Campbell wants to include language that limits these to the Trustees, Fiscal Officer, and Road Superintendent.
- Holidays: Rather than listing individual holidays, Bill Whidden suggested that it be put into the new manual that the Township will follow the holiday schedule posted by Miami County for their employees.
- Overtime: Because every possible scenario of overtime cannot be anticipated in advance, Bill Whidden suggested that general language be included that states that overtime will be paid for any time worked outside of a regular employee's normal working hours with a two-hour minimum if called in for time not contiguous to regular work hours.
- Ethics: Sue Campbell asked that an ethics guideline be issued to employees within fifteen days of employment.
- Reprimands: Bill Whidden asked that files be maintained of written reprimands.

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When the computer with the scanner is back in working order, Pat Quillen will scan the old manual, make the amendments, and present it to the Trustees for review and adoption.

The meeting was adjourned till June 6, 2006 at 11:00 A.M. at the Township Hall.

ABSENT

Robert Shook

Sue Campbell

William Whidden

Patricia M. Quillen, Fiscal Officer

All formal actions of the Board of Trustees of Concord Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.