

RUSHCREEK TOWNSHIP TRUSTEES  
BOARD MEETING  
01/09/2019

Dave Myers, 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  
None

The following notice was sent to the Eagle Gazette and placed on the website on December 19th: *Rushcreek Township Trustees will hold the End of The Year meeting on December 31st at 9am. The meeting will be held at the Township office, 213 Marietta Street, Bremen, OH 43107. Also included in this notice was: Meeting Change: The January 2, 2019 Rushcreek Township Regular Board meeting has been changed to January 9<sup>th</sup> at 7:00pm. After January 9<sup>th</sup> meeting, the Board will return to regular monthly meetings on the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month. Regular Board Meetings are held at the Township office, 213 Marietta Street, Bremen, OH 43107*

Election of 2019 Officers

Dave turned the floor over to Connie Moyer for the reorganization of Rushcreek Township for the 2019 year. Connie opened the floor for nominations for the position of Chairman of Rushcreek Township for the 2019 year. Dave nominated Chad for the position of Chairman of Rushcreek Township for the 2019 year. Chad agreed to accept the appointment. There being no further nominations, Lisa moved to close the nominations and appoint Chad as the Chairman of the Rushcreek Township Board of Trustees for the 2019 year. Dave seconded 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 2019 year. Dave nominated Lisa for the position of Vice-Chairman of the Rushcreek Township Board of Trustees for the year of 2019. Lisa agreed to accept the appointment. There being no further nominations, Chad moved to close the nominations and appoint Lisa as the Vice-Chairman of the Rushcreek Township Board of Trustees for the 2019 year. Dave seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye

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

Treasurer's Report

Blanket Certificates #1-2019 – #28-2019 with Purchase Order #1-2019 - #13-2019 were presented for signatures.

EFT #1-2019 - #34-2019 and warrants #41391 - #41401 in the amount of \$24,616.44 were presented for signatures along with the December bank reconciliation. Dave made a motion to pay the bills and Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Received a check from Foltz Ag Enterprises in the amount of \$588.00. This is to reimburse the Township for warranty covered work from invoice 20173034 paid on 12/5/18 warrant #41356. Since the expense was paid in 2018, the \$588.00 was placed back into the Road Improvement Fund.

Road Superintendent Hintz presented the Board with a list of expenditures for the next period in the amount of \$16,500.00. Dave made a motion to approve the list of expenditures and Lisa 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 \$3,750.00. Chad made a motion to approve the list of expenditures and Dave seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

## Business

Delegation of duties for 2019 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 2019 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 Chad will serve as the representative with Lisa serving as the alternate.

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.

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.

Fire Chief Duvall reported the following:

- Runs during the last pay period: 32 EMS including 21 transports and 0 fire runs.
- Received letters of resignation from Firefighters Matt Arnett and Zach Irwin.
- At this time both medic units are in service, but Medic-542 will need to go to Horton for repair.
- Three air packs have been taken to Finley Fire for repairs.
- In February one-half of the air bottles will need hydrostat tested.
- The 2018 Bremen Rushcreek Township Fire Department Annual Run Totals were presented to the Board and are included in the minutes.

Road Superintendent Hintz reported the following:

- Shaw Rd. has had ditches cleaned and has been graded.
- South Bethel, McCullough, and Ireland Rds. have been graded.
- Gravel Roads have been stoned.
- The bucket truck has been delivered to Utility Truck Equipment for inspection and evaluation.
- The road crew started cutting brush on Oak Hill Rd.
- A tree was removed from Geneva/Sacred Heart Rd. on the evening of Jan. 8th.
- A deer was removed from Pleasantview Road.

Connie reported the following:

- The insurance company has begun the investigation regarding the citizen's complaint of damage to their rims on Thomas Road.
- 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.
- Due to law changes in 2018 it is no longer mandatory to file the inventory 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 2019 budget reflects compensation according to the Ohio Revised Codes.

