

**RICHFIELD TOWNSHIP  
LUCAS COUNTY, OHIO  
BOARD OF RICHFIELD TOWNSHIP TRUSTEES  
REGULAR MEETING MINUTES**

October 19<sup>th</sup>, 2009

The regular meeting of the Richfield Township Trustees was called to order by Donald Eisel at 7:00 p.m. at the Municipal Building, 3951 Washburn Road, Berkey, Ohio.

**ROLL CALL:** Trustee  
Chairman: Donald Eisel – present  
Vice-Chairman: Karen Winn - present  
Arthur Nevers - present

**ADMINISTRATIVE REPORTS:**

The clerk provided copies of the minutes from the October 5<sup>th</sup>, 2009 meeting, current Cash Summary Report, September Bank Reconciliation and Pending Warrants Report.

**READING AND APPROVAL OF MINUTES:**

Arthur Nevers made a motion to approve the October 5<sup>th</sup>, 2009 minutes as presented. Karen Winn seconded the motion. Roll call: Eisel – yes, Nevers-yes, Winn-yes. Motion approved.

**PRESENTATION OF THE BILLS:**

The attached listings of warrants (5420-5440) were presented for approval:

Karen Winn made a motion to approve payment of the attached listing of invoices and the corresponding pending warrants. Arthur Nevers seconded the motion. Roll call: Eisel-yes, Winn-yes, Nevers-yes. Motion approved.

**NEW BUSINESS:**

Kasee Feit (Key Bank Representative) discussed the townships present Sweep Investment Account; Ms. Feit provided information on alternative investment accounts with higher interest rates and lower monthly bank fees. Trustee Winn recommended that we compare rates and services with other financial institutions considering investment risks.

Further research will be done at various banking institutes.

Scott Smith was present to discuss his employment; Mr. Smith was told his job duties would no longer include cleaning the station or town hall and he would no longer have any duties at the fire station. Trustee Winn asked Mr. Smith if he would prefer to go into executive session and he declined.

Mr. Smith questioned why his duties were being reduced; stating the Trustees have never approached him regarding his performance. Mr. Smith obtained a copy of his employment file and there are no disciplinary actions or anything in his file indicating there was a problem; he further stated he has read the minutes from the past couple years and found no discussions regarding problems with his employment. Trustee Nevers stated the decision was based on recommendations from Chief Tate.

Trustee Nevers stated he did speak with Mr. Smith a couple times regarding the hall and fire station not being cleaned; although there is no documentation. Trustee Winn advised Mr. Nevers to write down the past conversations with Mr. Smith and place in his file, a copy will be provided to Mr. Smith.

Trustee Winn explained to Mr. Smith they have not decreased his hours he can still work up to 20 hours per week assisting Doug with maintenance, roads, and snow plowing.

The Trustees will meet with Scott and Jim Crooks to go over the job responsibilities. A revised job description will be provided to Mr. Smith and Mr. Crooks.

Sue Smith stated she had concerns with the intention of the Trustees decisions regarding Scott's employment.

Discussion was held on Jim Crooks employment, hours and job duties. The intention was for Mr. Crooks to work up to a maximum of twenty hours a week not a routine schedule of 20 hours per week. Chief Tate stated he has started a list of job duties and will forward to the Fiscal Officer for review at the next meeting.

A question was raised as to why an employee was hired without a probationary period as other employees were in the past. Trustee Winn explained because the township is an "at will" employer they were advised per the Prosecutor to not place employees on a probationary period.

## **ZONING:**

The October 13<sup>th</sup> zoning minutes were read.

A letter was received from the Architect at Christ the Word church thanking John Hassen.

There was discussion regarding the revised site plans for Christ the Word Church. Trustee Nevers will contact Brian Miller (Lucas County Engineer) to see if they have reviewed the revised plans.

**FIRE:**

Chief Tate provided a letter regarding the condition of the property on 12625 Brint Rd.; the letter will be forwarded to the Lucas County Health Department.

There being no further business Karen Winn made a motion to adjourn at 8:35 p.m., which was seconded by Arthur Nevers. Roll call: Eisel – yes, Nevers-yes, Winn-yes. Motion approved.

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Richfield Township Clerk

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