

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
01/04/2017

Hart Van Horn, Chairman called the Rushcreek Township Trustees Board meeting to order at 7:10pm leading with the Pledge of Allegiance dedicating it to the military who defend this nation and the law enforcement who protect our freedoms. Those in attendance in addition to Hart were: Bill Myers, Trustee; Dave Myers, Trustee; Connie Moyer, Fiscal Officer; Robert Suer, Road Superintendent; and Will Duvall, Fire Chief. Hart asked that all cell phones be muted along with all fire radios except the Chief's and Road Superintendent.

Visitors

Mary Hoffman, Spencer Remoquillo, Barb Hockman, Chad Ashbaugh, Tracy Shahan, Earl Lehman, Ray Stemen.

Election of 2017 Officers

Hart turned the floor over to Connie Moyer for the reorganization of Rushcreek Township for the 2017 year.

Connie asked Dave if he wished to say anything before opening the floor for nomination. Dave stated that since the firehouse is undergoing renovations, Bob is retiring, and the items in the zoning department that need attention, he moved to retain the same officers and assignments for the 2017 calendar year by acclamation. Bill concurred with Dave's statement and moved to second. Hearing no opposition, motion passed. Therefore by acclamation, Hart Van Horn will retain the Chairman with Dave remaining the Vice-Chairman. There being no further discussion the floor was turned over to Chairman Van Horn to proceed with business.

Treasurer's Report

Blanket Certificates #1-2017 – #31-2017 along with Purchase Order #1-2017 - #14-2017 were presented for signatures. EFT #1-2017 - #34-2017 along with Warrants #40550 - #40553 in the amounts of \$25,288.93 were presented to the Trustees for signatures. Dave made a motion to pay the bills and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Road Superintendent Suer presented the Board with a list of expenditures for the next period in the amount of \$14,679.00. Dave made a motion to approve the list of expenditures and Bill seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Bob was asked if the yellow one ton vehicle was ready for the winter plowing season and Bob responded that it was ready.

Fire Chief Duvall presented the Board with a list of expenditures for the next period in the amount of \$2,450.00. Bill made a motion to approve the list of expenditures and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Business

Firehouse renovation contract was presented to the Trustees. Discussion on the interpretation if the Performance Bond was the same as a Surety Bond and concluded that the information was correct as presented.. There were a few documents that needed to be sent to Kelly Architectural Services which would be handled on Thursday. Based upon the December 21, 2016 Board Meeting of The Rushcreek Township Trustees a motion was passed to enter into contract with Seifert Construction for renovating the firehouse. The contract was reviewed prior to the meeting by the Trustees. All Trustees concurred with its terms and Chairman Van Horn signed the contract.

Delegation of duties for 2017 was discussed. There are approximately 40 miles of roads in Rushcreek Township that in the past has been divided into thirds. Each Trustee agreed and accepted to maintain the road assignment from the 2016 list. Dave and Bill agreed to serve on Rushcreek Township Tax Incentive Review Board. Bill 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 Hart will be the Trustee overseeing Administration paid 80% from 1000-110-111; 10% from 2192-330-111; and 10% from 2191-220-111. 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.

Hart advised the Board to consider appointing an interim Road Superintendent by the next Board meeting. Dave agreed that he would cover the position, if needed, until an individual is hired. Hart agreed to check on the legalities with legal counsel.

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

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

Fairfield County Farm Bureau has an annual meeting of elected officials to establish policies and all three Trustees agreed to represent Rushcreek Township at this event however dates are yet to be announced.

Fire Chief Duvall reported the following:

- Requested the Trustees review the Firehouse Manager Service contract provided by Aladtec, Inc. which is due February 1, 2017. Last year the Firefighters Association paid for the first year of service to see if it was beneficial. Chief Duvall has determined the service is necessary and useful in management and scheduling of personnel.
- During the last pay period 13 Squad Runs and 3 fire runs. Due to moving of the offices and equipment (i.e. computer systems), the transport number is unavailable at this time.
- Personnel are now housed at 127 Mulberry Street with the firehouse ready for demolition.
- The 2016 Annual Report will be ready by the next board meeting. Six hundred and four runs were dispatched in 2016.
- As previously reported a work session is scheduled on January 10th at 5pm at the Township office to go over the MECC protocol.

Bill thanked the fire department personnel for all of the work on moving the items from the fire house to the temporary quarters. Chief Duvall stated that a couple of boxes of items that had some history were saved and will possibly be sent to the Bremen Historical Society or perhaps an area in the new building for historic items.

Chief Duvall stated that all items not retained were properly disposed of and there was nothing of value over \$2,500. Hart asked that Chief Duvall prepare a memo for auditing purposes.