- The 2018 Annual Financial report was completed and electronically forwarded to the State on January 5, 2019 with a copy delivered to the County Auditor. It was mandatory to file an AFDAR report and documents were submitted electronically to have UAN file the report. The report was placed on our website. The following ad will run in the Eastern Edition of the Towne Crier on January 25th in order to meet the financial requirements and to be in compliance with the "sunshine laws". The 2018 Annual Financial Report of Rushcreek Township was filed with the Auditor of the State of Ohio. This report is available online [www.rushcreektwp.org](http://www.rushcreektwp.org) 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 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month at 213 Marietta Street, Bremen. The public is invited to attend.
- 1099's completed and mailed along with W-2's from employees who are no longer with Rushcreek Township. Current employees W-2's given to the supervisors for distribution by January 18<sup>th</sup>. After that date any W-2's not distributed must be mailed.
- Fairfield County Recorder sent notification dated January 7, 2019 advising that ORC 317.081 states the County Recorder shall keep county and township **zoning** resolutions. It is more economical for townships to file resolutions with Regional Planning since there is no charge to file there and RPC is far more capable of answering questions concerning zoning issues. A copy was given to the zoning inspector and Trustees.
- At the December 5<sup>th</sup> meeting the Health Saving Accounts was discussed however the motion did not specify when payment was to be made. Effective the first of 2018 major insurance policy changes were made and a Health Savings Account was set up for each full-time road employee. The date of the account set-up was March 21, 2018. Connie asked the Trustees to clarify if the 2019 HSA payment is to wait until March 21, 2019. Lisa explained that the Board was working out details during 2018 transition and the payment was intended for the entire year of 2018. Therefore, Lisa amended the original motion to read Effective January 1, 2019 Rushcreek Township will continue offering to full-time road employees, the Health Savings Account at a reduction to \$500.00 instead of the \$1,000.00. Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye

With regards to full-time employee benefits for 2019 per the employee handbook, the following changes were made:

1. Richard; Vacation: Carried over 96 and eligible for 160 for 2019, totaling 256 vacation hours. Personal: 24 hours.
2. David; Vacation: Carried over 16 hours and eligible for 80 in 2019, totaling 96 vacation hours. Personal: 24 hours.
3. Doug; Vacation: No carry-over eligible for 80 hours in 2019, Personal: 24 hours.

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. Lisa moved the adoption of Resolution #2019-01 which states that Rushcreek Township will continue to operate on a Cash Basis and Dave seconded the adoption. Roll Call: Dave, aye; Lisa, aye; Chad, aye.

Dave moved to adopt Resolution 2019-02 that places a 50% weight reduction limit on Rushcreek Township chip and seal roads effective February 2, 2019 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. Chad moved the adoption of Resolution #2019-03 and Lisa seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Lisa advised she spoke with Charlie Hockman to make sure he was filling his term of Resolution #2018-05 appointed Mr. Charles Hockman to the position representing Rushcreek Township on the Fairfield County Regional Planning Commission with a term ending December 31, 2019. Mr. Hockman agreed and had advised that he was unable to attend the January meeting due to illness.

Chad made a motion to adopt Resolution #2019-04 which appoints Dave Pugh as a representative on the Zoning Board of Appeals with an appointment ending December 31, 2023. Dave seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Chad made a motion to adopt Resolution #2019-05 which appoints Terry Borah as a representative on the Zoning Board of Commission with an appointment ending December 31, 2023. Lisa seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

#### Trustee Reports

##### Dave –

- Helped the road department on various projects.
- Approved fire and road department payroll.

##### Chad –

- No Zoning permits was issued during the last period.
- Attended the Safety Meeting on January 8<sup>th</sup> with the topic being stress.

##### Lisa –

- A memo was received from Jefferson Health Plan regarding our still pending 2017 Run-out claims from 2017. They have stated that we would receive our payment in February.
- Reviewed benefits and pay with the full-time employees on 2019.

At 8:19pm Lisa made a motion to enter Executive Session under Ohio Revised Code 121.22(G)(1) to discuss employment compensation with Chief Duvall. Chad seconded the motion. Roll Call: Chad, aye; Dave, aye; Lisa, aye. The Board advised no further action will be taken after Executive Session ended.

Executive Session Ended: 8:53pm

Meeting Adjourned: 8:54pm

Bremen-Rushcreek Township Fire Department  
2018 Annual Run Report

Total All Runs including Fire & EMS – 558

EMS Runs - 465 which includes 233 Transports

Fire Runs – 93

Mutual Aid Given – 137

Mutual Aid Received - 89