

Troy Township Trustee Meeting
February 24, 2025

Vice-Chairperson Trustee Knitz welcomed everyone and called the meeting to order at 7:02 p.m.

ROLL CALL with the following Trustees present: Trustee Brinker, Vice-Chairperson Trustee Knitz. Chairperson Trustee Recker was absent.

Vice-Chairperson Trustee Knitz asked everyone to please stand for the pledge of allegiance.

SIGN-IN – Jeff Stopar, Jami Moenter, Mallori Atkin, Tanya Brough

GUESTS

Jeff Stopar, is an attorney in Toledo, that represents clients and taxpayers who reside in Troy Township and he has been asked by them, to appear today to request that the board pursue more enforcement against the property located at 2842 Middleton Pike. He does a lot of zoning work mostly on behalf of governments, in Wood County, Lucas County, Hancock County and Ottawa County and he has never seen Trustees more reluctant to pursue enforcement on a property that is bad. He has been writing letters to the Township since 2021. Notices of violation on this property was issued in 2021, June 2021, September 2021 and January 2022. He met a year ago yesterday, with the Zoning Inspector and Council for the Township on this property. It took another six (6) months for a notice of violation to be issued against this property, which happened on August 29, 2024. The property owner was given three months to comply, which would have expired at the end November 2024 and still nothing has happened with regarding improvements of the property. Vice-Chairperson Trustee Knitz asked Zoning Inspector Hahn if she had any updates on this property and she responded no. Vice-Chairperson Trustee Knitz said they will take this into consideration and have a discussion at the zoning meeting.

MINUTES

Vice-Chairperson Trustee Knitz made a motion to suspend the reading of the minutes of the January 8, 2025 Trustee Meeting and approve the minutes of the January 8, 2025 Trustee Meeting with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

John Wagner asked when the minutes will be posted and Fiscal Officer Abke responded that they will be emailed to Vice-Chairperson Trustee Knitz tonight and she will upload them then.

REPORTS

SHERIFF – No one here to report

Troy Township Trustee Meeting
February 24, 2025

ZONING – Zoning Inspector Hahn reported that a public meeting will be March 18, 2025 regarding the Comprehension Plan and survey that went out. The meeting will be held at the 237 Krotzer Avenue, Maintenance Building in the shop and chairs will be needed. Need to plan for approximately 100 people. Parking also needs to be addressed. Trustee Brinker will reach out regarding parking at the recycling area. Parking is also available at the Fire/EMS Station. Vice-Chairperson Trustee Knitz stated that the card for the survey looked very nice.

FIRE/EMS – Chief Woodruff gave the Trustees the credit card report for the General credit card for a couple of trips to the Pharmacy in Pemberville for Glucose strips.

Chief Woodruff presented an Ohio CAT proposal for annual service for preventative maintenance on the generator at the Fire/EMS station. Many years, there has been an annual contract to do preventative maintenance on the generator twice a year. There has been some turnover at Ohio CAT and the new tech sent a quote for the preventative maintenance. This is a three (3) year quote (\$2025 is \$4,443.00; 2026 is \$3,503.00; 2027 is \$3,783.00) total is \$11,729.00.

Vice-Chairperson Trustee Knitz asked if there have been any applications for Volunteer Fire and Chief Woodruff stated he has not seen anything for the Fire Department and that there is one pending. No further part-time for the EMS has been received.

ROADS/CEMETERY – A quote was presented from Enzo's regarding "The Neutralizer" an Anti-Corrosive Solution. This is a portable undercarriage wash unit that helps battle corrosion. The estimate is \$4,245.00 (\$3,200.00 for the 21" Hurricane Pro and \$1,045.00 for 55-gallon drum of salt and brine neutralizer). Administrator Keiser stated this will help remove salt from the wiring harnesses and other areas salt gets into from vehicles. This will be used by the Maintenance and Fire/EMS Departments. Trustee Brinker stated that Perrysburg Township, Perrysburg City also use this product and are happy with it along with some schools. Vice-Chairperson Trustee Knitz made a motion to approve the purchase of the Enzo's 21" Hurricane Pro with two high pressure rinse nozzles for a total of \$4,245.00 with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

John Blecke suggested contacting the Wood County Roads Department to begin putting the paving project together for Lemoyne Road north of the railroad tracks and Railroad Street. Trustee Brinker suggested breaking down Lemoyne Road into two sections when putting the paving project together. First would be Lemoyne Road from the railroad tracks to Truman Road including Railroad Street and the second would be Lemoyne Road from Truman Road to 163.

