

SIGN-IN – Jim Witt, Tom Woodruff

Trustee Vice-Chairperson Knitz called the meeting to order at 7:00 p.m.

ROLL CALL with the following Trustees present: Trustee Brinker, Trustee Vice-Chairperson Knitz

Vice-Chairperson Knitz asked everyone to stand for the Pledge of Allegiance.

MINUTES – Trustee Vice-Chairperson Recker made a motion to suspend the reading of the minutes of the August 27, 2025 Troy Township Trustee Meeting and approve the minutes of the August 27, 2025 Troy Township Trustee Meeting with a second motion by Trustee Brinker. Vote 2-Yes 0-No. Motion carries.

GUESTS –

Trustee Knitz stated she spoke with the Wood County Health Department and is aware of the septic issue at Mr. Witt's son's residence and how critical it is to get this issue resolved and the Health Department is ready to condemn the property because of the septic system. Trustee Knitz stated in Old Business she will further discuss.

REPORTS

Sheriff – No one to report

Zoning – Zoning Inspector Hahn was not present

Fire – Chief Randy Woodruff stated 577 total runs to date.

Chief Woodruff reported the Luckey Fall Festival is at the end of the month.

Chief Woodruff stated the golf outing is Saturday, September 13, 2025.

Chief Woodruff stated registration for FDIC begins in October. Chief Woodruff asked if he can register anyone interested. Trustee Brinker stated Chief Woodruff could register anyone interested in attending FDIC.

EMS – Deputy Chief Appelhans presented a letter from Jeffrey Griffith as a formal notification of intent to retire from his position with Troy Township EMS effective August 1, 2025. Deputy Chief Appelhans stated it is Mr. Griffith's intent to reapply for the Troy Township EMS Department once his retirement requirements are met. Trustee Brinker made a motion to accept Jeff Griffith's letter of retirement effective August 1, 2025 with a second motion by Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

Deputy Chief Appelhans stated he is still looking into where to purchase uniforms from. He presented the Trustees with a proposal outlining the purchase of uniforms as follows:

Full Time Uniform Upon Hire – 1 ¼ zip job shirt, 1 black belt with silver buckle, 5 pairs of pants or shorts, 5 t-shirts (short or long sleeve), 4 sweatshirts (crew neck and/or hooded) 1 pair of boots at a max of \$200.00. Deputy Chief Appelhans stated boots normally run \$120.00.

Part Time Uniform Upon Hire – 1 ¼ zip job shirt, 1 black belt with silver buckle, 2 pairs of pants or shorts, 2 t-shirts (short or long sleeve), 1 sweatshirt (crew neck and/or hooded) 1 pair of boots at a max of \$200.00.

Deputy Chief Appelhans stated he did an evaluation and most departments around this area have an initial allotment and then have a \$300.00 annually. Chief Appelhans stated he does not like the annual allotment because employees then make sure they spend it whether uniforms are needed or not.

Uniform items shall be replaced as needed at the discretion of the Chief or Deputy Chief based on the conditions of the current uniforms.

Part Time employees moving to Full Time shall receive the difference between Full Time and Part Time allotment.

All uniforms shall be returned upon resignation or termination.

Trustee Knitz asked Chief Appelhans had a total cost of Full Time. Chief Appelhans stated Full Time new hires would be approximately \$800.00 and Part Time new hires would be approximately \$450.00.

Chief Appelhans stated the current Full-Time employees already have their uniforms. If they need an item replaced, they would have to bring the item in and the Chief's would determine if it needs to be replaced.

Trustee Knitz made a motion to approve the uniform policy as presented with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

Deputy Chief Appelhans stated the current vacation policy allows for one week payout or carryover at the end of the year. He stated the policy also allows for one-time events to make

an adjustment to this policy. Chief Appelhans stated the current full-time paramedics had trouble taking vacation this year with the shortage of paramedics on staff. If they would take their vacation time before the end of the year, this would create a lot of overtime cost.

Chief Appelhans would like to request a one-time rollover of three (3) weeks of vacation time this year only. Also, he would like to review how vacation time is accrued out and discuss a weekly accrual in the future.

At this time, Chief Appelhans would like to request approval for one-time carryover of three (3) weeks of vacation time for this year only to avoid overtime costs. Chief Appelhans stated there are now four (4) full-time medics and several basic EMTs.

