

**RESOLUTIONS ADOPTED  
FEBRUARY 17, 2015**

- 2015-14 PAY ADJUSTMENT – ALL SERVICE DEPARTMENT PERSONNEL, ZONING INSPECTOR AND OFFICE MANAGER
- 2015-15 APPOINT RANDY VANBUREN AS AN ALTERNATE TO THE BOARD OF ZONING APPEALS
- 2015-16 AMEND COMPENSATORY TIME POLICY
- 2015-17 PAY ADJUSTMENT – ADMINISTRATOR

**MINUTES**

The Board of Painesville Township Trustees met for a regular meeting at 7:30 p.m. on Tuesday, February 17, 2015 at 55 Nye Road. Present: Trustees Gabe Cicconetti, Chuck Hillier, Josh Pennock, Fiscal Officer Michael A. Patriarca, Legal Adviser Werner G. Barthol and Administrator Michael Manary.

Various topics, agenda items and departmental matters were brought before the board including the approval of minutes from the previous meeting.

**SUMMARY OF WORK SESSION:**

Administrator Michael Manary summarized the work session noting the following:

- The Trustees went into executive session during the work session from 6:05 p.m. to 6:20 p.m. to discuss employee compensation.
- The Administrator reported on the Township's legal requirement to pay for the burial of indigent residents.
- There was a discussion regarding ADA compliance for Town Hall.
- The Service Director reported on various repairs for the Service Department building, status of the salt supply and indicated the final phase of the fairgrounds clean up will take place next week.
- The Zoning Inspector discussed options to make changes R-4 zoning, reviewed a proposed development for the Kallay property and discussed options on determining the distance between structures in the Township.
- The Trustees decided to advertise for a new Zoning Secretary.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Resident David Novak, 375 Barrington Ridge Rd., complimented the Service Department on outstanding snow removal this February.

**DEPARTMENT REPORTS:**

- **SERVICE DEPARTMENT:** Service Director Thompson indicated a significant savings as a result from switching the lights last year. The roads have been pre-treated within the last week with beet juice.
- **FIRE:** Percy Banfield who was one of the original Township firefighters has passed away. Station #1 has had some problems with a frozen pipe. Station #2 has a chronic problem with a freezing pipe. The Fire Department helped a gentleman over the weekend who had no heat. There have been several mutual aid fires over the last week with the command vehicle at a few of them.
- **ADMINISTRATOR:** Meeting minutes will now be posted on the Township website.

**BILLS PAID**

Various bills, payroll and related disbursements were presented, examined and approved for payment.

**RESOLUTIONS ADOPTED**

The following resolutions were introduced by motion for adoption, seconded and discussed as appropriate, then voted by roll-call ballot. Trustees Gabe Cicconetti, Chuck Hillier and Josh Pennock each voted AYE, for unanimous approval.

- 2015-14 PAY ADJUSTMENT – ALL SERVICE DEPARTMENT PERSONNEL, ZONING INSPECTOR AND OFFICE MANAGER

BE IT RESOLVED, We, the Painesville Township Trustees do hereby authorize a pay increase of 1.5% for all Service Department Personnel, Zoning Inspector and Office Manager effective with the pay period beginning February 21, 2015.

- 2015-15 APPOINT RANDY VANBUREN AS AN ALTERNATE TO THE BOARD OF ZONING APPEALS

RESOLVED, the Painesville Township Trustees hereby appoint Randy VanBuren as an alternate to the Board of Zoning Appeals for the remainder of 2015.

2015-16 AMEND COMPENSATORY TIME POLICY

RESOLVED, the Painesville Township Trustees hereby amend the compensatory time policy as follows:

This policy supersedes any previous Compensatory Time policies and shall apply only to the hourly employees of the Painesville Township Service Department. Employee participation is voluntary.

Compensatory time is used to compensate hourly employees who work overtime, by awarding time off from the normal work schedule. The following guidelines apply to this policy.

1. Service Department employees will accumulate compensatory time at a rate of one and one half (1.5) hours for each one hour of overtime that they work.
2. Compensatory time will only be awarded for hours worked in excess of 40 hours in a week.
3. Compensatory (and overtime) must be approved by the Service Director in advance.
4. An employee must make the determination that they will be paid overtime for hours worked in excess of 40 hours, or, will bank the hours worked in excess of 40 hours, during the pay period that the excess hours were worked, (prior to turning in their time card for that pay period).
5. An employee may accumulate no more than 40 hours of compensatory time at any one time, including any compensatory time carried over from the previous year.
6. All compensatory time must be used by an employee by November 1<sup>st</sup> of each year. Compensatory time may not be carried over beyond November 1 in any year.
7. Compensatory time may not be 'cashed in'. The earned compensated time must be used by taking time off from work.
8. Use of compensatory time must be approved by the Service Director. The Service Director will ensure proper staffing of the department before approving the use of compensated time off.
9. The Service Director will keep a record of compensatory time accumulated, and used.

2015-17 PAY ADJUSTMENT – ADMINISTRATOR

BE IT RESOLVED, We, the Painesville Township Trustees do hereby authorize a pay increase of \$2.40 per hour to Michael Manary, Administrator, effective with the pay period beginning February 21, 2015.

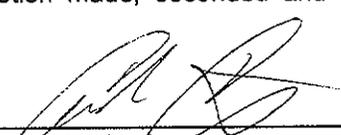
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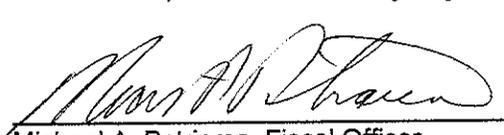
The Trustees and Fiscal Officer entered into Executive Session during the work session at 6:05 p.m. to discuss salary compensation returning at 6:20 p.m. with no resolutions adopted.

