

**TWIN TOWNSHIP TRUSTEES, ROSS  
COUNTY, OHIO MINUTES OF MEETING  
OF DECEMBER 11, 2023  
MEETING LOCATION: 11474 KERAN ST., BOURNEVILLE, OHIO**

President Michael Whitt called the meeting to order at 6:00 p.m.

***ROLL CALL***

Officials present at roll call were: President Michael Whitt, Vice-President Michael Darbyshire, Trustee Bryan Bethel and Fiscal Officer William Jones. Also present were Fiscal Officer-Elect Kim Litter, Fire Chief Marty Johnson, fire department members Adam Ball, Melissa Ball, Shaun Allen and Chris Benson.

***MINUTES OF PREVIOUS MEETING***

Reading of the minutes of the previous meeting was waived.

***RESOLUTION 2023-12-11-01: Motion*** was made by Mr. Whitt and seconded by Mr. Darbyshire to approve the minutes as presented and also the agenda as presented. All voted yes. Motion passed.

***CORRESPONDENCE/COMMUNICATION***

Mr. Whitt reported about adding electric service at the salt building. He received a quote from electrician Larry McGuire of \$4,400. Mr. Bethel will get a second quote from Roberts Electric. Mr. Darbyshire reported that he will contact the Sheriff's office again about the "toning out" of the Twin Township Fire Department when there is a traffic accident in Twin Township.

A resident on Mingo Road is interested in part-time employment for snow and ice removal if needed. Mr. Darbyshire will have him fill out an application.

Mr. Bethel said a decision has not been made yet about removal of tree over-hanging on Storms Road.

***FINANCIAL***

***RESOLUTION 2023-12-11-02:***

***Motion*** by Mr. Whitt and second by Mr. Darbyshire to approve:

- a) payment of bills as presented
- b) Purchase Orders and blanket certificates as presented
- c) supplemental appropriations as presented
- d) Adopt temporary appropriations for 2024 (see last page)
- e) Pay per run for fire department members to go to quarterly instead of monthly
- f) Approve 2024 fringe benefits (see last page)
- g) Approve 2024 holiday schedule for full-time employees (see last page)

All voted yes. Motion passed.

***OLD BUSINESS***

Security light at the parking lot of the fire house is still out. The Fiscal Officer will contact AEP again.

***NEW BUSINESS***

Discussion was held regarding purchase of a measuring device to be used to measure roads for paving and repair. Mr. Darbyshire said he would contact Ross County Engineer's office to see what device they use.

## ***FIRE CHIEF REPORT***

Fire Chief Marty Johnson gave the report.

He said he is still concerned about scene control and agency in charge when fire department responds to a traffic accident in the township. Other fire department members present also commented about the same issue. The members claim the most friction is with the Bainbridge fire department. After discussion, it was decided by the Trustees that a meeting will be set up with public officials from both Twin and Bainbridge as well as both Fire Chiefs to try to come to a workable agreement.

Fire Department member Chris Benson complained about Caleb Swepston being removed as a fire department member. Mr. Benson decided to issue his resignation in person at that time, and turned in his radio to the Trustees.

**RESOLUTION 2023-12-11-03: Motion** was made by Mr. Whitt and seconded by Mr. Darbyshire to enter into Executive Session for the purpose of discussion of personnel issues. Remaining in Executive Session with the Trustees was the Fiscal Officer and Fiscal Officer-Elect. Upon call for vote, all voted yes.

Motion passed. Executive Session began at 7:02 p.m.

Fire Chief Johnson entered at 7:10, left at 7:57, entered again at 8:00. Executive Session ended at 8:02 p.m. at which time, the regular meeting resumed.

**RESOLUTION 2023-12-11-04: Motion** by Mr. Darbyshire and second by Mr. Bethel that effective immediately, the Fire Chief will not be eligible for fire “pay-per-runs”. During discussion, the Trustees explained that duties of the Fire Chief are less now by about half since the township no longer operates EMS services. The Fire Chief is currently paid \$400 per month for his services as a part-time Fire Chief. The Trustees offered to allow him to receive pay-per-run, or a monthly stipend, but not both. The Fire Chief stated he preferred to stay with the monthly stipend of \$400.00. Upon call for vote, all voted yes. Motion passed.

