

EATON TOWNSHIP TRUSTEES ORGANIZATIONAL

JANUARY 3, 2012

THE MEETING OPENED WITH THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA. TIME 6:00 P.M.

PRESENT AT ROLL CALL WERE CHAIRPERSON LINDA MORRISON, DONNA HICKS AND MATTHEW HIGNETT . THE FISCAL OFFICER, JULIANNE POPOWSKI WAS ALSO PRESENT.

MORRISON MADE A MOTION TO APPOINT THE FISCAL OFFICER TO BE TEMPORARY CHAIRPERSON OF THE MEETING TO OVERSEE THE ELECTION OF A CHAIRPERSON OF THE BOARD OF EATON TOWNSHIP TRUSTEES FOR THE YEAR 2012. DONNIA HICKS SECONDED THE MOTION.

MORRISON – YES      HICKS – YES      HIGNETT - YES      2012-1-3-1

THE FISCAL OFFICER THEN ASKED FOR A MOTION TO APPOINT A CHAIRPERSON OF THE BOARD OF EATON TOWNSHIP TRUSTEES FOR THE YEAR 2012.

LINDA MORRISON THEN MADE A MOTION TO APPOINT DONNA HICKS AS CHAIRPERSON OF THE BOARD OF EATON TOWNSHIP TRUSTEES FOR THE YEAR 2012. DONNA HICKS DECLINED

DONNA HICKS THEN MADE A MOTION TO APPOINT LINDA MORRISON CHAIRPERSON OF THE BOARD OF EATON TOWNSHIP TRUSTEES FOR THE YEAR 2012. MATT HIGNET SECONDED THE MOTION.

HICKS – YES      HIGNETT – YES      MORRISON – ABSTAINED      2012-1-3-2

THE FISCAL OFFICER THEN SAID THERE NEEDS TO BE A MOTION TO APPOINT A VICE-CHAIRPERSON OF THE EATON TOWNSHIP TRUSTEES FOR THE YEAR 2012.

MATT HIGNETT MADE A MOTION TO APPOINT DONNA HICKS AS VICE-CHAIRPERSON OF THE EATON TOWNSHIP TRUSTEES FOR THE YEAR 2012. MORRISON SECONDED THE MOTION.

HIGNETT – YES      MORRISON – YES      HICKS – ABSTAINED      2012-1-3-3

THE MEETING WAS TURNED OVER TO LINDA MORRISON, CHAIRPERSON OF THE BOARD OF EATON TOWNSHIP TRUSTEES FOR THE YEAR 2012.

MORRISON THEN MADE COMMENT THAT IT WOULD BE GOOD TO ROTATE THE CHAIRPERSON POSITION LIKE THEY USED TO SO EVERYONE WOULD HAVE THE OPPORTUNITY.

MATT HIGNETT THEN MADE THE MOTION TO APPROVE THE TEMPORARY APPROPRIATION FIGURES PRESENTED TO THE TRUSTEES AND APPROVE THE ACTUAL FREE AND UNENCUMBERED BALANCES REMAINING TO THE CREDIT OF THE SEVERAL FUNDS AND ACCOUNTS OF THE EATON TOWNSHIP ON JANUARY 1, 2012. DONNA HICKS SECONDED THE MOTION.

HIGNETT – YES      HICKS – YES      MORRISON – YES      2012-1-3-4

LINDA MORRISON MADE THE MOTION TO REHIRE ALL FULL TIME AND PART TIME EMPLOYEES WITH THE UNDERSTANDING THAT ALL EMPLOYEES HIRED IN 2011 ARE CONSIDERED TEMPORARY EMPLOYEES UNTIL SUCH TIME THAT THEY COMPLETE THE MANDATORY SEXUAL HARASSMENT CLASS. AFTER COMPLETION OF THE CLASS, THEY WILL BE CONSIDERED REGULAR EMPLOYEES. DONNA HICKS SECONDED THE MOTION.

MORRISON – YES      HICKS – YES      HIGNETT – YES      2012-1-3-5

DONNA HICKS MADE A MOTION TO USE THE CURRENT EATON TOWNSHIP PERSONNEL MANUAL FOR ALL EATON TOWNSHIP EMPLOYEES. MATT HIGNETT SECONDED THE MOTION.

HICKS – YES      HIGNETT – YES      MORRISON – YES      2012-1-3-6



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DONNA HICKS MADE A MOTION TO ELIMINATE CAPTAINS POSITION AND CREATE A NEW LIEUTENANT POSITION EFFECTIVE JANUARY 1, 2012. LINDA MORRISON SECONDED THE MOTION.