The Trustees and Fiscal Officer entered into Executive Session during the regular meeting at 7:10 p.m. to discuss salary compensation returning at 7:17 p.m. with Resolution 2015-17 to be passed.

ADJOURNMENT

On a motion made, seconded and carried by three votes of AYE, the Trustees duly adjourned the meeting.

  
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Gabe Cicconetti, Chairman

  
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Michael A. Patriarca, Fiscal Officer

**Payment Listing**

2/4/2015 to 2/17/2015

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
274-2015	02/06/2015	02/05/2015	CH	TIME WARNER CABLE	\$69.37	O
359-2015	02/17/2015	02/17/2015	CH	TIME WARNER CABLE	\$117.99	O
51265	02/17/2015	02/17/2015	AW	ARMS TRUCKING COMPANY, INC.	\$1,371.59	O
51266	02/17/2015	02/17/2015	AW	AUTOZONE, INC.	\$646.59	O
51267	02/17/2015	02/17/2015	AW	AIRGAS GREAT LAKES	\$374.38	O
51268	02/17/2015	02/17/2015	AW	AT&T	\$415.50	O
51269	02/17/2015	02/17/2015	AW	ATWELL'S POLICE & FIRE EQUIP. CO.	\$1,125.47	O
51270	02/17/2015	02/17/2015	AW	BOUND TREE MEDICAL, LLC	\$418.85	O
51271	02/17/2015	02/17/2015	AW	BEST TRUCK EQUIPMENT, INC.	\$210.96	O
51272	02/17/2015	02/17/2015	AW	CONVOY TIRE AND SERVICE, INC.	\$42.00	O
51273	02/17/2015	02/17/2015	AW	CLASSIC FORD	\$561.46	O
51274	02/17/2015	02/17/2015	AW	CINTAS CORPORATION	\$252.81	O
51275	02/17/2015	02/17/2015	AW	COSE/MEDICAL MUTUAL OF OHIO	\$40,236.53	O
51276	02/17/2015	02/17/2015	AW	CHARDON OIL COMPANY	\$607.38	O
51277	02/17/2015	02/17/2015	AW	FASTENAL	\$76.73	O
51278	02/17/2015	02/17/2015	AW	GRAINGER	\$277.40	O
51279	02/17/2015	02/17/2015	AW	JOUGHIN HARDWARE	\$30.33	O
51280	02/17/2015	02/17/2015	AW	LAKE HEALTH	\$190.00	O
51281	02/17/2015	02/17/2015	AW	LAKE BUSINESS PRODUCTS	\$136.34	O
51282	02/17/2015	02/17/2015	AW	LAKE COUNTY DEPARTMENT OF UTILITIES	\$673.87	O
51283	02/17/2015	02/17/2015	AW	MELZER'S FUEL SERVICE	\$6,554.83	O
51284	02/17/2015	02/17/2015	AW	MAJOR TRUE VALUE HARDWARE	\$187.12	O
51285	02/17/2015	02/17/2015	AW	MORTON SALT, INC.	\$39,855.92	O
51286	02/17/2015	02/17/2015	AW	MURPHY TRACTOR & EQUIPMENT CO.	\$87.75	O
51287	02/17/2015	02/17/2015	AW	MICHAEL MANARY	\$156.00	O
51288	02/17/2015	02/17/2015	AW	NAPA CHAGRIN VALLEY AUTO PARTS	\$1,055.90	O
51289	02/17/2015	02/17/2015	AW	OHIO UTILITIES PROTECTION SERVICE	\$223.84	O
51290	02/17/2015	02/17/2015	AW	PROVISION IMPRESSIONS GROUP	\$542.25	O
51291	02/17/2015	02/17/2015	AW	THE NEWS-HERALD	\$479.60	O
51292	02/17/2015	02/17/2015	AW	STATE INDUSTRIAL PRODUCTS	\$396.25	O
51293	02/17/2015	02/17/2015	AW	SPOK, INC.	\$104.92	O
51294	02/17/2015	02/17/2015	AW	SAMSEL SUPPLY CO.	\$23.11	O
51295	02/17/2015	02/17/2015	AW	SPRINT	\$41.45	O
51296	02/17/2015	02/17/2015	AW	SPRINT	\$49.99	O
51297	02/17/2015	02/17/2015	AW	THE ILLUMINATING COMPANY	\$11,356.45	O
51298	02/17/2015	02/17/2015	AW	TAPCO	\$2,400.00	O
51299	02/17/2015	02/17/2015	AW	UNIQUE PAVING MATERIALS CORP.	\$131.00	O
51300	02/17/2015	02/17/2015	AW	WARREN FIRE EQUIPMENT, INC.	\$615.50	O
51301	02/17/2015	02/17/2015	AW	ZEP MANUFACTURING CO.	\$351.49	O
51302	02/17/2015	02/17/2015	AW	FIRSTMERIT BANK	\$3,737.04	O
51303	02/17/2015	02/17/2015	AW	PAINESVILLE AREA CHAMBER OF COMME	\$55.00	O
51304	02/17/2015	02/17/2015	AW	LEW'S RELIABLE HEAT & AIR COND.	\$125.00	O
51305	02/17/2015	02/17/2015	AW	CITY OF PAINESVILLE (UTILITIES)	\$2,477.06	O
51306	02/17/2015	02/17/2015	AW	ASGARD DEVELOPMENT	\$54.00	O
51307	02/17/2015	02/17/2015	AW	COUNTRYSIDE TRUCK SERVICE, INC.	\$1,847.15	O
51308	02/17/2015	02/17/2015	AW	WEBER DOOR CO. INC.	\$473.00	O
Total Payments:					\$121,217.17	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$121,217.17	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.