

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
01/17/2018

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; and William Duvall, Fire Chief. Dave asked that all cell phones be muted along with all fire radios except the Chief. The Road Superintendent was excused from the meeting.

Visitors

Mary Hoffman, Tracy Shahan, Mike Henwood, Earl Lehman, Jeff White, Asst. Chief Brian Irwin, Charles Hockman, and Loren Young.

Signing in to speak...

Tracy Shahan – Read several posts on Facebook complimenting the Township for snow removal during recent storms.

Mary Hoffman – Expressing now is the time to begin to heal, reconcile, rebuild, repair, and restore, our community.

The Board recognized and thanked Mayor Henwood and Village Administrator White for attending. The Board also expressed their gratitude for the Village removing the snow mounds at the fire department.

Minutes

The minutes of the January 3rd meeting were presented to the Trustees for approval. Chad made a motion to dispense with the reading of the minutes because the Trustees had reviewed them prior to the meeting and approve the minutes. Lisa seconded the motion. Roll Call: Chad, yes; Lisa, yes; Dave, aye. Dave reminded everyone that the minutes are available upon request at the Fiscal Officer's office and the website www.rushcreektwp.org.

Treasurer's Report

EFT #33-2018 – #68-2018 and Warrants #40972 - #40988 in the amounts of \$23,704.41 were presented to the Trustees for signatures. This includes payroll and withholdings dated January 18th. Lisa made a motion to pay the bills and Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Purchase Order #11-2018 was presented for signatures. This PO replaces #6-2018 due to a name change from Dawson Companies to Assured Partners. This is supplemental insurance for the fire department employees which the Township has provided for many years.

At the January 3rd Board Meeting the Trustees instructed the Fiscal Officer to place the \$500.00 check received from the recycling site into the General Fund. However, this was not done in a motion. Dave made a motion to instruct the Fiscal Officer to place the "Host Site" annual income of \$500.00 into the General Fund and Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Chief Duvall presented the Trustees 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 expenses and Lisa seconded the motion. Roll Call: Dave, aye; Chad, aye; Lisa, aye. A heating company will be contacted to repair the overhead furnace in the truck bay area.

In Doug's absence, Dave presented a list of expenditures for the next period in the amount of \$9,500.00. Dave made a motion to approve the list of expenses and Lisa seconded the motion. Roll Call: Dave, aye; Lisa, aye; Chad, aye.

Business

Chief William Duvall reported the following:

- Runs during the last pay period: 20 EMS including 6 transports and 5 fire runs
- 2017 Annual Report of Bremen-Rushcreek Fire Department
All Runs 508 Fire and EMS
EMS 416 Runs which includes 230 transports
Fire – 92 Runs
163 Mutual Aid given
98 Mutual Aid received
- Looking to fill several vacancies and evaluating applications.
- Attended the Safety Meeting on fall protection with Trustees Ashbaugh and Myers.
- Billing invoice for Aladtec renewal was presented. The annual cost is \$2,200.00 which provides online scheduling. Lisa made a motion to renew service contract with Aladtec in the amount of \$2,200.00 and Chad seconded the motion. Discussion ensued. Lisa asked how the scheduling is handled. Assistant Chief Irwin advised that fire personnel use the software to schedule, but he is responsible to review and approve. Roll Call: Chad, aye; Lisa, aye; Dave, aye.
- Presented the Board with a quote from ESO in the amount of \$5,514.00 replacing Emergidata. This is the company responsible for data transfers for medical billing and State reporting. Webinar training will be available for personnel however Pleasant Township uses ESO so many of our employees are familiar. As discussed in the past, working with Emergidata has been a challenge and now their telephone has been disconnected. EMS Director Doctor Zeeb reviewed and is favor of the change. There are charges on the quote that are a one-time set-up fee.

Lisa made a motion to finalize the conversion to ESO in the amount of \$5,514.00 and Chad seconded the motion. Roll Call: Lisa, aye; Chad, aye; Lisa, aye.

- Presented the Board with an increased wage scale of fifty cents per hour for fire department personnel. The increase was presented and approved by the County Budget Commission during the 2018 budget process. The last increase for fire personnel was January 16, 2016. Fire Department personnel are paid based on the employee's certifications.

