

RUSHCREEK TOWNSHIP TRUSTEES  
BOARD MEETING  
01/03/2018

Dave Myers, Vice-Chairman called the Rushcreek Township Trustees Board meeting to order at 7:03pm leading with the Pledge of Allegiance. Those in attendance in addition to Dave were: Chad Ashbaugh, Trustee; Lisa Burnworth, Trustee; Connie Moyer, Fiscal Officer; Doug Hintz, Road Superintendent; and Will Duvall, Fire Chief. Dave asked that all cell phones be muted along with any radios except the Chief's and Road Superintendent.

Visitors

Tracy Shahan, Charlie Hockman, Mary Hoffman, Mary & Dave Foltz, Pete Hines, Doug Burnworth, Loren Young, Asst. Chief Brian Irwin, Bill Myers, Earl Lehman, Laurie Witham.

Connie reported that on December 13<sup>th</sup> Chad Ashbaugh and Lisa Burnworth appeared before Judge Richard Berens who administered their Oath of Office. In compliance with ORC, the Oath of Offices, Certificate of Election, and Bonds were filed with the Fairfield County Clerk of Court with copies placed in personnel files.

Election of 2018 Officers

Dave turned the floor over to Connie Moyer for the reorganization of Rushcreek Township for the 2018 year. Connie opened the floor for nominations for the position of Chairman of Rushcreek Township for the 2018 year. Chad nominated Dave for the position of Chairman of Rushcreek Township for the 2018 year. Dave agreed to accept the appointment. There being no further nominations, Lisa moved to close the nominations with Chad seconding the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Connie opened the floor for nominations for the position of Vice-Chairman of Rushcreek Township for the 2018 year. Dave nominated Chad for the position of Vice-Chairman of the Rushcreek Township Board of Trustees for the year of 2018. Chad agreed to accept the appointment. There being no further nominations, Lisa moved to close the nominations with Dave seconding the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye

The floor was turned over to Chairman Myers to proceed with business.

Treasurer's Report

Blanket Certificates #1-2018 – #29-2018 \*\*\*\*amended to add #30-2018 along with Purchase Order #1-2018 - #10-2018 were presented for signatures. As a reminder, Purchase Order #28-2017 was carried over since the compressor grant was not settled. Warrants #40967 – #40970 \*\*\*\*amended to add #40971 and EFT's #1-2018 - #32-2018 in the amounts of \$24,604.21 \*\*\*\*amended to \$33,835.96 and the December bank reconciliation were presented to the Trustees for signatures. This includes payroll & payroll taxes dated January 4<sup>th</sup>. Chad made a motion to pay the bills and Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Road Superintendent Hintz presented the Board with a list of expenditures for the next period in the amount of \$13,000.00. The Freightliner and backhoe need tires along with stone for the treatment of roads. Lisa made a motion to approve the list of expenditures and Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Fire Chief Duvall presented the Board with a list of expenditures for the next period in the amount of \$2,150.00. Chad made a motion to approve the list of expenditures and Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Business

Delegation of duties for 2018 was discussed. There are approximately 40 miles of roads in Rushcreek Township that in the past has been divided into thirds. Each Trustee agreed to maintain the road assignment from the 2018 list. Dave and Lisa agreed to serve on Rushcreek Township Tax Incentive

Review Board. Chad will be the Trustee overseeing the Fire Department paid from 2191-220-111 except Township meetings, Dave will be Trustee overseeing the Road Department paid from 2192-330-111 except Township meetings, and Lisa will be the Trustee overseeing Administration paid 80% from 1000-110-111; 10% from 2192-330-111; and 10% from 2191-220-111. The Board of Trustees and Fiscal Officer will be the members of the Township Auditing Committee. Connie advised the Trustees that since they choose salary, it was their responsibility to make sure that their time reflected the proper funds to satisfactorily pass the State Audit.

The Health Department District Advisory Council meets quarterly on Mondays and Dave will serve as the representative with Lisa serving as the alternate.

Fairfield County EMA meets on an as-needed basis and Lisa will serve as the representative.