HICKS – YES    MORRISON - YES    HIGNETT - YES    2012-1-3-13

DONNA HICKS MADE MOTION TO PROMOTE JASON MONSCHIEN AS LIEUTENANT EFFECTIVE JANUARY 1, 2012. LINDA MORRISON SECONDED THE MOTION.

HICKS -YES    MORRISON - YES    HIGNETT - YES    2012-1-3-14

DONNA HICKS MADE A MOTION TO ELIMINATE THE EMS CO-ORDINATOR OFFICER POSITION EFFECTIVE JANUARY 1, 2012. AFTER SOME DISCUSSION LINDA MORRISON SECONDED MOTION.

HICKS - YES    MORRISON - YES    HIGNETT - YES    2012-1-3-15

DONNA HICKS MADE A MOTION THAT FIRE AND EMS PERSONNEL WILL BE COMPENSATED AT THEIR LEVEL OF CERTIFICATION WITH THE FOLLOWING PAY RATES FOR THE YEAR 2012:

CHIEF	\$17.94 PER HOUR
BASIC EMT	\$20.70 PER HOUR
INTERMEDIATE	\$22.08 PER HOUR
PARAMEDIC	\$23.46 PER HOUR

ASSISTANT CHIEF	\$17.25 PER HOUR
BASIC EMT	\$20.01 PER HOUR
INTERMEDIATE	\$21.39 PER HOUR
PARAMEDIC	\$22.77 PER HOUR

CAPTAIN	\$16.56 PER HOUR
BASIC EMT	\$19.32 PER HOUR
INTERMEDIATE	\$20.73 PER HOUR
PARAMEDIC	\$22.08 PER HOUR

LIEUTENANT	\$15.18 PER HOUR
BASIC EMT	\$17.94 PER HOUR
INTERMEDIATE	\$19.32 PER HOUR
PARAMEDIC	\$20.70 PER HOUR

<u>BASE PAY RATE FOR EMT</u>	
BASIC EMT	\$13.80 PER HOUR
INTERMEDIATE	\$15.18 PER HOUR
PARAMEDIC	\$16.58 PER HOUR
<u>BASE PAY RATE FOR FIREFIGHTER</u>	\$13.80 PER HOUR
BASIC EMT	\$16.56 PER HOUR
INTERMEDIATE	\$17.94 PER HOUR
PARAMEDIC	\$19.32 PER HOUR

<u>DAY TIME MANNING OF THE FIRE STATION</u>	
<u>MONDAY THROUGH SATURDAY</u>	
BASIC EMT	\$11.03 PER HOUR
INTERMEDIATE	\$11.58 PER HOUR
PARAMEDIC	\$12.13 PER HOUR

LINDA MORRISON SECONDED THE MOTION.

HICKS - YES    MORRISON – YES    HIGNETT – YES    2012-1-3-16

DONNA HICKS MADE A MOTION THAT THE FOLLOWING OFFICER SALARIES BE PAID FOR THE FIRE AND EMS DEPARTMENT FOR 2012:

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FIRE CHIEF \$633.45 PER MONTH  
ASST. FIRE CHIEF \$316.73 PER MONTH

MATT HIGNETT SECONDED THE MOTION.

HICKS - YES HIGNETT – YES MORRISON – YES 2012-1-3-17

DONNA HICKS MADE A MOTION TO CHARGE ALL AMBULANCE RUNS AT THE FOLLOWING RATES FOR THE YEAR 2012.

BASIC LIFE SUPPORT BLS \$550.00  
ADVANCE LIFE SUPPORT ALS1 \$650.00

ADVANCE LIFE SUPPORT ALS2 \$750.00  
PLUS MILEAGE OF \$14.00 PER MILE

BILLING FOR RESIDENTS IS INSURANCE BILLING ONLY NON RESIDENTS WILL BE AT REGULAR RATE. LINDA MORRISON SECONDED THE MOTION.

HICKS - YES MORRISON - YES HIGNETT - YES 2012-1-3-18

DONNA HICKS MADE A MOTION TO APPOINT THE FIRE CHIEF AS DISASTER DIRECTOR, HAZMAT COORDINATOR AND NIMS REPRESENTATIVE FOR THE YEAR 2012. MATT HIGNETT SECONDED THE MOTION.

HICKS - YES HIGNETT – YES MORRISON - YES 2012-1-3-19

LINDA MORRISON MADE A MOTION THAT ALL FIRE AND EMS BE PAID A FLAT RATE OF \$13.80 AN HOUR FOR 2012 FOR TRAINING, CALLS TO JURY DUTY, COURT APPEARANCES OR OTHER EATON TOWNSHIP BUSINESS ACTIVITIES THAT THEY ARE REQUESTED TO ATTEND. DONNA HICKS SECONDED THE MOTION.