FINANCE REPORTS (FISCAL OFFICER)

At the January 8, 2025 meeting, the Trustees made a motion to prohibit Data Centers in all zoning districts of Troy Township. RESOLUTION No. 3-2025 – A Resolution

Troy Township Trustee Meeting
February 24, 2025

Prohibiting Data Centers in All Zoning Districts of Troy Township was presented for approval and signatures. Vice-Chairperson Trustee Knitz made a motion to approve RESOLUTION No. 3-2025 – A Resolution Prohibiting Data Centers in All Zoning Districts of Troy Township with a second motion by Trustee Brinker.
Vote 2-Yes 0-No. Motion carries.

There was an employee meeting at the end of January to discuss making changes to how the Emergency Medical Services Volunteers are compensated. It was discussed switching from a per-run payment to an hourly wage structure that would align with OPERS requirements. Discussion was EMS Volunteers will be paid (1 hour) for showing up at their perspective pay rate and (2 hours) for showing up and transporting at their perspective pay rate. Additionally, any run that goes beyond two hours based on documented times on the green cards, EMS Volunteers will be paid for the actual time they spend on calls. Wages will be paid on a bi-weekly basis. This does create a reduction in pay for Volunteer EMS runs.

It was also discussed to pay the first hour at \$20.00 per hour and then additional hours to be paid at their perspective pay rate. Changing the first hour of pay from the perspective pay rate to \$20.00 was tabled until Chairperson Trustee Recker was in attendance.

Administrator Keiser asked how EMS Volunteers are to be paid then. Fiscal Officer Abke stated it will be paid hourly as was discussed at the end of January meeting.

The December 2024 Bank Reconciliation was given to the Trustees for acknowledgement and signatures. Vice-Chairperson Trustee Knitz asked if this balance was low and Fiscal Officer Abke gave documentation that this is the 2024 year-end balance as of December 31.

2024 Year-End Financial Reports were given: The year-end bank reconciliation balance is \$1,900,204.23 which matches the Cash Reconciliation Report. Fund Status Report match the year end totals for 12/31/2024 and beginning of year 2025 balances as of 1/1/2025. There is a Reserve Balance Report and the 1st column is year end totals, that matches Fund Status Report. The second column is reserves for encumbrances for 2024 and the Carryover Balances Available for Appropriations is the next column. Add the Amount from all Sources Available for Expenditures for 2025 (comes from the 2025 Revenue Status Report). These totals are from the Wood County Auditor's website (2024 pay 2025 Estimated Revenue).

The Amended Official Certificate of Estimated Resources is \$4,521,263.01. This is the 2025 Budget for Troy Township.

The following reports are the Financial Reports for 2024 Year End: Combining Statement of Receipts, Disbursements and Changes in Fund Balances (All Special Revenue Funds, All Capital Projects Funds, All Governmental Fund Types); Comparison Budgeted and Actual Receipts; Comparison of Disbursements and Encumbrances with Expenditure Authority.

Troy Township Trustee Meeting
February 24, 2025

Fiscal Officer Abke reported having issues receiving Morton Salt invoices. Several calls have been made to change email addresses that invoice need to be sent to, have set up online billing and Todd Gottschalk has also emailed several times regarding invoicing. Two invoices have been paid but still missing an invoice for 100 ton of salt. Trustee Brinker stated invoicing from Morton Salt has been slow in the past.

Trustee Chairperson Recker signed the Ohio Division of Liquor form for Sycamore Grove and it was sent.

Trustees signed the Ohio Department of Transportation 2024 Township Highway system Mileage Certification for 38.652 miles in Troy Township.

Wreaths Across America pickup is Saturday, March 1, 2025 at 9:00 a.m.

Trustees signed and approved October, November and December credit card reports. Approve and sign January 2025 credit card reports.

March for Meals 2025 is Monday, March 10 to Friday, March 14, 2025. They would like representation at area Senior Centers or assist with home delivered meals and to raise awareness of this essential service.

Wood County Planning Commission Annual Meeting – Wood County Tax Incentive Review Council is March 12, 2025 at 2:30 p.m. in the Wood County Commissioners Hearing room at the County Office Building in Bowling Green

Fiscal Officer Abke checked with UAN and her computer has security protection for viruses.

The financials were in Temporary Mode for the beginning of 2025 and the averages from the beginning of 2024 were used. With price increases the following transfers were needed:

Vice-Chairperson Trustee Knitz made a motion to transfer \$19.30 to Medicare EMS General 1000-230-213-0000 from Medicare General 1000-110-213-0000 \$19.30 with a second motion by Trustee Brinker.
Vote 2-Yes 0-No. Motion carries.

