

The October 14, 2025 meeting of St. Albans Township was called to order by Chairman, Bruce Lane.

All trustees and fiscal officer were present.

The minutes of the September meeting were approved.

The minutes of the September 30th special meeting were approved.

The fiscal officer read fund balances to date.

Bruce Lane made a motion to change the November meeting from November 11th to November 10th because of Veterans Day.

2nd by Randal Almendinger. Roll call: Randal Almendinger -yes, Jean Morrison - yes, Bruce Lane -yes. Motion carried.

Todd Poole said the ODOT sign agreement is finalized. The phone system at the fire station has been upgraded and is operational. Todd talked about possible issues with the driveway at the township building with the house coming up for sale that we share a driveway with.

The guardrail project is still held up due to legal issues and the merger conditions need to be posted on the township website and in the newspaper.

Dave Sapp said the salt orders opened up and we should be full by the end of the week.

Dave talked about the sign installation when we receive all of them from ODOT. Stating what other areas were using to drive posts, battery vs gas powered equipment. He will get quotes and have at the November meeting. Todd Poole stated how many posts will need to be installed and said the piece of equipment will be well worth the money.

Mike Theisen presented trustees with a quote for station furniture and said Lifepak 35 has arrived and will be in service in the next week or 2.

The fire department received a FEMA grant for 70K and some change to replace hose.

Dave Sapp said the ceiling in the meeting area at the old township building is caving in.

Representatives from Agriland were in attendance. They have been trying to get answers since July 10th on a possible zoning change but have had no luck with Woody Fox and getting answers. He suggested that they meet with trustees to discuss, so they flew in from Iowa to come to the meeting. They are looking to expand with possibly propane or even a gas station, but want to get a feel for the feasibility on their site before starting the planning process and have had no luck in doing so. Trustees said they really aren't the ones that they need to talk to.

Todd Poole said he would meet with them after the meeting.

The township rec'd 1 bid for the guardrail on Mo Gene Lane.

#10/14/25A Bruce Lane made a resolution to accept the bid from the Paul Peterson Company of \$6963.00 for the OPWC funded Mo Gene Lane guardrail repair

project and to authorize execution of all related documents (entire resolution on file)

2nd by Jean Morrison. Roll call: Bruce Lane -yes, Randal Almendinger -yes, Jean Morrison- yes. Resolution passed.

10/14/25B Bruce Lane made a resolution accepting the FY 2024 assistance to ff's grant award totaling \$70,737.14, approving the required matching funds and authorizing execution of such related documents.

2nd by Randal Almendinger. Roll call: Randal Almendinger -yes, Jean Morrison -yes, Bruce Lane -yes. Resolution passed.

Bruce Lane made a motion to approve the expense of \$1500.00 for Yeager Tree Service for emergency tree work performed in October 2025.

2nd by Jean Morrison. Roll call: Jean Morrison -yes, Randal Almendinger -yes, Bruce Lane -yes. Motion carried.

Bruce Lane made a motion to approve the expense of \$4,190.93 to Dream Seat for fire department furniture.

2nd by Jean Morrison. Roll call: Bruce Lane -yes, Jean Morrison -yes, Randal Almendinger -yes. Motion carried.

Bruce Lane made a motion to enter into executive session pursuant to: ORC 121.22(G)(1) to consider the compensation of a public employee and pursuant to ORC code 121.22(G)(2) to consider the purchase or acquisition of property for public purposes to include the trustees, fiscal officer, Chief Theisen and Todd Poole.

2nd by Randal Almendinger. Roll call: Bruce Lane -yes, Randal Almendinger -yes, Jean Morrison -yes. Motion carried.

Bruce Lane made a motion to leave executive session and return to open session. The executive session was conducted pursuant to ORC 121.22 (G)(1) to consider the compensation of a public employee and pursuant to ORC 121.22 (G)(2) to consider the purchase or acquisition of property for public purposes.

2nd by Randal Almendinger. Roll call: Bruce Lane -yes, Randal Almendinger -yes, Jean Morrison -yes. Motion carried.

10/14/25C Bruce Lane made a resolution to accept changes in compensation for fire department employees beginning calendar year 2026 (entire resolution is on file).

2nd by Jean Morrison. Roll call: Randal Almendinger -yes, Bruce Lane -yes, Jean Morrison -yes. Resolution passed.

David Lees asked what changes were made to the engine in the special meeting. Fiscal Officer read changes made from the minutes.

Mike Washington reminded Todd Poole that no public hearing was set for the flag lots.

Bruce Lane made a motion to hold a public hearing on December 9, 2025 at 6:30 P.M. at the fire station community room for zoning change Z-25-19, flag lots. 2nd by Jean Morrison. Roll call: Jean Morrison -yes, Bruce Lane -yes, Randal Almendinger -yes. Motion carried.
Meeting adjourned 8:13 P.M.

RECORDS RETENTION MEETING

The October 14, 2025 records retention meeting was called to order by Chairman, Bruce Lane. All trustees and fiscal officer were present.

The purpose of this meeting is to update the township's record retention schedule. Todd Poole said the retention schedule to be adopted is based on an Ohio History Template.

Bruce Lane made a motion to approve the RC-2 Records Retention Schedule for St. Albans Township, which establishes the minimum retention periods for all township records in accordance with ORC 149.38 and guidance from the Ohio History Connection's Local Government Records Program.

2nd by Jean Morrison. Roll call: Bruce Lane -yes, Jean Morrison -yes, Randal Almendinger -yes. Motion carried.

Bruce Lane made a motion to adjourn the records retention meeting.

2nd by Jean Morrison. Roll call: Randal Almendinger -yes, Jean Morrison -yes, Bruce Lane -yes.

Meeting adjourned.