

**BOARD OF TRUSTEES OF POLK TOWNSHIP
CRAWFORD COUNTY, OHIO**

**Special Meeting
March 10th, 2025
7:00 P.M.**

The board met in a special meeting pursuant to notice in the local newspaper and called to order at 7:01 PM. by Chairman Tom Ray. The Chairman called the roll, and the following members were present: Trustees: Tom Ray, Russell Sellman and Glenn Cheesman; Fiscal Officer Brett Young. Also attending were Kevin Furr.

The topics for discussion for the special meeting were Employee Timesheets, Employee Rules and Regulations, Employee Work hours and Township Policy.

Employee Timesheets: Tom brought up that there were some discrepancies in the employee's paychecks. Brett brought up that he had checked cameras in early January due to a call in from Ryan stating that someone was doing doughnuts in the parking lot. When Brett checked the cameras, he realized that there were possible discrepancies from what Employees were writing down from what the possible times were. Brett corrected the pay without confirming with the Trustees. Brett stated he was wrong and that he would correct the issue. Brett stated he forget the 4 hours from February when he was adding them up because it was at the bottom. Brett stated he would add that to his March Pay. Brett brought up that pay sheets are due the Monday Morning before the Meeting on Wednesday. Trustees stated that Timesheets should be in the Box in the back by 10 am Monday Morning. Employee Furr stated that the pay was correct and all hours are accounted for. Tom mentioned that if there is any questions as to the employees times that it should be brought to their attention and they can ask the employees before corrections are made.

Brett brought up about a possible Insurance problem with employees using their personal vehicles. Tom stated that their vehicle would not be covered if an accident happened. Brett mentioned that he feels BWC would not cover an employee accident if he was hurt in his personal vehicle. Employees and Trustees stated they understood and they felt they would be covered. Brett mentioned he was just trying to protect the employees and Township.

Brett mentioned that to prevent further issues, he is going to include a copy of the employees timesheet with their pay.

Tom asked what was in regards to the No Smoking in Government Vehicles. Brett elaborated on the Topic stating that it was brought to his attention so he looked it up and mentioned he would bring it to the Trustees attention. ORC 3794.02 states that it prohibits smoking in Government vehicles. Discussion ensued. Brett stated he was just bringing it up because he was asked. Brett also mentioned that the Township could possibly get fined if reported as well.

There being no further business, Motion to adjourn meeting by Rusty Sellman, 2nd by Glenn Cheesman. On vote Glenn Cheesman, Rusty Sellman and Tom Ray, “aye”. Motion carried.

Adjourned @ 19:20.

Chairman Tom Ray: _____

V-C Glenn Cheesman: _____

Trustee: Russell Sellman: _____

Attest: _____

Next meeting: Regular Meeting - March 19th, 2025