There was discussion of rolling over three (3) weeks of vacation time and also paying out one (1) week of vacation time for the full-time paramedics. Chief Appelhans stated this mainly pertains to two of the full-time paramedics due to their higher years of service.

Chief Appelhans also would like to discuss going back to five full-time (5) paramedics with Trustee Brinker.

Trustee Brinker made a motion to one time only, roll over three (3) weeks of vacation hours and payout one week (48 hours) of vacation with a second motion by Trustee Knitz.
Vote 2-Yes 0-No. Motion carries.

Roads/Cemetery – Trustee Vice-Chairperson Knitz stated the Residential Trash & Metal Cleanup is Saturday, October 4, 2025 from 8:00 a.m. to 12:00 noon and fliers will be posted.

Trustee Knitz also presented that Eastwood Drive needs to be restriped, if estimates can be obtained by the maintenance and roads department and if JEDD Board would pay for this. Trustee Brinker stated that the cost should be the JEDD Board's responsibility as Eastwood Drive is the JEDD's. Permission was given to obtain estimates.

Trustee Knitz also present the railroad crossing markings on the roads are faded. Permission was given to the maintenance and roads department to obtain estimates.

FISCAL OFFICER –

August Bank Reconciliation Statement was given for Trustees to review and sign at the next meeting. There were also three (3) outstanding checks that were issued and Fiscal Officer Abke

has given a list of outstanding checks that employees need to cash to Chief Woodruff and Appelhans. They have addressed this.

Fiscal Officer Abke presented the Trustees a copy of the Official Certificate of Estimated Resources from the Budget Commission, Wood County, Ohio for Budget Year beginning January 1, 2026. The total appropriations for 2026 are \$3,741,212.93.

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THE TO THE COUNTY AUDITOR was presented to the Trustees for review and approval. Troy Township currently has a General Fund, Fire, EMS and Police Levy. Trustee Knitz made a motion to approve the RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THE TO THE COUNTY AUDITOR with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

The next meeting for the Wood County Township Association will be Thursday, September 18, 2025 at the Liberty Township Civic Center. There will be a social period starting at 5:30 p.m. with dinner to follow around 6:00 p.m. Menu choices are steak (\$30.00) and chicken (\$25.00). Trustee Brinker stated he and a guest will attend. Trustee Knitz will also attend. Trustee Brinker asked Fiscal Officer Abke to check if Zoning Inspector Hahn will be attending. The Trustees were also given a copy of the minutes from the Wood County Township Association meeting on July 17, 2025.

Trustee Knitz presented an amendment to the Troy Township Employee Handbook Section 5.03 Vacation EMS Vacations #3. The handbook currently states “can roll over one (1) *year* or can pay for one (1) week if one (1) week remaining at the end of the year”. Review and approve to amend to “can roll over one (1) *week* or can pay for one (1) week if one (1) week remaining at the end of the year”. Trustee Knitz made a motion to amend the wording from year to week with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

Fiscal Officer Abke presented the Trustees with a total of three (3) invoices received to date from Gerken Paving in the amount of \$329,133.10.

August credit card reports were presented and signed by the Trustees.

APPROVE & SIGN CHECKS

Trustee Brinker made a motion to approve and sign checks for September 5, 2025 in the amount of \$19,682.36, ACH 481-2025 – ACH 505-2025 and check #62781 to and including check #62785 with a second motion by Trustees Knitz.

Vote 2-Yes 0-No. Motion carries.

Trustee Knitz made a motion to approve and sign checks for September 10, 2025 in the amount of \$34,192.17, check #62786 to and including check #62817 with a second motion by Trustee Brinker.

Vote 2-Yes 0-No. Motion carries.

The Trustees were given the Positive Pay Report that was sent to State Bank for fraud protection.

Trustee Brinker made a motion to approve transfer of \$640.75 from 2191-220-599-0000 Fire Other-other expenses to 2191-220-221-0000 Fire Ohio Public Employees Retirement System \$640.75 with a second motion by Trustee Knitz.

Vote 2-Yes 0-No. Motion carries.

Fiscal Officer Abke presented the Trustees with an Appropriation Payment Register report. This report shows all expenses that are posted the Fire and EMS appropriations. Chief Woodruff and Deputy Chief Appelhans were also given a copy of this report. The Trustees were also given Wages and Overtime Detail reports.

OLD BUSINESS

The land purchase from United Grace Methodist Church was tabled until all three (3) Trustees are present.