MORRISON – YES HICKS – YES HIGNETT – YES 2012-1-3-20

MATT HIGNETT MADE A MOTION TO SET ASIDE \$400.00 FOR MEMORIAL DAY SERVICES AT THE BUTTERNUT RIDGE CEMETERY FOR THE VETERAN'S ORGANIZATION THAT CONDUCTS THE CEREMONY AT THE CEMETERY. DONNA HICKS SECONDED THE MOTION.

HIGNETT - YES HICKS – YES MORRISON – YES 2012-1-3-21

MATT HIGNETT MADE A MOTION TO REQUEST THE LORAIN COUNTY COMMISSIONERS APPROVE A 25% REDUCTION OF LOAD LIMITS DURING THE 2011 SPRING THAW ON ALL EATON TOWNSHIP ROADS. FISCAL OFFICER TO FORWARD THIS RESOLUTION TO THE LORAIN COUNTY COMMISSIONERS. DONNA HICKS SECONDED THE MOTION.

HIGNETT – YES HICKS – YES MORRISON – YES 2012-1-3-22

LINDA MORRISON MADE A MOTION TO HAVE JDS GRINDING GRIND THE BRUSH FROM THE COMPOST FACILITY FOR 2012 AT NO COST IN EXCHANGE FOR TAKING ALL THE MULCH EXCEPT 30 CUBIC YARDS. MATT HIGNETT SECONDED MOTION.

MORRISON - YES HIGNETT - YES HICKS - YES 2012-1-3-23

LINDA MORRISON MADE A MOTION TO APPROVE EATON TOWNSHIP ZONING FEES AS REVISED ON JULY 19, 2011 FORM NO 9 FOR 2012. DONNA HICKS SECONDED THE MOTION.

MORRISON - YES HICKS - YES HIGNETT – YES 2012-1-3-24

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MORRISON MADE A MOTION THAT ALL ZONING COMMISSION AND BOARD OF ZONING APPEALS MEMBERS BE PAID \$25.00 PER MEETING FOR 2012. MATT HIGNETT SECONDED THE MOTION.

MORRISON – YES HIGNETT - YES HICKS - YES 2012-1-3-25

MORRISON MADE A MOTION THAT THE LORAIN COUNTY PROSECUTOR WILL BE THE LEGAL ADVISOR FOR THE EATON TOWNSHIP TRUSTEES, THE ZONING COMMISSION AND THE BOARD OF ZONING APPEALS ON MATTERS THAT ARE NOT A CONFLICT OF INTEREST WHEN JUSTIFIED. DONNA HICKS SECONDED THE MOTION.

MORRISON – YES HICKS – YES HIGNETT – YES 2012-1-3-26

MATT HIGNETT MADE A MOTION THAT ALL CEMETERY LOT RATES FOR RESIDENTS TO BE \$220.00 AND \$495.00 FOR NON-RESIDENTS. DONNA HICKS SECONDED THE MOTION.

HIGNETT – YES HICKS – YES MORRISON – YES 2012-1-3-27

MATT HIGNETT MADE A MOTION THAT ANY PERSON WHO IS A RESIDENT AT THE TIME OF RETIREMENT WILL BE CONSIDERED A RESIDENT OF EATON TOWNSHIP FOR THE PURPOSE OF PURCHASING AND INTERNMENT IN THE EATON TOWNSHIP BUTTERNUT RIDGE CEMETERY. LINDA MORRISON SECONDED THE MOTION.

HIGNETT - YES MORRISON - YES HICKS - YES 2012-1-3-28

MATT HIGNETT MADE A MOTION FOR THE FOLLOWING COSTS FOR EATON TOWNSHIP BUTTERNUT RIDGE CEMETERY FOR 2012.

**RESIDENTS**

BURIAL WEEKDAYS	\$330.00
BURIAL SATURDAY, SUNDAY, HOLIDAY	\$550.00
CREMATION BURIAL WEEKDAYS	\$165.00
CREMATION BURIAL SATURDAY, SUNDAY, HOLIDAY	\$275.00

**NON-RESIDENT**

BURIAL WEEKDAYS	\$495.00
BURIAL SATURDAY, SUNDAY, HOLIDAY	\$742.50
CREMATION BURIAL WEEKDAYS	\$247.50
CREMATION BURIAL SATURDAY, SUNDAY, HOLIDAY	\$375.00

**BABYLAND (INFANTS LESS THAN 12 MONTHS OLD)**

BURIAL WEEKDAYS	\$143.00
BURIAL SATURDAY, SUNDAY, HOLIDAY	\$165.00

**NON-RESIDENTS BABYLAND (INFANTS LESS THAN 12 MONTHS OLD)**

BURIAL WEEKDAYS	\$220.00
BURIAL SATURDAY, SUNDAY, HOLIDAY	\$242.00

**FOOTERS**

1' X 2' X 20" DEEP	\$ 99.00
1' X 3' X 20" DEEP	\$143.00
1' X 4' X 20" DEEP	\$176.00
OVER 4' PER FOOT	\$ 38.50

DONNA HICKS SECONDED THE MOTION.

