

COVENTRY TOWNSHIP BOARD OF TRUSTEES
Special Meeting of September 5, 2024

The Coventry Township Board of Trustees held a Special Meeting on Thursday, September 5, 2024, at 9:30 a.m. in the Coventry Community Center, 335 E. Willowview Drive, Coventry Twp., OH 44319, to discuss Parks Projects, a USDA Loan, Payroll Software, Radio Service Agreement, and Equipment Donations and to go into executive session to consider the employment of a public employee, to discuss the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property under section 505.10 of the Revised Code and to discuss pending litigation.

Call to Order:

Chairman George Beckham called the meeting to order and asked Administrator, Anna Bryant to record the following Trustees present: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. All Trustees were recorded as present.

Also in attendance were Fiscal Officer, David Gissinger; Fire Chief, Adam Rockich; and Road Superintendent, Lael Stouffer.

USDA Loan – Fire Engine Purchase – Bond Counsel Agreement

Dave Gissinger explained that USDA is issuing bonds instead of loans, making sure you have legal counsel for the sale of the loan management outside of the Township. It's the last step to purchase the truck which will arrive in May of next year.

240905-01 George Beckham made a motion to approve the Bond Engagement Agreement from Roetzel & Andress, LPA in the amount of \$2,000 as required under the USDA Loan for the Fire Engine Purchase, with any additional costs incurred outside of that sum payable at a rate of \$200.00 per hour billed in 1/10 of 1-hour increments. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Time Clock / Aladtec Software

Dave Gissinger explained Aladtec is a scheduling software that the Fire Dept was primarily interested in, but the Road Dept could take advantage of it too. The program would automate our scheduling and give us additional compliance checks. The price is \$2,400 per year plus a set-up cost. TimeClock Plus (TCP) will automate our payroll process. Employees will clock in and out electronically, allowing direct integration into our UAN payroll program. The cost is \$1,316.25 per year plus a setup cost. (Set up cost for both programs would be in the \$2,500-\$3,500 range.) Both systems would eliminate paperwork and reduce multiple payroll functions currently being used.

240905-02 George Beckham made a motion to approve a blanket certificate in the amount of \$3,500.00 to cover the purchase & implementation of the TimeClock Plus – Aladtec payroll and time management software system. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

There was some further discussion over how this would work with the Road Department, possibly buying a separate iPad or laptop for employee clock-in.

Radio Service Agreement

240905-03 Jeff Houck made a motion to approve a purchase order in the amount of \$3,173.04 to B&C Communications for the Radio Maintenance Annual Contract. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

AED's – Parks & Rec Facilities

Adam Rockich explained that per Ohio House Bill 47 – we are now required to place automated external defibrillators in each sports and recreation facility under our control (as defined in the Bill). Discussion was held over compatible units with our monitors versus cheaper units, as well as how to mount them, tamper proof boxes, tying into alarm systems, tracking and total cost.

240905-04 George Beckam made a motion to approve a blanket certificate in the amount of \$12,000 to cover the cost of AEDs and tamper-resistant cases to be installed in Township parks for

emergency use. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

PLAY Baseball – Field Improvements – Logan & Cottage Grove

- Cottage Grove – Extend Infield Arc: \$7,184
- Cottage Grove – Infield Renovation: 12,973
 - Cottage Grove = \$20,157
- Logan Field – Infield Arc Adjustment & Renovation Field #1: \$14,968
- Logan Field – Perforated Pipe & Track Mix: \$1,736
 - Logan Field = 16,704

It was noted that the Portage Lakes Ducks donated \$5,000 toward Cottage Grove fencing, and that we would old off on anything toward Logan Field. Anna Bryant and David Gissinger mentioned Ingleside Field and the fact that we told them we had to wait until spring to give them money, and not we're funding baseball. It was decided fencing discussion would go on the next agenda for Ingleside and quotes would be obtained in the meantime.

240905-05 Jeff Houck made a motion to approve a blanket certificate in the amount of \$16,000 for Cottage Grove Field improvements. Edward Diebold seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

P.L. Ducks – Donation – Cottage Grove Field

Donation received to be used toward field improvements.

240905-06 Edward Diebold motion to accept a donation from the Portage Lakes Ducks in the amount of \$5,000 to be used toward the improvement of the baseball field at Cottage Grove Park. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

P.L. Ducks – Donation – Fire Department Inflatable Boat

Donation to be used toward the purchase of a 10'4" Achilles FBR104 Inflatable Rescue Boat from Samsel Supply in the amount of \$4,810.00.

240905-07 Edward Diebold motion to accept a donation from the Portage Lakes Ducks in the amount of \$4,810 and to establish a Blanket Certificate to be used for the purchase of a 10'4" Achilles FBR104 Inflatable Rescue Boat from Samsel Supply. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Executive Session

Jeff Houck made a motion to adjourn to executive session to consider the employment of a public employee, to discuss the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property under section 505.10 of the Revised Code and to discuss pending litigation. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Adjourned to executive session at 10:38 a.m.

Convened executive session at 10:38 a.m.

Discussion:

Motion to adjourn executive session:

Jeff Houck made a motion to adjourn executive session. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

Adjourned executive session at 11:21 a.m.

Reconvened regular session at 11:21 a.m.

Discussion/Motions pertaining to Executive Session

Zoning Inspector Position - New Hire

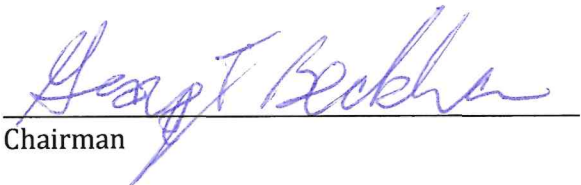
240905-08 George Beckham made a motion to hire Rob Henwood as full-time zoning inspector at the established wage and benefits schedule, with the inclusion of 10 years' service credit towards vacation time and pending review of the carry-over of sick leave balance by HR attorney Green. Jeff Houck seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

It was noted that the regular September meeting will be canceled due to a lack of a quorum because of vacation schedules. Anna Bryant will send a notice to the media.

Motion to Adjourn the Meeting:

Jeff Houck made a motion to adjourn the special meeting. George Beckham seconded the motion. Roll call: George Beckham, yes; Edward Diebold, yes; and Jeff Houck, yes. Motion carried 3-0.

There being no further business the meeting was adjourned at 11:22 a.m.


Chairman


Fiscal Officer