The Safety Council meets monthly which provides a discount on the Workers' Compensation premium. Chad agreed to attend monthly with Dave serving as the alternate. Dave and Chad will attend the January 9<sup>th</sup> meeting.

Fairfield County Farm Bureau has an annual meeting of elected officials to establish policies. Since the dates of this event are yet to be announced, all three Trustees agreed to represent Rushcreek Township if they were available.

Chad made a motion to advertise the position for part-time Zoning Inspector and volunteers to the Zoning Commission with a deadline date of February 2<sup>nd</sup>. Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. A draft was read and approved and will be placed in the Eastern Edition of the Towne Crier and placed on our website. Lisa stated she researched the requirements of Zoning Inspector and there is no residency requirements for this position.

Chad made a motion to change the current manner in which visitors interact with the Board during meetings. Discussion ensued with the following guidelines approved.

1. Visitors who wish to speak must sign in.
2. Visitors who wish to speak will be given the floor after the Call to Order.
3. Visitors who wish to speak are requested to provide a written copy of comments.
4. Visitors who wish to speak are requested to please limit time to three minutes each.
5. Effective start date: January 17, 2018.
6. Rushcreek Township Board of Trustees reserve the right to determine actionable resolution.

Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Discussion included visitor Loren Young, Dave questioned prior Board policy and our ability to modify. Loren Young participated by stating parliamentary rules regarding a three-person board. Discussing the need for a 2/3 vote if moved by motion. Loren wondered if any "official" policies required the board to suspend prior rule before moving forward. Lisa stated she had reviewed the Trustee Handbook and nothing had been "officially" added or properly amended, therefore there was not a need to suspend a prior. The Board also discussed how to make the change in a better manner than through motion. Connie stated that a resolution may be more beneficial for a future board should the matter arise in the future. At this time the board chose to move by motion while a possible resolution was visited with Prosecuting Attorney's office.

Fire Chief Duvall reported the following:

- Runs during the last pay period: 21 EMS including 13 transports and 7 fire runs.
- The Board of Trustees and Fiscal Officer were thanked for their support of the Open House of the firehouse on December 29<sup>th</sup>.
- A quote has been received from Claypool Electric in the amount of \$725.77 to supply power to the new air compressor.
- Material and unnecessary items continue to be removed from 127 Mulberry and Station 540.
- A donation of \$100 was received from Lester & Yvonne Sharp.

Chief explained how the run numbers are calculated. Transports are EMS Rushcreek Township billable runs. Many times a medic responds and determines there is no need to transport. Fire runs are not

necessarily an active structure fire. Rushcreek Township's last structure fire was about a year ago. The fire runs could be the rescue truck going to a vehicle fire. Lisa questioned if one of our medics ride with another department for mutual aid where does our truck sit. Chief responded that hopefully other personnel bring the truck back to station. Discussion ensued on how mutual aid reports are presented. Chief responded that an annual report is given which includes the breakdown of how many mutual aid runs have been taken and received. In reviewing fire department payroll reports, Lisa noted that many individual work less than 30 hours in a given year. Chief responded that the Department Officers have discussed this problem during their officer's meetings. Chief commented that he doesn't understand why anyone would want to be part of an organization and not be active. Lisa suggested the Chief and Board work together to establish a minimum amount of time that an employee must spend to remain on the roster. All concurred.

Road Superintendent Hintz reported the following:

- Hauled stone to Young Rd. after the County finished work on the creek at Loren Young's. We offered the County assistance but they agreed to handle the matter and did a great job.
- Began re-arranging and taking inventory on shop supplies and tools.
- Assembled shelves and cabinets that were donated by the Fire Dept during the renovation. Thanked Chief Duvall for the donation. These items will be an asset for organizing the shop.
- A fallen tree was removed from the Right of Way of Pumpkinvine Rd. Someone had cut enough of it off so that it was not in the road.
- Roads were checked in preparation for bad weather. Stone and Grindings were added where needed.
- The crew came in at midnight on Saturday morning to plow and treat roads. Finished up at noon. Total accumulation varied from 2"-4" depending on where you were in the township.
- Asked the board how they want to proceed on the purchase of a new arm mower that was approved for the 2018 budget in order to begin the process of getting new quotes. In order to get the new tractor before our first round of mowing begins the process should start as soon as possible. That is, if the Board decides they still want to go that route.