HIGNETT - YES HICKS – YES MORRISON – YES 2012-1-3-29

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MATT HIGNETT MADE A MOTION THAT THE SECRETARY/RECORDS LIBRARIAN NOTIFY THE CEMETERY SEXTON AND THE FUNERAL DIRECTORS REGARDING THE CEMETERY PRICES APPROVED FOR 2012. DONNA HICKS SECONDED THE MOTION.

HIGNETT - YES    HICKS -YES    MORRISON – YES    2012-1-3-30

DONNA HICKS MADE A MOTION THAT REGULAR MEETINGS FOR THE EATON TOWNSHIP BOARD OF TRUSTEES WILL BE ON THE FIRST AND THIRD TUESDAY OF EACH MONTH AT 7:30 PM AT THE EATON TOWNSHIP HALL. MATT HIGNETT SECONDED THE MOTION.

HICKS - YES    HIGNETT - YES    MORRISON – YES    2012-1-3-31

LINDA MORRISON MADE A MOTION THAT THE STORM WATER MANAGEMENT COMMITTEE MEETINGS WILL BE ON THE SECOND MONDAY OF EACH MONTH AT 7:00 PM AT THE EATON TOWNSHIP HALL. IT SHOULD BE NOTED THAT DURING THE SUMMER MONTHS, SOME OF THE MEETINGS WILL BE WORKING MEETINGS AT THE EATON TOWNSHIP RAIN GARDEN. DONNA HICKS SECONDED THE MOTION.

MORRISON – YES    HICKS - YES    HIGNETT – YES    2012-1-3-32

MORRISON MADE A MOTION THAT THE ACCIDENT PREVENTION COMMITTEE MEETINGS WILL BE ON THE THIRD TUESDAY OF EACH MARCH, JUNE, SEPTEMBER AND DECEMBER AT 9:00 AM AT THE EATON TOWNSHIP HALL. MATT HIGNETT SECONDED THE MOTION.

MORRISON – YES    HIGNETT – YES    HICKS – YES    2012-1-3-33

MORRISON MADE A MOTION THAT THE EATON TOWNSHIP BOARD OF TRUSTEES SUPPORT THE ACCIDENT PREVENTION COMMITTEE IN COOPERATION WITH THE BWC. THE ACCIDENT PREVENTION COMMITTEE IS RESPONSIBLE FOR THE TOWNSHIPS SAFE WORKING ENVIRONMENTS, ACHIEVEMENT OF SAFETY GRANTS AND ATTENDS ALL CONTINUAL TRAINING FOR ALL DEPARTMENTS. HICKS SECONDED MOTION.

MORRISON – YES    HICKS – YES    HIGNETT- YES    2012-1-3-34

HICKS MADE A MOTION TO ESTABLISH A RECORDS COMMISSION TO MEET ONCE A YEAR WHICH WILL CONSIST OF THE FISCAL OFFICER, CHAIRPERSON OF THE BOARD OF TRUSTEES, THE RECORDS LIBRARIAN AND A REPRESENTATIVE FROM THE AUDITOR'S OFFICE IF NEEDED. HIGNETT SECONDED THE MOTION.

HICKS - YES    HIGNETT – YES    MORRISON – YES    2012-1-3-35

HIGNETT MADE A MOTION THAT PART TIME EMPLOYEES MUST WORK LESS THAN 1500 HOURS PER YEAR. PART TIME EMPLOYEES AND EMS/FIREFIGHTERS WORKING OVER 57 HOURS PER PAY PERIOD MUST SIGN AN ACKNOWLEDGEMENT AND WAIVER FORM #49-EATON TOWNSHIP. MORRISON SECONDED THE MOTION.

HIGNETT - YES    MORRISON - YES    HICKS - YES    2012-1-3-36

MORRISON MADE A MOTION THAT THE STANDARD MILEAGE RATE REIMBURSED TO EMPLOYEES BE ACCORDING TO THE IRS STANDARD WHICH IS 55.5 CENTS A MILE FOR 2012. EMPLOYEES MUST PROVIDE THEIR OWN MAINTENANCE, FUEL AND INSURANCE ON THEIR VEHICLES. NO MILEAGE WILL BE PAID TO THE EATON TOWNSHIP TRUSTEES FOR ANY MILEAGE DRIVEN WITHIN THE TOWNSHIP. HICKS SECONDED THE MOTION.