Vice-Chairperson Trustee Knitz made a motion to transfer \$109.71 to General Natural Gas (Fremont Pike) 1000-120-353-6000 from General Other-other Expenses 1000-110-599-0000 \$109.71 with a second motion by Trustee Brinker.
Vote 2-Yes 0-No. Motion carries.

Trustee Brinker made a motion to transfer \$158.42 to General Real Estate Taxes 1000-110-599-0110 from General Other-other Expenses 1000-110-599-0000 \$158.42 with a second motion by Vice-Chairperson Trustee Knitz.
Vote 2-Yes 0-No. Motion carries.

Troy Township Trustee Meeting
February 24, 2025

Vice-Chairperson Trustee Knitz made a motion to transfer \$1,790.28 to Operating Supplies (Road Salt) 2021-330-420-0332 from Gasoline Tax Other-other Expenses 2021-330-599-0000 \$1,790.28 with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

Trustee Brinker made a motion to transfer \$748.59 to EMS Natural Gas 2192-230-35301000 from EMS Other-other Expenses 2192-230-599-0000 \$748.59 with a second motion by Vice-Chairperson Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

Vice-Chairperson Trustee Knitz made a motion to transfer \$190.76 to General Natural Gas (237 Krotzer) 1000-330-353-7000 from General Other-other Expenses 1000-110-599-0000 \$190.76 with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

Vice-Chairperson Trustee Knitz made a motion to transfer \$7,000.00 to Zoning Planning Consultants 1000-130-317-0138 from General Other-other Expenses 1000-110-599-0000 \$7,000.00 with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

APPROVE & SIGN CHECKS

Vice-Chairperson Trustee Knitz made a motion to approve and sign checks from January 24, 2025 in the amount of \$64,830.61 ACH 22-2025 to ACH 43-2025 and Check #62140 to and including check #62165 with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

Trustee Brinker made a motion to approve and sign checks from January 30, 2025 in the amount of \$6,906.16, Check #62166 to and including Check #62181 with a second motion by Vice-Chairperson Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

Vice-Chairperson Trustee Knitz made a motion to approve and sign checks from February 7, 2025 in the amount of \$36,635.28 ACH 47-2025 to ACH 68-2025 and Check #62182 to and including check #62206 with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

Trustee Brinker made a motion to approve and sign checks for February 12, 2025 in the amount of \$20,943.33, Check #62207 to and including Check #62219 with a second motion by Vice-Chairperson Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

Troy Township Trustee Meeting
February 24, 2025

Vice-Chairperson Trustee Knitz made a motion to approve and sign checks from February 21, 2025 in the amount of \$27,276.40 ACH 70-2025 to ACH 94-2025 and Check #62220 to and including check #62223 with a second motion by Trustee Brinker. Vote 2-Yes 0-No. Motion carries

Trustee Brinker made a motion to approve and sign checks for February 24, 2025 in the amount of \$38,130.17, Check #62224 to and including Check #62255 with a second motion by Vice-Chairperson Trustee Knitz. Vote 2-Yes 0-No. Motion carries.

Trustees were given Wage and Overtime Detail Reports for each pay period.

OLD BUSINESS

Vice-Chairperson Trustee Knitz stated that herself, Trustee Brinker and Administrator Keiser attended the Wood County Township Association Meeting and during the meeting Paul Perry's name was mentioned on what a good job he does with Penta Career Center and she was very happy to hear someone from Troy Township get praised like that.

Troy Township is in the process of setting up the auction with GovDeals.com.

An EMS Uniform Policy was presented for review and approval. This was tabled until further discussion can be made.

EMS Volunteer Hourly Payroll as presented on January 27, 2025 requires approval. Fiscal Officer stated a motion needs to be made to approve EMS Volunteers being paid hourly to make it pensionable with OPERS and not on a per item per run pay for 2025. Vice-Chairperson Trustee Knitz made a motion to approve the EMS Volunteer hourly payroll as presented at the January 27, 2025 employee meeting with a second motion by Trustee Brinker. Vote 2-Yes 0-No. Motion carries.

Nick Schwab and Amy Richards have been re-elected to the Board of OTARMA Directors and their terms will run from 2025-2029.

Vice-Chairperson Trustee Knitz stated there was a meeting last month and it was discussed at the Organizational Meeting that they were going to remove the "Kelly Days" from the EMS schedule. Trustee Knitz talked with the attorney and since the Township is not governed by a Union contract and has less than 5,000 people in the Township, the Trustees are able to remove the "Kelly Days". Captain Ashley asked if she was supposed to work three (3) days a week. Trustee Knitz advised her to discuss that with Administrator Keiser later.

