

## TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

APRIL 16

14

A special meeting of the Board of Trustees of Turtlecreek Township was held on April 16, 2014 at 8:00 AM with the following persons present:

TRUSTEES: Dan Jones, Jonathan Sams (arrived at 8:05, left at 8:30) and Jim VanDeGrift

CHIEF FISCAL OFFICER: Tammy Boggs (left at 9:10)

GUESTS: Jennifer Niehaus, Larry Wilson, Kent Hurtt (asked to come in at 9:30)

The meeting opened with Mr. Jones leading the Pledge of Allegiance.

The special meeting was scheduled to discuss expectations for the Road Department. Discussion began with Mr. Jones citing our parking lot needing cracks sealed as an example of a specific road repair plan being much needed. Mr. VanDeGrift summarized that in order to get the road plan accomplished, Supervisor Larry Wilson must improve his communication, attitude of crew, and his own on-job participation. Ms. Boggs stated that all daily activity reports should include address where work was done, when and how many man-hours to accomplish, and what equipment was used. All were in agreement. Mr. VanDeGrift said that Mr. Wilson does do some things well, and that he should be told that as well as the things he is not doing well. Mr. Wilson was asked to join meeting .

Mr. Wilson was asked about township parking lot having cracks and about not attending paving class with the crew. Trustees felt Mr. Wilson should have attended with the crew, and that his participation alongside the crew as much as possible is part of accomplishing the roads plan. Extensive discussion followed concerning daily activities of crew and that activity report needs much more detail and documentation to account for all hours of the day. Mr. Wilson stated that times occur when big jobs cannot be fit into remaining work time of day, and was asked by Mr. Jones to prepare a list of small jobs to be completed, for example, when there are only 10 or 20 minutes left of workday. Mr. VanDeGrift requested that Mr. Wilson be on top of job list for each day, communicating that to crew first thing each morning, and to be present with crew on jobs.

Mr. Jones requested that Board be given a specific road repair plan for weekly and monthly which details and prioritizes work and quotes. Calendar which was distributed previously did not include time or cost estimates.

Trustees request:

- 1) detailed documentation of daily activity with breakdown of # hours needed for each task, address, personnel on task
- 2) daily log from each crew member to account for time .
- 3) more refined and detailed road work plan from LW by next Trustee Meeting (4/29/2014) to include quotes & goals for 2014/15
- 4) that LW set good example for his crew, more participation from LW, and that he spend minimum ½ of his time alongside crew, rotating with whom he works to oversee work quality
- 5) that LW take all "the gray areas" out of daily activity report
- 6) that crew work until 3:30 each day, filling gaps or downtime from list of smaller jobs made available to them
- 7) that LW meets first thing each day with crew and spells out exactly what is to be accomplished that day and how long it should take
- 8) )that LW works toward better communication with, and attitude from, the crew, and being a good Supervisor of their time

Mr. Wilson asked if Kent Hurt would be available for boom-mowing this season, as that would allow the rest of crew to concentrate on roads and other mowing. Mr. Hurtt was invited to join the meeting. When asked if he would boom-mow this year, he said he is willing to do so, pending Ass't.Chief Mike Jameson approving when he could be spared from vehicle maintenance tasks. Mr. Wilson stated that State of Ohio is recommending that all boom mowers be accompanied by flag person/vehicle due to safety issues. Mr. Hurtt concurred that it is necessary to have flagger, and that boom mowing is best done by switching off with someone in shifts, as the intense focus required tires the operator quickly, and makes him prone to mistakes if mowing an 8 hour shift. Mr. Wilson asked if extra person could be hired to help cover summer season when there is paving and mowing. Discussion led to conclusion that if seasonal person could be found, that person could help with regular mowing, freeing up full time crew to rotate into boom-mowing schedule. General discussion covered also parking boom mower close to ongoing mowing at end of day to save transition time. A 2-man switch team for boom mowing was agreed upon. Mr.VanDeGrift and Mr. Jones asked that inquiry be posted in-house for seasonal position.

Mr. Wilson will locate a template on computer to utilize for crew's individual log sheets which will provide area to record time, address, hours worked on each task, and the equipment used. Crew will be provided with clipboards or other practical mounting for log sheets, which will be turned in daily or weekly to Trustees.

Mr. VanDeGrift made a motion to adjourn the meeting. Mr. Jones seconded the motion. All voiced a "YEA" vote and the motion was passed. Meeting adjourned at 10:12 AM

The next regular meeting is scheduled for April 29, 2014 at 8:00 AM.

Signed:\_\_\_\_\_President

Attest:\_\_\_\_\_Chief Fiscal Officer