

SWANCREEK TOWNSHIP - Draft #1

BOARD OF TRUSTEE

REGULAR MEETING-Final Draft

Monday, March 6, 2017

Chairman Holdeman called the meeting to order at 7:00 p.m.

Prayer

Pledge of Allegiance

Roll call - Board of Trustees present: Ron Holdeman-Chairman, Phil Wiland - Vice Chairman, and Rick Kazmierczak- Trustee

Employees: Chris Lauch

Fiscal Officer: Jo Stultz

GUESTS: See Sign In Sheet

GUEST: Fulton County Prosecutor Scott Haselman

Questions regarding what was discussed at 2-20-17 Meeting about Water District reappointments. Approval of minutes was tabled until 3-20-17 meeting to allow time to listen to the audio tape of the meeting.

074-17 Trustee Kazmierczak motioned to approval of expenditures in the amount of \$19,187.25, 2nd by Trustee Wiland

Roll Call: Trustee Kazmierczak-Yea, Trustee Holdeman-Yea, Trustee Wiland-Yea

Public Forum other than pipeline or waterline project:

Fulton County Prosecutor Scott Haselman states he is here for his annual visit. He asked if the Township feels things are going well in regards to communication between the two entities. The Trustees feel that interaction between the Township and the Prosecutor's office is going well. Trustee Kazmierczak asked Mr. Haselman about part time benefits as he cannot find anything in the O.R.C. that addresses it. Mr. Haselman stated that the Trustees have the ability to award benefits in the way of time or money to full time employees, he was not sure about part time, but advised that whatever the Township they would have to treat all part time employees equally. It was also asked of Mr. Haselman if the Township could clean ditches, have the Engineer's Office assess them, and charge the residents accordingly. He did not think that would be possible, but suggested the first place to start would be by contacting the Engineer's Office and asking them.

Fiscal Officer:

Purchase Orders and Blanket Certificates were signed

Discussion was had about Appropriation accounts, estimated Revenues and how to finalize the Appropriations. It was decided to lower the Appropriation for the 3 Point Boom for the John Deere tractor by \$10,000.00.

Motor Vehicle License Tax needs \$40,000.00 transferred into it to pay for drainage work that will be done in 2017. Fiscal Officer Stultz informed the Trustees that you can move money out of the General Fund to other Funds for appropriations, but that is the only Fund you can do that with.

075-17 Trustee Holdeman motioned to move \$40,000.00 from Star Plus into the General Fund, which will then be transferred into Motor Vehicle License Tax for the purpose of Drainage, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak-Yea, Trustee Holdeman-Yea, Trustee Wiland-Yea

076-17 Trustee Wiland motioned to approve paying Beck Insurance Company \$50.00 for Zoning Inspector's bond, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak-Yea, Trustee Holdeman-Yea, Trustee Wiland-Yea

077-17 Trustee Wiland motioned to approve paying Beck Insurance Company \$10,407.00 for annual property insurance premium, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak-Yea, Trustee Holdeman-Yea, Trustee Wiland-Yea

Document scanner update- Fiscal Officer Stultz obtained 3 quotes on different type of scanners. The one she feels would work best for the Township is \$249.95. Administrative Assistant Lauch requested a demonstration of the scanner as she is not familiar with the use of one. Fiscal Office Stultz will contact E.K. Computers and have them contact Administrative Assistant Lauch to set up a time for a demonstration.

Resolutions: None

New Business:

Trustee Kazmierczak would like for the Agendas to be posted on our website in advance of the meetings. Administrative Assistant Lauch will handle this.

Old Business

OPWC (Update): Round #29 billing is complete. For the first time that the Engineer's Office has experienced, the Grant money completely covered the requested loan amount and after making our second and final payment to Gerken, our financial obligation for Round #29 will have been met. Fiscal Officer Stultz will ask Hayley for the final Grant dollar amount that the Township received for UAN accounting purposes. The Township has transferred in the money to make the last payment and Fiscal Officer Stultz will submit the final bill to the Village of Swanton for their portion in the amount of \$483.25.

078-17 Trustee Holdeman motioned to pay the final OPWC Round #29 payment to Gerken in the amount of \$72,896.91, 2nd by Trustee Wiland

Roll Call: Trustee Kazmierczak-Yea, Trustee Holdeman-Yea, Trustee Wiland-Yea

Due to the time lapse in approving the contract on Crack Sealing, the Township's will not be done until late August or early September.

079-17 Trustee Kazmierczak motioned to approve American Pavement's contract of \$27,300.00, 2nd by Trustee Holdeman

Roll Call: Trustee Kazmierczak-Yea, Trustee Holdeman-Yea, Trustee Wiland-Yea

Chairman Holdeman signed the contract, Fiscal Officer Stultz will make a copy for the Township and give the original to Maintenance Supervisor Stout to finish up the process.

At the next B.O.T. meeting March 20th the Trustees will discuss OPWC Round #32 and drainage problems, specifically County Road 2.

Annexation

Trustee Wiland has found a description per O.D.O.T. that for roads on what is maintenance in regards to annexed property - short term is crack seal, long term is pavement.

When the Trustees had asked Assistant Prosecutor Whitmore for a legal opinion he advised that anything that goes through the Engineer's Office would be considered improvements

Swanton Cemetery Title (Update) – Annexed Roads Maintenance Responsibility (Update) The Trustees and Fiscal Officer attended the Village of Swanton's Meeting as a Whole February 27th to discuss Swanton Cemetery, Annexed Roads, and Fire Contract. It was agreed that Swancreek Township's Fiscal Officer would ask Assistant Prosecutor Whitmore if in his opinion was Swanton Cemetery surrounded by the Village. Trustee Kazmierczak stayed for the entirety and he states that the Village of Swanton voted to **pursue** a Union Cemetery with Swancreek Township. Trustee Wiland still would like for the Township to pursue legal action to determine ownership of Swanton Cemetery. Trustee Kazmierczak is concerned if the verdict comes back that it's the township's what incentive would the Village of Swanton have to agree with a Union Cemetery.

