

Mr. French called to order the Bristol Township End of Year meeting on Thursday December 29, 2011, at 8:00 AM with the following Trustees present and answering roll call. Mr. French, here

Mr. Seemann, here

Following the Pledge of Allegiance the minutes to the previous meetings were read.

Mr. Seemann moved to approve the minutes of December 20, 2011 as read. Mr. French seconded the motion.

Motion Carried
#307-2011

Roll Call

Mr. French, yes
Mr. Seemann, yes

Guests

Christine Houser- Observing

Greg Maraczi Township Supervisor reported that the Backhoe is repaired and ready for service.

Town Hall window has been repaired costing \$15.00.

The Salt Spreader and wings for the plow has been installed on the trucks.

Set date to do the inventory and employee reviews for Tuesday January 3, 2012.

Trustee French expressed gratitude to the Road Department on behalf of the Board for a job well done in 2011.

Set Road budget meeting for February 7, 2011 at 6:00 in the Fiscal Officers office.

Ellen Gordon Zoning Inspector reported that two residents that received notices from the court are now in compliance.

Zoning Work Session set for January 4, 2012 at 6:00 PM in the Zoning Office.

Steve Craiger Assistant Chief reported that Operation Present Drop delivered approximately 250 presents to over 70 homes.

Fire Chief Roger French reported that new rate schedule is in for EMS runs. Trustees will look at it at the first meeting in January.

Set budget work session with Fire Department for Tuesday January 10, 2012 at 6:00.

Old Business

Set tentative dates to review new software for the Cemetery. Pontem and Burrows will provide on line seminar presentations February 6th or 13th.

Trustee French reported the lighting committee will tear down Christmas Lights on Saturday December 31st.

Mr. Seemann moved to approve the Clothing Allowance Road Department Policy

Clothing Allowance

Road Department

Bristol Township recognizes that Township road department employees must dress in weather appropriate clothes and safety gear. Because this clothing is specific to the needs of our Township road department safety gear and appropriate clothing will be provided by the Township for our full time and seasonal employees.

Employees are required to wear the provided uniform clothing and safety gear as a condition of employment.

Township Supervisor shall monitor condition of clothing and safety gear periodically to maintain proper standards of safety and appearance for Township employees.

Clothing and safety gear shall be replaced as needed due to ordinary wear and tear. Each employee shall be responsible for the protection and maintenance of all clothing and safety gear. Replacement of such items due to an employee's negligence shall be at the employee's own expense.

It is the responsibility of the Township Supervisor to stay within the Board approved yearly budget for clothing and safety gear.

All clothing and safety gear shall be purchased from an approved vendor.

Furnished clothing for full time employees: **Furnished clothing for seasonal returning employees**

One pair steel toed safety boots or shoes	Rubber boots
Rubber boots	Safety glasses
Safety glasses	Safety yellow t-shirts
Leather gloves	leather gloves
Winter gloves	Rain Gear
Rain gear	Safety vests
Safety Vests	Work Overall
Winter Coat	
Winter Overall	

Each full time employee shall be given an annual allowance of \$100.00 for the purchase of work related personal clothing. I.e. Jeans, winter garments. Employee shall be reimbursed from the Fiscal Officer with proper receipt.

Each Returning seasonal employee shall be given an allowance of \$80.00 for the purchase of Work related personal clothing. I.e. Jeans. Employee shall be reimbursed from Fiscal Officer with proper receipt.

Mr. French seconded the motion.

Discussion: Effective January 1, 2012

Motion Carried
#308-2011

Roll Call

Mr. French, yes
Mr. Seemann, yes

Mr. Seemann moved to adopt the Bristol Township Use of Township Equipment and Vehicles Policy effective January 1, 2012.

Use of Township Equipment and Vehicles Policy

Township equipment and vehicles is an expensive asset of the Township and the efficient, orderly, and safe operation of all Township vehicles is a benefit to the Township and public.