Doug stated he obtained three quotes in 2017 during budget planning; Case, Kabota, and John Deere. All companies provided quotes at State Bid. Once ordered it will take 90 days to receive the mower. Dave stated that we need a new mower but might be able to purchase a last year model tractor. After discussion, Chad made a motion to grant Doug permission to investigate quotes further and report back to the Board. Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Connie reported the following:

- Will be hiring Kathy Thimmes, a visiting clerk to aid in closing the 2017 books.
- All keys were returned from the former Trustees along with the ipad. Hart advised Connie he has placed a notice on his email account that states he is no longer a Trustee and to contact rushcreek-twp@frontier.com.
- Normally this is the time of the year where the Township advertises for various sizes and amounts of stone. It was suggested that the Road Superintendent and Trustees prepare the ad they wish to be placed.
- The 2018 inventory has been completed and will be filed with the County Engineer.
- Ohio Revised Code 505.24 and 507.09 provides compensation for Trustees and Fiscal Officers based upon the Township budget. Rushcreek Township 2018 budget reflects compensation according to the Ohio Revised Codes.
- Jefferson Health Plan provided Invoice #31 for the Run-Out Estimate amount \$9,231.75 which includes "Administration Fees" for January, February, & March. Administration Fees totaling \$578.16 is due by January 15<sup>th</sup> however, the Run-Out estimate of \$8,653.59 is due February 1<sup>st</sup>. The Trustees were given a copy of the email and bill.

Lisa made a motion to pay the total amount of \$9,231.75 switching from the consortium as has been discussed in the last several meetings. Dave seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. *\*\*\*\*Due to Board's decision warrant #40971 in the amount of \$9,231.75 to Jefferson Health Plan this transaction was added under the Treasurer's Report.*

- A letter was received today from Fairfield County Recycling Center which thanked the Township for hosting a site in 2016 and provided how much has been recycled each month at this location. The 2017 volumes of recyclables will be compiled after the first of the year. Included in this letter was a check in the amount of \$500.00 for providing a Host Site during 2017.

Lisa asked the Fiscal Officer for guidance. Connie stated that all funds in the Township are “*Restricted*” except the General Fund. The past board had discussed moving the recycle bin to the 127 Mulberry property after the Renovation project was complete, and preparing a permanent area with proper padding. If the current board wishes to follow through on this, placing the money in the General Fund would allow monies for site preparation. All Trustees agreed and instructed the Fiscal Officer to place the money received from Fairfield County Recycling Center into the General Fund. The board's intent to use at least a portion of the funds to assisting in a more suitable location for the recycling trailers.

With regards to full-time employee benefits for 2018:

1. Richard; Carried over 4 hours personal time used in pay period 12/16/17-12/31/17 so 24 hours will be applied for 2018. Carried over 104 vacation hours and eligible for 160 hours for 2018, totaling 264 vacation hours.
2. David; Carried over 12 hours personal time used in pay period 12/16/17-12/31/17 so 24 hours will be applied for 2018. Carried over 8 vacation hours and eligible for 80 hours in 2018, making a total of 88 vacation hours.
3. Doug; Zero balance on personal time carry-over so 24 hours will be applied to 2018. Eligible for 80 hours vacation after 1/23/18.

Dave made a motion to approve the personal and vacation time as presented and Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Auditor of State Bulletin 2005-002 and 2005-005 were made available to the Trustees several years ago for their review. Rushcreek Township prepares their financial statements on a cash basis. In March of 2005 the American Institute of Certified Public Accountants (AICPA) issued an interpretation of certain professional auditing standards. In Ohio, many entities prepare their financial statements on a cash basis. According to AICPA interpretation, our entity should adjust our financial statements to substantially conform with the display and now applicable disclosure requirements of GAAP in order to avoid an adverse audit opinion regarding GAAP presentation. Otherwise the Auditor of State is required to issue an adverse opinion. The Auditor of State does not require Townships to file financial statements pursuant to GAAP. Dave moved the adoption of Resolution #2018-01 which states that Rushcreek Township will continue to operate on a Cash Basis and Lisa seconded the adoption. Roll Call: Dave, aye; Lisa, aye; Chad, aye.