079-17 Trustee Wiland motioned to pursue with the prosecutor possible legal judgement on the ownership of Swanton Cemetery, no 2nd was made. Motion failed.

Ohio Plan Risk Management Forms- Trustee Kazmierczak gave an updated report on the progress in the Maintenance building. The new split furnace/cooling system has been placed. The previous wiring had been done incorrectly but has been rectified. Maintenance is working on completing the Material Data Sheets. It is anticipated that Wendy Jaqua, Risk Management Representative from Hylant Administrative Services will be at the township sometime in May to do an inspection.

Compensation-Due to the legal that was obtained from Assistant Prosecutor Whitmore that prevents the township from awarding sick, vacation, and holiday pay to part time employees it was discussed on how to compensate Administrative Assistant Lauch appropriately.

080-17 Trustee Wiland motioned to award Administrative Assistant Lauch an additional \$1.89 per hour compensation, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak-Yea, Trustee Holdeman-Yea, Trustee Wiland-Yea

Water Board Reappointments- the Township has not heard back from the two representatives up for re-appointment.

Thatcher and Winding Way drainage- Trustee Kazmierczak has not hear back from Hayley at the Engineer's Office about tile replacement.

Peaceful Valley Zoning District change- The Trustees decided to have a meeting for residents only in Peaceful Valley to see if the majority of them are interested in pursuing a Zoning District change. Administrative Assistant Lauch will have the Zoning descriptions for R1 and AG/RE for the residents to be able to compare the differences.

Meeting with the Commissioners- it was decided to postpone the invitation until there was an issue that would concern them.

Zoning

The Trustees met with the Zoning Inspector 3-1-17. He informed them that he works on cases in blocks of four. When he gets one completed he adds another one to make it another block of four. It was discussed that the Trustees might take some blight cases and follow up on them. The Trustees will talk about this more and make a decision at the 3-20-17 meeting. It was also decided to create a "stock response" letter that would go out to residents on behalf of the Township to acknowledge receipt of a complaint. This will be put on the next agenda for further discussion.

Fire/Rescue

Trustee Kazmierczak and Swanton Village Administrator Hoelzle have a meeting at the County Auditor's office 3-7-17 to find out actual buildings/address points of response in Swancreek Township, the Village of Swanton, and overlapping numbers to be able to have a common number of agreement for the configuration of Swanton/Swancreek Township's Fire contract.

Trustee Trowbridge of York Township contacted Trustee Kazmierczak to inform him that York Fire Department is considering changing on how they bill for their Fire Contracts. He asked specifically how the Township would fee about a multi-year contract. Discussion followed about pros and cons of address points vs population vs runs.

Joint Fire District- Gary Loar of Metamora may possibly have found complete funding for the Fire District Feasibility through the C.I.C.

Cemetery

One deed signed

Trustee Wiland tried to contact David Chamberlain about the Chamberlain property abutting to Swanton Cemetery but was unable to reach him.

Maintenance:

Copies of the Maintenance employees physicals are on file.

Employee Reports:

Administrative Assistant Lauch has a proposal for a new copy machine lease

081-17 Trustee Kazmierczak motioned to approve the Ricoh copy machine lease for the monthly base amount of \$137.48, 2nd by Trustee Holdeman

Roll Call: Trustee Kazmierczak-Yea, Trustee Holdeman-Yea, Trustee Wiland-Yea

Administrative Assistant Lauch reports she hasn't heard back yet from Chad Smith on the AED. She also asked if she was to attend the B.O.T. meetings in the future. Trustee Holdeman said yes, unless it was a holiday, and Trustee Wiland expressed that he would like her in attendance as he feels she brings value to the meetings.

Trustee Reports:

Trustee Kazmierczak:

Trustee Kazmierczak stated that Hayley from the Engineer's Office will meet the Trustee's at 7:45 a.m. at Harding Drive.

Kalida Truck can meet with the Township March 21st or March 22nd. Trustee Wiland can meet either of those dates, Trustee Holdeman needs to check his calendar and get back and let Trustee Kazmierczak know.

Trustee Holdeman: None

Trustee Wiland:

Trustee Wiland addressed the stump issue at Homewood Park. Lammon Brothers said they could remove them but it would be expensive to contract them to do it. Maintenance has been out there and has done some clean up of the area.

Trustee Wiland would like to set the dates for Dumpster Day. It was decided May 20th and Sept 30th will be the dates for 2017.

Trustee Wiland would like the created, published, and mailed prior to the dates of the Dumpster Days with those dates listed in it. He also asked Administrative Assistant to have the dates published in the newspaper two times, two weeks and one week prior. Administrative Assistant Lauch will ask to have one of the times listed as a Public Notice at no charge.

Public Forum - Pipelines or Water Line Project:

None

Trustee Kazmierczak motioned to adjourn, 2nd by Trustee Holdeman: 9:02p.m.

Swan creek Township Board of Trustees

Attest:Jo Stultz, Fiscal Officer
Swan creek Township
March 20, 2017

Trustee Ron Holdeman, Chairman

Trustee Phil Wiland, Vice Chairman

Trustee Rick Kazmierczak