

The Suffield Township Board of Trustees met at the Administration Building on March 31, 2016 for a special meeting of the Township Chairman Thomas Calcei called the meeting to order at 8:00 PM. Present were Board Members Thomas Calcei, Jeff Eldreth, David Vartenuk, and Township Fiscal Officer Lori Calcei.

#### BOLENDER ROAD WATER ISSUE

Mr. Fred Herrow informed the Trustee of a water issue on Bolender Road west of Kapity Drive. He stated that the storm sewer is backing up and water is getting close to coming on the road. Mr. Eldreth informed him that he was aware of this situation and that he has just recently been told that ODNR has raised the water level at Wingfoot. He feels that may be causing this problem along with the water problem on Manning. He will be contacting ODNR to question them on this issue.

#### Suffield Township Road Department Safety Policy Manual

It was moved by Mr. Calcei and seconded by Mr. Eldreth to adopted the following safety policy into our Policy and Procedure Manual and further that each road department employee sign a copy of policy and that it be kept in their personal file.

- 16 Safety Policy:
- 16.1 Township workers are required to wear the proper Personal Protective Equipment when performing all work related tasks.
- 16.2 A list of required PPE is to be maintained by the Road Crew Supervisor.
- 16.3 Reflective clothing is required when within the road right of way. Class 2 High Visibility vest will be provided by the township and replaced as needed.
- 16.4 Ohio Department of Transportation, ODOT, Flagger Training course must be completed annually before any township employee can be used in a work zone for Flagging purposes. A list of ODOT trained employees will be maintained by the Road Crew Supervisor.

- 16.5 Proper temporary work zone will be determined by referencing sections the Ohio Manual of Uniform Traffic Control Devices that pertain to Suffield Township road needs. The number of flaggers necessary will be determined by referencing the OMUTCD - Ohio Manual of Uniform Traffic Control Devices most current edition. In the event that the township does not have a sufficient number of trained flaggers for any job, the township will contract out the flagging detail
- 16.6 Proper Signage and Stop/Slow paddles are to be used in every Temporary Traffic Control zones as required by the most current version of the OMUTCD.
- 16.7 Violations of the Township safety policy will be reported to the Road Department Supervisor and reviewed by the Trustee in Charge to determine disciplinary actions.

#### PERP CITATIONS

Mr. Calcei informed us that with the passing of above safety policy he has finished all requirements for the PERP citations and will be delivering it to them by April 15.

#### CASHING OF SICK LEAVE

Fiscal Officer Calcei informed the Trustees that a motion that was passed at the December 22, 2015 meeting was left out of the written minutes. Due to that oversight it was moved by Mr. Calcei and seconded by Mr. Vartenuk to amend the December 22, 2015 minutes by adding the following motion:

#### CASHING OF SICK LEAVE

**It was moved by Mr. Calcei and seconded by Mr. Vartenuk to change 11.1.2 Cashing of Sick Leave in our Personnel Policies and Procedures Manual to read- An employee who retires or resigns and who was also in the service of the Township for a period of ten (10) continuous years prior to retirement or resignation may redeem earned sick leave. Example: Such redemption shall be at a rate of four (4) accumulated sick days exchanged for one (1) day of pay at the employee's last rate pay**

**of regular pay prior to such retirement or resignation for a maximum of 15 days equivalency of compensation.**

**Roll Call: Mr. Calcei-Yes, Mr. Vartenuk -Yes, Mr. Polen - Yes**

Roll Call: Mr. Eldreth-Yes, Mr. Calcei -Yes, Mr. Vartenuk - Yes

INSURANCE CHECK

There was some discussion on whether the Trustees wanted the check from our insurance company to be mailed to the Township or whether the Trustees wanted the insurance company to pay the bills from the accident that did damage to the administration building. It was moved by Mr. Calcei and seconded by Mr. Eldreth to have our insurance agent make the check out to the Township and we will pay the bills.

ADJOURNMENT

It was moved by Mr. Calcei and seconded by Mr. Vartenuk to adjourn the meeting. (9:00 PM)

Roll Call: Mr. Vartenuk-Yes, Mr. Eldreth-Yes, Mr. Calcei-Yes

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Thomas Calcei, Chairman

\_\_\_\_\_  
Date

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Lori Calcei,

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David Vartenuk

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Jeff Eldreth