Troy Township Trustee Meeting
February 24, 2025

NEW BUSINESS

ADMINISTRATOR

Administrator Keiser presented a letter from Captain Kim Conrad (formally Zielinski) has asked to move from full-time paramedic status to part-time. Her last full-time shift will be February 26, 2025. She has asked to remain on the Troy Township EMS Department as a part-time employee and requesting to keep her status as Captain, as well as her responsibilities of ordering supplies and medications, taking care of payroll and NIFRS reports and maintaining her current rate of pay.

Trustee Knitz asked if Captain Kim could return the Township tablet and she never received a tablet. Only two (2) tablets were purchased.

John Wagner stated that in the past, an employee went from full-time to part-time and they were no longer a captain and were removed from all duties such as payroll and any extra duties. They were locked out of the EMS Office also. John stated what is fair is fair. Trustee Knitz stated this will be discussed in executive session. Fiscal Officer Abke asked if they will also discuss the pay rate for future payroll.

John Wagner also stated on January 27, 2025 there was an ambulance that went out of service and then on February 20, 2025 the second ambulance went out of service. There was no safe ambulance in service. That is 25 days to get an ambulance worked on and that didn't happen.

Trustee Knitz asked who was responsible to get the ambulance worked on. Captain Ashley stated that it was worked on multiple times. John Wagner stated it was 25 days from when the first ambulance went out of service until it got fixed. Captain Ashley said she is not going to put a patient on a cot that is not going to load in the squad. Mr. Wagner stated there is a contract with Stryker to fix the cots and Captain Ashley stated he came out twice. Captain Ashley stated Troy Township doesn't have a contract with Stryker.

Trustee Knitz asked Chief Woodruff if he was aware of this. He stated they talked to Stryker, Atlantic and Horton. The sales rep from Horton is now employed at Atlantic and he is going to reach out to see if it needs to go back to Horton. Trustee Brinker talked to Zach Sarver and the service person wanted to replace the cord and Zach told him it couldn't be the cord because everything else was working. Trustee Brinker stated it was a battery that needed replaced. He said the service tech struggled. Mr. Wagner stated this is not good for the community. Both ambulances are brand new have less than 12,000 miles on them.

John Wagner stated the night the squad went out of service, he got out of bed at 2:00 in the morning to bring them the other squad and he did not get paid. Again, there is a break in the system and this was brought up at the last meeting which was on January 8, 2025 and that was a long time ago. According to Captain Kim, that doesn't count as patient care, patient care constitutes as getting paid. Mr. Wagner stated there is show up

Troy Township Trustee Meeting
February 24, 2025

pay and he should have been paid. Captain Kim stated if it was not marked on the green card how is she supposed to know who is to get paid. Captain Kim stated if he can explain it to who fills out the green cards like she has multiple times so they understand how to fill them out, then she can pay people. Trustee Knitz asked who fills out the green cards and Captain Kim stated who ever goes on the run. Mr. Wagner stated in the last Volunteer payroll there was no breakdown on what they were paid for so they have no idea what runs they were paid for.

Mr. Wagner asked Fiscal Officer Abke if she received a breakdown on the runs that were paid to place with the payroll, she did not. In the past, Volunteers were given a breakdown sheet to be included with their payroll. At this time, Fiscal Officer Abke is only receiving the number of hours to be paid for the Volunteer EMS.

According to Administrator Keiser, when Volunteer EMS payroll switched to hourly this is how it will work. It is done on a completely separate system.

Captain Kim stated Volunteer EMS was paid through Fire House on a flat rate and now she cannot pay them in Fire House with the hourly change.

She has created a spreadsheet that has the date, run number, the hour, the time they were there; if it is an hour it's a 1; if they were there for transport it's a 2; their hourly rate with the total and at the bottom it's the total. She stated there should have been a run number on the spreadsheet sheet that she sends with payroll. Fiscal Officer Abke asked Administrator Keiser if he receives this because it is not sent to her with payroll that she receives from Administrator Keiser. Administrator Keiser states he does receive this from Captain Kim. Fiscal Officer Abke asked if this could be sent to her to include with Volunteer EMS payroll.