Chad made a motion to accept the wage scale presented which increases fire department hourly personnel an increase of fifty-cents per hour effective per Board policy. Since personnel reviews were done in late 2015, Chad requested this be completed within a reasonable time frame. Dave seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

In Doug's absence, Dave reported the following:

- The crew is grateful to all Trustees who assisted during recent snow events.
- Majority of the crew's time has been spent plowing and treating roads.
- The crew filled the dry bins about three times to help keep the grindings from freezing. Currently, they are both about empty and need filled once more.
- New tires were purchased and installed on the front of the backhoe.
- Still working on collecting quotes for new mower. Currently have two and the third should be here by the end of the week. We are also looking into possibly buying a used tractor.
- New tires were purchased and installed on the grey Freightliner.
- The last Towne Crier deadline was missed for the January 12th publication to obtain 2018 stone bids. It was suggested to use the 2017 ad as a template for 2018 to meet the February 9th publication date. Trustees reviewed ad and amended to include proof of insurance and BWC certification.

Lisa advised that during the time she rode in the International there were a couple of safety concerns. The truck does not have heated exterior mirrors and when the snow is blowing visibility is zero. This truck does not have drop chains and with the hills being treated presents a safety concern. She requested quotes be obtained on both items so the Board could review for evaluation.

Dave made a motion to increase the hourly road workers a thirty-cent per hour increase which was also approved during the 2018 budget process effective per Board policy. Chad seconded the motion. Lisa

stated that fire personnel wage is based on certification but road personnel is based on performance and merit. Therefore, Lisa amended the motion to include reviews for all road personnel to be completed by February 1st. Roll Call on the amended motion to include reviews: Chad, aye; Lisa, aye; Dave, aye.

Roll call on original motion to increase wages for hourly employees by .30 per hour. Chad, aye; Lisa aye; Dave, aye.

Connie reported the following:

- Due to weather, Kathy has scheduled to meet this Sunday to close the books.
- 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 24th. After that date any W-2's not distributed must be mailed.
- Fairfield County Recorder sent notification dated January 8, 2018 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 each Trustee.
- The next District Advisory Council meeting will be held at 7pm on January 22nd at the Courthouse in the Commissioner's hearing room.
- Updated the US federal government's System for Award Management (SAM). This is necessary to do business with the federal government ie the compressor grant.

Both Chad and Lisa asked the Chief about the progress on the completion of the grant paperwork and if it is still on track for the end of January. Chief responded yes.

- January 2018 Grassroots Clippings was distributed.
- Fairfield County Engineer emailed the 2017 Rushcreek Township Mileage Certificate which total 39.251 miles of public roads which is no change in previous years. Signatures of each Trustee were obtained and will be forwarded back to the Engineer for processing.

Charles Hoffman, Rushcreek Township Regional Planning Representative report is attached.

Trustee Reports

Dave – Provided a recap on the 127 Mulberry Street purchase in 2016. The purchase was to provide more parking, and temporary housing for fire personnel during the renovation project. The renovation project was scheduled for five to six months. To utilize two pods for the temporary house was \$2,500 per pod per month. The renovation ran from February into November which would've cost approximately \$50,000 for pod rental plus temporary hook-up to water, gas, electric, sewer, and telephone. 127 Mulberry Street was purchased for \$41,500 and will be used in the future for the betterment of the Township and Village. Dave thanked the Board for their help during the snow storms.

Lisa stated that during one of the storms, Chad was able to save the Township an \$800 tow bill by pulling the dump truck out of a ditch.

Chad –

- One zoning permit has been issued since the last meeting: Tony Seesholtz; 2001 Montazuma Lane, Room addition & deck.
- The water at 127 Mulberry has been terminated. Will continue to pursue termination of all utilities.
- Continuing to work on filling vacant positions on the Zoning Boards.
- Rushcreek Township Zoning Boards "Commission and Appeals" appointments have had a five-year term in the past. The staggering of dates provides the benefit where one individual each year is appointed therefore the board is not left with inexperienced individuals filling the position all at one time. In order to maintain this practice, the following Resolutions were presented:

Chad made a motion to adopt Resolution #2018-05 which appoints Charlie Hockman as a representative on the Zoning Board of Appeals with an appointment ending December 31, 2021. Dave seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Chad made a motion to adopt Resolution #2018-06 which appoints Loren Young as a representative on the Zoning Board of Appeals with an appointment ending December 31, 2020. Lisa seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Chad made a motion to adopt Resolution #2018-07 which appoints Tim Thomas as a representative on the Zoning Board of Appeals with an appointment ending December 31, 2019. Lisa seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Chad made a motion to adopt Resolution #2018-08 which appoints Phil Miller as a representative on the Zoning Board of Appeals with an appointment ending December 31, 2022. Dave seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Chad made a motion to adopt Resolution #2018-09 which appoints Rick Moyer as a representative on the Zoning Board of Commission with an appointment ending December 31, 2021. Dave seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Chad made a motion to adopt Resolution #2018-10 which appoints Dave Foltz as a representative on the Zoning Board of Commission with an appointment ending December 31, 2022. Lisa seconded the adoption. Roll Call: Chad, aye; Lisa, aye; Dave, aye,