Trustee Knitz stated Mr. Jim Witt was in attendance of a previous Troy Township Trustee meeting regarding the septic situation at his son's residence. Trustee Knitz stated at this meeting was the first-time adjacent property owner, Tom Woodruff, heard that the Wood County Health Department stated they could not get an easement agreement from him. Trustee Knitz contacted the Health Department regarding this.

Trustee Brinker stated this was resolved at the last meeting and Mr. Tom Woodruff had agreed to work with Mr. Witt to give Mr. Witt an easement for a tile.

Mr. Tom Woodruff called Northwestern Water & Sewer and the Wood County Health Department after the last meeting and asked questions because of information he heard at the last meeting that concerned him. Mr. Woodruff stated he was called a liar and disrespected in front of a group of people at the last meeting. He stated he could have sat at home and not offered the easement and been farther ahead. Mr. Woodruff stated he doesn't want to be a nice guy and doesn't want to be called a liar in a meeting and doesn't want to be lied about. Mr. Woodruff contacted the Health Department and they record their calls. They had nothing and Mr. Woodruff had never talked to them prior. Mr. Woodruff had talked to the Engineers office prior. Mr. Woodruff didn't realize that he was the person that was being talked about until he asked Mr. Witt where his residence was located. Mr. Woodruff asked why the Zoning Inspector thinks she has any right to state policy on septic. It has nothing to do with zoning. It is County and Health Department. Due to the fact that he doesn't need to be called names or disrespected, he chose to not to help anyone.

Trustee Brinker stated this is not a Township problem.

Mr. Tom Woodruff called the Health Department, Engineers Office and Northwestern Water & Sewer Department and nothing stated was accurate.

Trustee Brinker stated that Zoning Inspector Hahn does write all of the road bore permits and that is what started all of this. Trustee Brinker stated they were going to bore under the road to tie into the Township's six-inch tile.

Fiscal Officer Abke stated she received a telephone call from Blevins from Pemberville called Fiscal Officer Abke's telephone looking to speak with Zoning Inspector Hahn regarding a road bore permit. Zoning Inspector Hahn was on vacation so Fiscal Officer Abke took a message and emailed Zoning Inspector Hahn with the information. That's how Zoning Inspector Hahn was given the information.

Mr. Witt stated that his son is 27 years old and he has done everything everyone has told him to do. Everyone keeps saying it's not their problem. What do they do to get things thing fixed? They just want to do what's right and get the septic fixed. Mr. Woodruff suggested calling the Health Department. Mr. Witt stated the Health Department told them to come to the Township. He just wants to get his septic fixed. What do they do? He is asking for help.

September 10, 2025

EXECUTIVE SESSION - Trustee Knitz made a motion to enter into executive session for employment with a second motion by Trustee Brinker.

Roll Call: Trustee Brinker – Yes Trustee Knitz – Yes

Vote 2-Yes 0-No. Motion carries

Entered into executive session at 7.35 p.m.

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

Vote 2-Yes 0-No. Motion carries

Came out of executive session at 7:46 p.m.

Trustee Knitz apologized to Mr. Tom Woodruff and asked Mr. Woodruff to reconsider helping Mr. Witt and giving him an easement. She understands why Mr. Woodruff was upset. Mr. Woodruff stated this had nothing to do with the Trustees and he thinks they are doing a good job. Mr. Woodruff stated he will call and talk to Cindy tomorrow and ask if a discharge is needed with the new system and if she says yes, he will give the easement to Mr. Witt. Trustee Knitz told Mr. Woodruff she appreciated that. Mr. Witt stated that he wouldn't wish the last nine months on anyone.

NEW BUSINESS – Mr. Tom Woodruff asked about the previous Haas Service Station and its condition. It has been two years since it was sold and it looks terrible. The Trustees will ask Zoning to send a letter.

MEETINGS/EVENTS – Wood County Township Association meeting September 18, 2025 at the Liberty Township Civic Center with social period at 5:30 p.m. and dinner to follow at 6:00 p.m.

ITEMS ON HOLD – Land purchase from United Grace Methodist Church.

The next Troy Township Trustee Meeting will be Wednesday, September 24, 2025 at 7:00 p.m.

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

Vote 2-Yes 0-No. Motion carries.

Meeting ended at 7:52 p.m.

Troy Township Trustee Meeting

September 10, 2025

Kenneth J. Recker, Chairperson

Kelley A. Knitz, Trustee

Matthew L. Brinker, Trustee

Laura L. Abke, Fiscal Officer