Road Superintendent Bob Suer reported the following:

- The road crew installed a driveway culvert on Pleasantview Road.
- Several large trees were removed and all of the brush was chipped on Graffis Road.
- As weather permits the crew is still grading and applying stone.
- The Kodiak truck needs to be sold as a fixed asset. The Trustees were questioned about the removal of equipment attached to the unit such as spreader, plow, and tool boxes. No clear documented information was brought to the floor, so no response was given.
- The fence permit was approved by the Village of Bremen. The Trustees were asked to consider purchasing a bucket at a cost of \$1,100.00. This is a piece of equipment that can be utilized for this and in several other plans of work. OUPS will need contacted, a trencher obtained, and a post hole digger. Hart advised that we could consider contacting other Townships to borrow a trencher or even solicit help with the project.
- The township barn roof has sheets of metal that are loose and leak. The current roof is installed incorrectly as the seams of the roof should have the laps facing east due to prevailing winds. Bob was instructed to get a couple of quotes for the next meeting.

Connie reported the following:

- The January Grassroots Clippings was distributed to all members.
- W-2's were given to the supervisors for distribution by January 20th. After that date any W-2's not distributed must be mailed. 1099's are complete and distributed.
- The 2016 Annual Financial report was completed and electronically forwarded to the State. A copy will also be delivered to the County Auditor along with the proper Resolutions. It was mandatory to file an AFDAR report and documents were submitted electronically to have UAN file the report. The following ad will run in the Eastern Edition of the Towne Crier on January 20, 2017 in order to meet the financial requirements and to be in compliance with the "sunshine laws". The 2016 Annual Financial Report of Rushcreek Township was filed with the Auditor of the State of Ohio. The report is available online or for public viewing by contacting the Township office for an appointment at 740-569-7181 Ext. #10. Rushcreek Township Trustees hold regular monthly meetings at 7pm on the 1st & 3rd Wednesday of each month at 213 Marietta Street, Bremen. The public is invited to attend.

The Trustees have discussed for several years to hold some of the meetings in the morning hours. A conflict might arise if payroll would fall on the same day and it would be required to process after the meeting. It was discussed to consider a trial run for four months. It was also suggested that a calendar for these for the scheduling of these items be produced. The Trustees decided to change the meeting time of the 3rd Wednesday of each month to 8:30am. The ad was changed to include the time change and also include that a Trustee is on duty each Saturday from 8am-10am.

- The following ad will also run in the Eastern Edition of the Towne Crier on January 20, 2017. Rushcreek Township Trustees is accepting sealed bids for various sizes & amounts of stone delivered to 213 Marietta Street, Bremen. Stone & trucking priced separately. Bid opening will be held February 15, 2017 @ 8:30am. Inquiries: 740-569-7181 Ext.#11. Rushcreek Township Trustees reserve the right to reject any or all bids. This announcement was also placed on the website.
- The 2017 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 2017 budget reflects compensation according to the Ohio Revised Codes.

Bill made a motion to adopt Resolution #2017-01, which sets the permanent appropriations and legal level of control for the 2017 Rushcreek Township fiscal year. Hart seconded the adoption of the resolution. Roll Call: Hart, aye; Dave, aye; Bill, 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. Hart moved the adoption of Resolution #2017-02 which states that Rushcreek Township will continue to operate on a Cash Basis and Dave seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Dave moved to adopt Resolution 2017-03 that places a 50% weight reduction limit on Rushcreek Township chip and seal roads effective February 2, 2017 or earlier upon approval from Fairfield County Commissioners and Hart seconded the resolution. Roll Call: Hart, aye; Dave, aye; Bill, 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. Bill moved the adoption of Resolution #2017-04 and Dave seconded the adoption. Roll Call: Hart, aye; Dave, aye; Bill,

aye. Dave stated that a neighbor had cut an area on Pleasantview and Pleasant Place who wished to remain anonymous. Bob cautioned the Trustees about allowing volunteers to clean up properties due to liability issues and the Trustees concurred.

The Trustees postponed discussion on wage increases and will review at a later date.

Trustee Reports

Dave – Helped with payroll and held the monthly safety meeting with the road crew.

Bill – Went to Lancaster to attend the Safety Council meeting and found it was next week. Chief Duvall stated he did the same thing last year so Connie sent a request to see if they could provide an annual calendar so this could be avoided. One zoning permit was issued since the last meeting to Merle Sanders, 9551 Webb Summit – Accessory building. Need to reinstate Charlie Hockman to the Zoning Board of Appeals and he agreed to serve as Rushcreek Township Regional Planning Representative.

2016 Rushcreek Township Zoning Report was given

Six – New Home Permits

Five – Room Addition Permits

Seven – Accessory Building Permits

Five – Fence Permits

One – Pool Permits

Three – Deck Permits

One – Commercial Building Rebuild Permit (Seifert Fire)

Two – Conditional Use Hearings

Three – Variance Hearings

Hart – Registered the Road Superintendent position with Ohio Means Jobs. As the County President to the Ohio Township Association he will be attending the OTA Winter Conference. Since Charlie Hockman is retiring from his full time job in which experience has been an electrician, Hart suggested the Board consider contacting Mr. Hockman to provide objective opinions on the electrical portion of the firehouse renovation. Hart reinforced the benefit to expand the resources of the Township by going to the community. The following openings need attention in the Zoning Department. Board of Zoning Appeals – one position and one alternate; Zoning Commission – two positions and one alternate; Rushcreek Township Representative to the Regional Planning Commission – one position.

Meeting Adjourned: 8:40pm.