**RESOLUTION 2023-12-11-05: Motion** by Mr. Darbyshire and second by Mr. Bethel that the Fire Chief be given a two-week suspension for his conduct in regard to the handling of the Caleb Swepston issue, starting in February, 2023. The suspension shall be without pay. Details as to reasons for the suspension were that the Fire Chief continued to allow Mr. Swepston to serve as a volunteer firefighter even though he was told be placed on Administrative Leave until he could meet with the Trustees. This shall be entered into Mr. Johnson’s personnel file. The current Assistant Chief, Adam Ball, will be in charge during the suspension. The suspension will begin immediately and end on 12/25/23. Upon call for vote, Mr. Darbyshire - yes. Mr. Bethel – yes. Mr. Whitt – abstain. Motion passed.

**RESOLUTION 2023-12-11-06: Motion** by Mr. Bethel and second by Mr. Whitt: Fire Chief has permission to attend fire department meetings during his suspension. All voted yes. Motion passed.

**Motion** by Mr. Darbyshire and seconded by Mr. Whitt to adjourn the current meeting and to set the 2024 organizational meeting for 1/8/24 beginning at 6:00 p.m. at the road garage. All voted yes. Motion passed. Meeting adjourned at 8:21 p.m.

A. TEMPORARY APPROPRIATIONS FOR 2024:	
FUND 1000 GENERAL:	\$130,000.00
FUND 2011 MOTOR VEH.	\$17,000.00
FUND 2023 GAS TAX	\$150,000.00
FUND 2031 RD & BRIDGE	\$125,000.00
FUND 2041 CEMT	\$42,000.00
FUND 2191 FIRE	\$200,000.00
FUND 2401 SPEC ASSESS. (STR LITES)	\$13,000.00
FUND 2273 AMERICAN RESCUE PLAN	\$20,000.00

A. FRINGE BENEFITS FOR FULL-TIME EMPLOYEES AND PUBLIC OFFICIALS FOR 2024

- 1) Pay premiums of Term life insurance policy of \$30,000 to full-time employees and public officials
- 2) reimbursement of \$25.00 per month for cost of personal cell phone for township business use (for the following: Township Trustees, Fiscal Officer, full-time Road & Cemetery Employee(s), Fire Chief)
- 3) Reimbursement of \$38.00 per month to Fiscal Officer for partial cost of high speed internet for home office
- 4) Reimbursement of health insurance premiums as per resolutions 2017-05-08-04 & 2017-08-14-08 to those public officials and full-time employees who qualify. Reimbursement amounts shall be up to the maximum limit allowed for 2024 (\$5,850 for individual and \$11,800 per family plan were the 2023 maximums. As of this meeting, the 2024 maximums have not yet been determined) as per the 21<sup>st</sup> Century Cures Act “Qualified Small Employer Health Reimbursement Arrangements (QDRHRA)”
- 5) Pay premiums of Vision and dental insurance policy to full-time employees and public officials
- 6) Permit full-time employees to carry-over up to 40 hours vacation leave annually

**PAID HOLIDAY SCHEDULE FOR FULL-TIME EMPLOYEES FOR 2024:**

	2024 (13)
1) NEW YEAR’S	Jan. 1 (Mon)
2) MARTIN LUTHER KING DAY	Jan. 15 (Mon)
3) PRESIDENT’S DAY	Feb. 19 (Mon)
4) MEMORIAL DAY	May 27 (Mon)
5) INDEPENDENCE DAY	July 4 (Thr)
6) LABOR DAY	Sep 2 (Mon)
7) VETERAN’S HOLIDAY	Nov 11 (Mon)
8) THANKSGIVING HOLIDAY	Nov 28&29 (Th&Fri)
9) CHRISTMAS HOLIDAY	Dec 23&24&25 (Mon,Tue,Wed)
10) NEW YEAR’S EVE HOLIDAY	Dec 31 (Tue)