Dave moved to adopt Resolution 2018-02 that places a 50% weight reduction limit on Rushcreek Township chip and seal roads effective February 2, 2018 or earlier upon approval from Fairfield County Commissioners and Chad seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye. A complete list of roads is listed as Exhibit A on the back of the resolution and will be mailed to the Fairfield County Engineer's office.

Discussion was held regarding the Noxious Weed Policy that Rushcreek Township Trustees have adopted as set forth in Section 5579.05, 5579.06, and 5579.07 of the Ohio Revised Code. Dave moved the adoption of Resolution #2018-03 and Lisa seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Discussion was held on the position of Rushcreek Township's representative on Fairfield County Regional Planning Commission. The Board concurred that Charles Hockman has done an excellent job during the year of 2017. Chad made a motion to adopt Resolution 2018-04 which appoints Mr. Hockman to the position representing Rushcreek Township on the Fairfield County Regional Planning Commission with a term ending December 31, 2019. Lisa seconded the adoption. Roll Call: Chad, aye; Lisa, aye.

Mr. Hockman advised he had attended the January 2<sup>nd</sup> Fairfield County Regional Planning meeting. A complete report will be given at the January 17<sup>th</sup> board meeting. However, he noted that Fairfield County Prosecutor's office is presenting a Zoning Training course on Tuesday, February 6<sup>th</sup> from 6-7pm. This will be held at the Fairfield County Utilities office, 6670 Lockville Road, Carroll. Please RSVP by February 2<sup>nd</sup> to the Regional Planning office, 740-652-7110.

## Trustee Reports

### Dave –

- Jefferson Health Plan acknowledged receipt of Rushcreek Township's withdraw from pooled to individual run-out claims. Since Lisa has assisted in this entire process, with Board approval, she will continue to follow up with Jefferson.
- The Road Superintendent, Doug Hintz, contract expired on January 1, 2018. Dave made a motion to renew the contract and Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. Lisa moved to amend the motion to include the following changes. The annual salary shall be increased to \$42,000,00 in accordance to Board policy, and Item #4 of the employment contract shall read: The Board will approve and conduct a review of performance prior to contract renewal each year. Chad seconded the motion to amend: Roll Call: Chad, aye; Lisa, aye; Dave, aye. Dave then returned and repeated the original motion with the amended motion approved Chad seconded. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

### Chad –

- Asked when the water will be shut off on the 127 property since it is now unoccupied. Chief responded he will contact the Village in the next few days.
- Currently there is money set aside in the Training line for the fire department and there was some training provided in the past that needs to be paid back because requirements were not met. Chief stated that the Board is responsible to pursue recovery. Chief stated he would provide further information to the board to pursue
- An update on the grant for the compressor was requested. Chief stated that he and Trustee Van Horn had worked on the Screening Historical Form that is required before further action can be taken. Chief hopes to have that completed prior to the end of January.
- Asked for a status on the data transfer between the Fire Department and the billing company. Chief responded that the prior company, Emergidata, telephone lines are no long working and he is moving forward to a new provider.

### Lisa –

- The previous Board of Trustees held an Open Saturday session from 8-10am. The current Trustees agreed this has not been beneficial to the citizens. Instead of having the Saturday sessions, all Trustees agreed to open their schedules to meet with residents as the need arises. Therefore, the Trustees concurred to discontinue the Saturday Open Session.
- In the interest of improving communication with the public, each Trustee is in the process of creating email addresses which will be connected to Rushcreek Township's website. Additionally, contact information will be added to the website.
- Fairfield County Auditor's office has been contacted for possible help with the Township's information technology. There may be a need to outsource this service based upon the County's availability. The Board agreed by consensus to move ahead with contacting the County Auditor.
- Ohio Insurance Services was contacted to provide guidance regarding the IRS forms 1094-B and 1095-B for 2017.

Dave thanked everyone for coming.

Meeting Adjourned: 8:38pm