Fiscal Officer Abke stated she had emailed Captain Kim to discuss changes to the Volunteer EMS payroll. Captain Kim's response was the EMS Volunteer payroll changes were not officially voted on so they should not have happened. She stated that changes have to be voted on before they can be changed. John Wagner stated that there has always been show up pay. She stated there was not signatures from Trustees for a new rule of paying. How can she implement a new rule before it has been officially voted on? No signatures from the Trustees that this is a new rule, it's just Fiscal Officer Abke saying this. Captain Kim asked Fiscal Officer Abke who are you to say this. Fiscal Officer Abke assured Kim that the rules are made by the Trustees and approved and this was discussed at the employee meeting. Kim stated it was never officially voted on and she never received any official paperwork that this was the new way of paying Volunteer EMS payroll. How is she supposed to know? The Trustees voted on the EMS Volunteer payroll change at tonight's meeting. Trustee Knitz asked Administrator Keiser to put this in writing for Kim so she understands how EMS Volunteer payroll is to be paid. Kim stated she is here and she heard it. Trustee Knitz asked for it to be put into writing. Administrator Keiser asked shouldn't that come from the Trustees; as to what they want. A policy with the Trustees' signatures needs to be completed. Trustee Knitz asked Administrator Keiser to draft up a policy for the Trustees to sign.

Trustee Knitz stated that discussion needs to be made regarding Kim's responsibilities and if they are going to be affected by her going to part-time instead of full-time. Kim

Troy Township Trustee Meeting
February 24, 2025

expressed to the Trustees to not forget that Josh Mitchell is a Volunteer/Part-timer and is also a Captain and has responsibilities and got a pay raise for them. So keep that in mind when they decide on hers.

Captain Ashley stated that herself and the other full-timers cannot take on any more of what Kim does. Without an EMS Chief and it's been 504 days since they have had one, they can't do it. Ashley stated that they already do not pay her enough for all of the stuff they do. Trustee Knitz will make note.

Vice-Chairperson Trustee Knitz made a motion to approve the new job description that has been compiled for the EMS Chief that they want to place an ad for with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

Trustee Brinker stated they needed to revisit the letter from Captain Kim. Her last full-time shift is February 26, 2025. Vice-Chairperson Trustee Knitz read the letter aloud. Trustee Knitz stated she would like for Chairperson Recker to be involve in the decisions regarding this letter. He was not able to make the meeting as he is sick. She will be in contact with Trustee Recker and they will be in connect with Kim. Trustee Brinker asked what will happen in the meantime, as her last full-time day is February 26, which is Wednesday. Kim stated that payroll is due Sunday. Ashley stated that the March schedule is done and Kim is at part-time status. Trustee Recker will leaving for work out-of-town on Wednesday. Trustee Brinker asked what is the time frame for a special meeting, 24 hours? It will be discussed in executive session tonight.

MEETINGS/EVENTS

- Wood County Economic Development Commission Annual Dinner is Thursday, April 17, 2025 at the Hilton Garden Inn, 6165 Levis Commons Blvd., Perrysburg. Cost is \$50.00 per person, or \$400.00 for a table of 8. Reservations are accepted until April 10, 2025 or until sold out. Trustee Brinker made a motion to reserve a table of 8 for the WCEDC Annual Dinner at Levis Commons in the amount of \$400.00 with a second motion by Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

ITEMS ON HOLD

- Fire – Email from Peter Griggs concerning an agreement between Association and Township – no new information
- Rezoning Fire/EMS Station property – Jennifer Kuhlman to continue working on. Waiting on Village of Luckey.

EXECUTIVE SESSION

Vice-Chairperson Trustee Knitz made a motion to enter into executive session regarding employment with a second motion by Trustee Brinker.

Roll Call: Trustee Brinker – Yes Trustee Knitz – Yes

Troy Township Trustee Meeting
February 24, 2025

Motion carries.

Entered into executive session at 7:49 p.m.

Vice-Chairperson Trustee Knitz made a motion to come out of executive session with a second motion by Trustee Brinker.

Roll Call: Trustee Brinker – Yes Trustee Knitz – Yes

Motion carries.

Came out of executive session at 8:01 p.m.

Vice-Chairperson Trustee Knitz stated after discussion and knowing that an EMS Chief is needed;

Trustee Knitz made a motion to keep Kim Conrad on as part-time and maintain her duties as she is doing with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

Once an EMS Chief is hired they will re-evaluate duties.

Trustee Brinker asked Fiscal Officer Abke to get with Kim to transfer accrued sick-time to UPMC. This is Administrator Keiser's responsibility and he will take care of this.

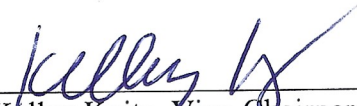
Trustee Brinker made a motion to adjourn the February 24, 2025 meeting with a second motion by Vice-Chairperson Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

The next regular meeting is Wednesday, March 12, 2025 at 7:00 p.m.

Meeting ended at 8:03 p.m.

Kenneth J. Recker, Chairperson



Kelley Knitz, Vice-Chairperson Trustee



Matthew L. Brinker, Trustee



Laura L. Abke, Fiscal Officer