1. Fire personnel must adhere to department training and operating procedures as outlined in department SOP's
2. All Township employees must pass proficiency tests before operating equipment and vehicles
3. Only designated employees may operate Township equipment and vehicles
4. Every driver must possess the appropriate and valid Ohio State license, including a commercial license for operation of dump trucks (fire trucks are exempt)
5. All employees are required to have automobile insurance to operate Township equipment and vehicles
6. All occupants are required to wear seatbelts
7. Only employees and those necessary to conduct the official business of the Township may be transported in any Township vehicle
8. Driving under the influence of alcohol or drugs is prohibited
9. Any accident, incident, or citation while using any Township equipment or vehicle must be reported immediately to the proper legal authority and to the Township Supervisor, Fiscal Officer, Fire Chief, and or Township Trustee
10. Employees are prohibited from using Township equipment or vehicles for personal use
11. All equipment and vehicles are to be refueled at the Township garage

and usage logged according to the procedures set forth by the Township Trustees and Fiscal Officer.

Mr. French seconded the motion.

Motion Carried #309-2011	Roll Call	Mr. French, yes Mr. Seemann, yes
-----------------------------	-----------	-------------------------------------

Cell phone policy will be reviewed at the next meeting.

New Business

Mr. Seemann moved to accept a letter of interest from Andrew Holko III for appointment to the unexpired full term to the Bristol Township Zoning Appeals Board ending December 31, 2015.

Mr. French seconded the motion

Motion Carried #310-2011	Roll Call	Mr. French, yes Mr. Seemann, yes
-----------------------------	-----------	-------------------------------------

Mr. Seemann moved to compensate the Fiscal Officer and Trustees the maximum monthly salary under the ORC for 2012. Mr. French seconded the motion.

Motion Carried #311-2011	Roll Call	Mr. French, yes Mr. Seemann, yes
-----------------------------	-----------	-------------------------------------

Mr. Seemann moved that all duly elected officials have the option for hospitalization/dental and life insurance of or opt out at any time during their term of office as prescribed by the Ohio Revised Code. Mr. French seconded the motion.

Motion Carried #312-2012	Roll Call	Mr. French, yes
-----------------------------	-----------	-----------------

Mr. Seemann moved to set temporary appropriations as follows for 2012;

Fund 1	\$200,000.00
Fund 2	5,000.00
Fund 3	20,000.00
Fund 4	40,000.00
Fund 5	10,000.00
Fund 6	0.00
Fund 13	1,000.00
Fund 14	50,000.00
Fund 14B	951.66
Fund 15	0.00
Fund 17	0.00
Fund 20	<u>50,000.00</u>
Total Temporary Appropriations	376,951.66

Mr. French seconded the motion.

Motion Carried #313-2011	Roll Call	Mr. French, yes
-----------------------------	-----------	-----------------

Mr. Seemann moved to reduce the Certificate of estimated resources due to uncollected monies as follows:

General Fund	5,275.14 uncollected tax
Road Fund	654.01 uncollected tax
Gas Tax	6,908.07 uncollected other
Cemetery Bequest	4.70 uncollected other
Ambulance/EMS	1803.07 uncollected other
FEMA Grant	190,710.00 uncollected Grant
Land Note	.02 overstated amount

Mr. French seconded the motion.

Motion Carried #314-2011	Roll Call	Mr. French, yes Mr. Seemann, yes
-----------------------------	-----------	-------------------------------------

Mr. Seemann moved to reduce appropriations due to uncollected monies as follows;

Gas Tax-03A04	6908.07
EMS/Amb14A01	1803.07
Land Note 15A01	.02
Bequest 06A02	4.70
Fema Grant 14A10B	190,710.00

Mr. French seconded the motion.

Motion Carried
#315-2011

Roll Call

Mr. French, yes
Mr. Seemann, yes

Mr. Seemann moved to pay the bills. Mr. French seconded the motion.

Motion Carried
#316-2011

Roll Call

Mr. French, yes
Mr. Seemann, yes

Mr. Seemann moved to cancel the January 3rd Trustee Meeting and hold only one meeting in January on the 17th at 7:00 PM in the administration building.

Mr. French seconded the motion.

Motion Carried
#317-2011

Roll Call

Mr. French, yes
Mr. Seemann, yes

Mr. French moved to adjourn at 9:45 AM. Mr. Seemann seconded the motion.

Motion Carried
#318-2011

Roll Call

Mr. French, yes
Mr. Seemann, yes

Ramon W. French, Chairman

Douglas S. Seemann, Trustee

Attest: Ida Dolly Mansfield, Clerk