

# RECORD OF PROCEEDINGS

## THORN TOWNSHIP TRUSTEES

### REGULAR SESSION

Held: August 8, 2012  
of 3

Page 1

The Board of Trustees of Thorn Township convened in regular session from 6:00 P.M. to 7:35PM. in the Township Hall. Dale Factor called the meeting to order with the following members and visitors present:

Billie Dearlove	Present	Robert Coleman	
	Present		
Richard Wilson	Present	Dale Factor	Present

**VISITORS:** Todd Brune, Julian Dornon, Holly Holdcroft, Donna Miller, Paul Miller, Ron Bowers, Paul Brown and Ralph Painter, Sr.

#### Approval of Minutes

**Motion:** A motion to approve the minutes of the July 11, 2012 regular meeting was made by Robert Coleman and seconded by Dale Factor. Votes were: Robert Coleman, Aye; Dale Factor, Aye; Richard Wilson, Aye.

**Motion:** A motion to approve the minutes of the July 23, 2012 special meeting was made by Richard Wilson and seconded by Robert Coleman. Votes were: Richard Wilson, Aye; Robert Coleman, Aye; Dale Factor, Aye.

**Motion:** A motion to approve the minutes of the July 30, 2012 special meeting was made by Richard Wilson and seconded by Robert Coleman. Votes were: Richard Wilson, Aye; Robert Coleman, Aye; Dale Factor, Aye.

#### Reports

**Fiscal Officer Billie Dearlove** provided copies of the July 2012 bank reconciliation. She also provided a fund status report, an appropriation status report, a receipt register and a payment register for July 2012. Additionally, an EMS payroll register was provided for July, 2012. Billie requested approval to increase the appropriations in accounts payable so that an additional payment of \$100,000.00 can be made on the firehouse loan at Peoples National Bank. Billie also had a document request from Armada which was given to Rob Sands. The requested records are to be provided to Fiscal Officer Dearlove by August 13, 2012 at 5:00pm. Billie questioned payment of mileage for attending firefighter classes and training. We are currently paying for tuition, books and mileage. Rob Sands will come up with a plan and report back on this.

**Motion:** A motion to increase appropriations and pay an additional \$100,000.00 on the loan with Peoples National Bank was made by Dale Factor and seconded by Richard Wilson. Votes were: Dale Factor, Aye; Richard Wilson, Aye; Robert Coleman, Aye.

**Trustee Dale Factor** reported that he had attended the EMA storm meeting on August 3, 2012. The total costs incurred during the storm and clean up was \$13,354.86 which Dale submitted. We will wait for additional instruction on next steps. Dale also reported that the alley between Twp Rd 1065 and 1066 has been vacated by the Perry County Commissioners on 3-12-12. The stop signs and bushes to the west of the alley are being removed. Residents from the area were in attendance to voice concerns over changes in traffic patterns, removal of stop signs, etc. A letter will be drafted and sent to resident Penny Jacks regarding removal of the bushes. Dale delivered the replacement levy to the Board of Elections for placement on the November 2012 election ballot. Dale also had the updated personnel policy. There were comments and discussion regarding the changes and that the updated policy indicating that part-time workers will be paid vacation pay on a prorated basis based on the number of hours worked bi-weekly. This will be calculated as after service of one (1) year with Thorn Township, a full-time or part-time employee shall be entitled, for each completed eighty (80) hours of service, to paid vacation leave of one and five and one half tenths (1.55) hours each biweekly period in which the employee is in active pay status. Part-time workers are not entitled to holiday or sick pay.

Pay for the zoning commission and BZA members was tabled for a future meeting. Dale provided a

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Page 2

of 3

copy of the Acknowledgement of receipt of Auditor of State fraud-reporting system information. Billie will make copies of bring to the next meeting so that the forms can be distributed to the employees of Thorn Township. Dale also had a records retention policy that we could adopt. A commission needs to be created which consists of the chairman and the fiscal officer. A copy of the policy was left with all trustees to review.

**Motion:** A motion to amend and approve changes to the personnel policy was made by Dale Factor and seconded by Robert Coleman. Votes were: Dale Factor, Aye; Robert Coleman, Aye; Richard Wilson, Aye.

**Trustee Richard Wilson** reported that the old point gas station building where the food pantry is housed gets very hot. There was discussion about installing a Mitsubishi air conditioner that did not need special venting, etc. Rick will check on the costs of this and report back. The county roller that we borrowed is still not fixed. We will make necessary repairs and return to Kent Cannon. Shelley Co. has not begun the road work as of this meeting. We were hoping that the work would be completed before school starts however that will not happen. Future contracts for road repairs need to have a completion date added. Rick also recommended that we look in to purchasing a chipper. Trustee Coleman will do that and report back.

**Trustee Robert Coleman** reported that he met with the County Commissioners regarding the closing of Twp Rd 1061. He also reported that their public hearing on the matter had been changed to September 21, 2012. Bob will draft a letter to be sent to the Commissioners requesting that documentation from any decisions or matters that come before them and has an effect on Thorn Township be sent to the Trustees. Bob asked if the township would purchase a catch basin for Twp Rd 1061. If we purchase it, Paul Brown will install it. It was decided that we will make the purchase. Bob also inquired about ditching on Twp Rd 358. This has been a problem in the past as resident Ted Eppley does not feel that the township has a legal right to ditch the area. We have done this in the past and it is something that is necessary so the road workers will be instructed to complete this in the near future.

**Zoning Inspector Todd Brune** provided a zoning update and submitted his report for July, 2012.

**Fire/EMS:** Rob Sands provided an update and submitted YTD run statistics. Rob also inquired about a purchase order for the fit test. He will contact Billie Dearlove with additional information to get the po.

### Public Comment

Donna Miller requested that a street sign for Railroad St as well as the Twp Rd number be erected on her street. Signs will be ordered and installed.

**Warrants were signed.**

### Meeting Adjourned

There being no further business, a motion to adjourn at 7:35 pm was made by Dale Factor and seconded by Robert Coleman. Votes were: Dale Factor, Aye; Robert Coleman, Aye; Richard Wilson, Aye.

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Billie Dearlove

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Dale Factor

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Richard Wilson

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Robert Coleman

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of 3

Page 3

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All formal actions of the of Thorn 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.