MORRISON – YES    HICKS – YES    HIGNETT - YES    2012-1-3-37

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HICKS MADE A MOTION TO CONTINUE TO TAKE APPLICATIONS FOR FIRE AND EMS PERSONNEL. EATON TOWNSHIP TRUSTEES REQUIRE APPLICANTS TO APPLY AS BOTH FIREFIGHTERS AND EMS PERSONNEL. HIGNETT SECONDED THE MOTION.

HICKS – YES HIGNETT – YES MORRISON – YES 2012-1-3-38

HIGNETT MADE A MOTION THAT HOSPITALIZATION COSTS TO BE ALLOCATED TO THE APPLICABLE FUNDS BASED ON ACTUAL ACTIVITIES PERFORMED AND NOT TOTALLY TO THE GENERAL FUND. HICKS SECONDED THE MOTION.

HIGNETT – YES HICKS – YES MORRISON – YES 2012-1-3-39

THE FISCAL OFFICER GAVE THE TRUSTEES THE FINAL FIGURES FOR THE ESTIMATED RESOURCES AND APPROPRIATIONS. THESE FIGURES INCLUDE STAR OHIO INTERST AND FIRSTMERIT BANK INTEREST FOR THE MONTH OF DECEMBER 2011 (SEE ATTACHED). MORRISON MADE A MOTION TO APPROVE THE FIGURES AS PRESENTED BY THE FISCAL OFFICER. HICKS SECONDED THE MOTION.

MORRISON – YES HICKS – YES HIGNETT – YES 2012-1-3-40

MORRISON MADE A MOTION THAT THE FOLLOWING BE PRIMARY AREAS OF RESPONSIBILITY FOR THE TRUSTEES FOR 2012. IT SHOULD BE NOTED THAT ALL TRUSTEES ARE TO KEEP EACH OTHER INFORMED AND ANY EMPLOYEE SHOULD FEEL FREE TO APPROACH ANY TRUSTEE. EMERGENCY SITUATIONS MAY REQUIRE INTERVENTION BY ANY TRUSTEE. HOWEVER, NORMAL DAY TO DAY OPERATIONS AS WELL AS POLICY AND PROCEDURE SHOULD BE ADDRESSED WITH THE APPROPRIATE TRUSTEE AS FOLLOWS:

**DONNA HICKS**

FIRE AND EMS INCLUSIVE OF EMS BILLING  
ADA COORDINATOR  
ROBERT ROSS SCHOLARSHIP COMMITTEE  
MIDVIEW SCHOOL BOARD LIAISON  
PROGRAMS FOR SENIORS AS WELL AS DISABLED AND FINANCIALLY CHALLENGED RESIDENTS

**LINDA MORRISON**

ADMINISTRATIVE STAFF  
ZONING INCLUSIVE OF ZONING INSPECTOR, ZONING COMMISSION AND BOARD OF ZONING APPEALS  
LORAIN COUNTY SHERIFF LIAISON  
BWC/ACCIDENT PREVENTION COMMITTEE  
STORM WATER MANAGEMENT COMMITTEE

**MATT HIGNETT**

ROAD AND BRIDGE INCLUSIVE OF THE CEMETERY, PARKS AND COMPOST FACILITY  
VETERANS COMMITTEE  
RENTAL PROPERTY  
PEAK NATURE PRESERVE AND PARK BOARD  
JEDD BOARD

HICKS SECONDED MOTION

MORRISON – YES HICKS – YES HIGNETT – YES 2012-1-3-41

MORRISON MADE A MOTION TO RESCIND HOLIDAYS TO MAKE CORRECTION TO THE 28<sup>TH</sup> OF MAY FOR MEMORIAL DAY ALL OTHER DAYS STAYED THE SAME. HICKS SECONDED MOTION

MORRISON – YES HICKS – YES HIGNETT - YES 2012-1-3-42

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WITH NO FURTHER BUSINESS AT THIS EATON TOWNSHIP TRUSTEES ORGANIZATIONAL MEETING, MORRISON MADE A MOTION TO ADJOURN AT 6:27PM. HICKS SECONDED THE MOTION.

MORRISON – YES    HICKS – YES    HIGNETT – YES

2012-1-3-43

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TRUSTEE

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TRUSTEE

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TRUSTEE

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FISCAL OFFICER