Lisa

- Compiled packets for Pediatric Dental Waivers under the ACA for Road department employees. Sent completed packets to Burnham & Flowers for processing. Once processed a reduction of monthly premiums is anticipated.
- Contacted County Auditor's office to proceed to providing IT assistance.
- Contacted web master to delete old zoning ad and replace with new information; provided contact information for new Trustees. Need to forward pictures.
- Prepared and presented a sign-in sheet for visitors that wish to speak.
- Spoke with PA office regarding removing/purging old or unnecessary documentation from employee files.
- Spoke with a resident regarding 911 concerns and provided written synopsis to Fire Chief and Trustee Ashbaugh.

Chief Duvall stated he contacted the Sheriff Department who is responsible for dispatching the 911 calls. Currently this is a unified policy Countywide.

- Created a draft agreement to possibly reach an agreed-upon winter road treatment for Avalon Road. Provided copies of draft to Rushcreek Trustees and met with Reading Township Trustee Steve Shumaker for him to present to Reading Board. Rushcreek Township has an agreement with Jackson Township for winter road treatment on Graffis Road. We are looking to amend that contract for possible resolution.
- Contacted Village of Bremen regarding old or outstanding issues to begin a conversation.
- Contacted resident about serving on the Zoning Commission and forwarded information to Trustee Ashbaugh.
- Accompanied Fiscal Officer to AT&T to obtain a new phone for the road superintendent. New phone will link with IPAD once it is resolved to provide several useful apps.
- Registered new Trustees for mandatory Sunshine Laws classes in February.
- Received follow-up information from Fire Chief regarding outstanding education funds. Fire Chief is pursuing possible amicable resolutions with both parties.
- Met with Fire Chief who provided an opportunity to look at Aladtec, scheduling software, and become more familiar with Fire department

Chief Duvall requested an Executive Session be called to discuss a personnel situation. At 8:18pm Dave made a motion to enter into Executive Session under ORC 121.22(G)(1) regarding discipline of a public employee. There will be further business after Executive Session ends. Chad seconded the motion. Roll

Call: Chad, aye; Lisa, aye; Dave, aye. The Board invited Chief Duvall and Assistant Chief Irwin into the Session. Executive Session Ended: 8:50pm.

The doors were checked to invite the public back into session. Chad made a motion to grant authority to Fire Chief Duvall to bring forth disciplinary action to include termination of employment for just cause. Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Meeting Adjourned: 8:53pm.

Fairfield County Regional Planning Commission Report

R.P.C. Meeting 1-2-18 Representative Charles Hockman

- President Bill Yapple brought the meeting to order with just enough members present to make a quorum.
- Executive Director Loudan Klein introduced David Burgei Fairfield Co. G.I.S. Dept. Administrator. G.I.S. is Geographic Information System. They create aerial maps for verifying tax info. such as C.A.U.V. That is current agricultural use valuations. The G.I.S. aerial views are getting really detail oriented. The new maps are amazing. The new maps will be used for updating the 2020 census which happens every 10 yrs. David Burgei and the county are currently working on L.U.C.A. They are putting together information questions etc. for the upcoming census reports. L.U.C.A. stands for local update census addresses. The federal money returned to Ohio, Fairfield Co. and Rushcreek Township is based on how many residential addresses we have not counting postal P.O. boxes. Currently Fairfield Co. has 70,742 parcels and 62,862 residential addresses. Nine percent of the addresses are recorded as C.A.U.V. but that is 70% of the land mass. The County engineers assign addresses. If a family is in the process of building and has an address and is moving in soon they need to be counted. 10 years ago our money coming back from the Federal Government was approximately \$60,000 per address. That is spread out over 10 years and includes state and local funding. Still, it should be obvious we need to have every address recorded, as missing a few addresses means missing a few hundred thousand dollars.
- There is a zoning training meeting Feb. 6, 2018 at 6670 Lockville Road at Carroll 6:00 p.m. to 7:00 p.m. We have our R.P.C. meeting at that location. The training is for zoning commissions, board of zoning appeals and more. The training is presented by the county prosecutor office.