

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
02/07/2018

Dave Myers, Chairman called the Rushcreek Township Trustees Board meeting to order at 7:00pm 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 and Road Superintendent.

Visitors

Laurie Withem, Bill Myers, Mary Hoffman, Tracy Shahan, Earl Lehman

Minutes

The minutes of the Regular January 17th and Special January 29th meetings 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 #69-2018 - #104-2018 and Warrants #40989 - #41017 in the amounts of \$50,358.77 along with the January bank reconciliation were presented to the Trustees for signatures. This includes a \$131.32 from BWC for early payment credit. Also included in these payment was stone at a cost of \$13,468.00 and it has been three weeks since the last meeting. Dave made a motion to pay the bills and Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Appropriation Change: \$750.00 from 1000-110-390 to 1000-510-300
Purchase Orders #12-2018 & #31-2018 were presented for signatures.

Chief Duvall presented the Trustees with a list of expenditures for the next period in the amount of \$4,000.00. Chad made a motion to approve the list of expenses and Lisa seconded the motion. Roll Call: Dave, aye; Chad, aye; Lisa, aye.

Chief explained that the list included the purchase of the 4 new radios which is not connected with the MARCS radios.

Dave presented the Road Superintendent's list of expenditures for the next period in the amount of \$10,500.00. Dave made a motion to approve the list of expenses and Lisa seconded the motion. Roll Call: Dave, aye; Lisa, aye; Chad, aye. Dave explained that the stone bids will be opened at the next meeting and this list included 400 tons #57, and 20 tons of riprap to cover stone used during recent road treatments.

Business

Chief William Duvall reported the following:

- Runs during the last pay period: 16 EMS including 6 transports and 9 fire runs.
- Christopher Wells has completed the Level II fire training. Therefore, his pay with the recent wage increase will be \$12.00 per hour.
- Fairfield Heating & Cooling completed repairs to the heater in the truck bay at a cost of \$598.00.
- ESO contract (electronic medical reporting system) was sent to the Prosecuting Attorney to review language. A new invoice should be forthcoming.
- Attended a MEC Chief meeting on January 25th.
- Attended BWC safety meeting on February 6th on snow and ice removal.
- Ten tables and chairs were donated from Bremen Area Chamber of Commerce. One was damaged and will need to be returned.
- Four members of the Department attended Jessica Barnhart's graduation from Columbus Fire Academy.

Chief Duvall presented his findings against Firefighter EMT Ryan Lytle.

- Violation of SOP Section 202.04 – Member must complete reports prior to conclusion of member's duty. Verbally reprimanded for a period from July 14, 2017 to November 17, 2017. A text correspondence between Lt. Gard and FF Lytle explaining that he needed to complete run reports on December 11, 2017. Written reprimand was issued on December 31, 2017 for same offense however employee has not been available to sign. A letter of Intent to Terminate was emailed to the employee on January 19, 2018 with no response. Certified letter with a return receipt requested was mailed on January 23, 2018 which contained written reprimand, letter of Intent to Terminate, and W-2. The return receipt has not been received from the post office yet. These same charges have been filed by two other departments.

Lisa advised as proper procedure, a hearing will be held at the next Township meeting on February 21, 2018 where a court recorder will be present. Another certified letter with a return receipt request will be mailed advising him of the charges and hearing date along with another email attempt.

During 2018 budget proceedings it was discussed to include a holiday differential rate for the fire personnel. The holidays discussed were: New Year Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. Lisa agreed to move a motion for the next meeting

Dave reported the following on behalf of the Road Superintendent:

- Minor repairs and routine maintenance were performed on the trucks and equipment.
- Limestone was applied to all of the gravel roads in an effort to keep the mud down and keep the roads from getting too slick if they froze.
- Downed trees were removed from the road and brush was chipped on Marietta Loop, Marietta at Holiday, and Rutter Hill Rds.
- All of the Reduced Weight Limit signs were put up by Jan. 29 effective February 2, 2018.
- Potholes were filled on several gravel roads. More potholes will be addressed as time allows.
- Roads were treated for icy spots multiple times, including plowing and treating on Sunday Feb. 4.
- A ditch was moved back and deepened on Avalon Rd, at the Perry County line, in an attempt to keep the water from pooling in the road. So far, it appears to be working.
- Richard will be attending a re-certification course on February 23rd in Columbus for the pesticide license.
- The JD5425 needs a clutch replaced. John Deere gave a quote of \$4,000 however that is not removing the mower. Foltz Ag gave a more detailed quote of \$3,087.00 which includes removing the mower. All Trustees agreed that the clutch needs replaced as soon as possible.

Lisa made a motion to approve the quote from Foltz Ag and proceed with the clutch repair on the JD5425 at a cost of \$3,087.00 and Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

- Quotes were received from three tractor dealers and two mower manufacturers for a tractor & arm mower and presented to the board for review. A synopsis of the quotes is attached at the end of the minutes. Dave stated that the purchase was budgeted for 2018 and it is time to move forward with the purchase.

Dave made a motion to purchase a new arm mower and tractor at a maximum cost of \$105,000.00 and Lisa seconded the motion to begin discussion. Two tractors were located which are last year models. Federal prices were obtained on the tractors and State prices for the mower and quick hitch kit. The current John Deere tractor has a trade-in value of \$19,000.00 - \$22,000.00 depending on dealer. Dave reported that Doug felt it would cost us approximately \$50,000 to replace current arm mower keeping the same tractor. Tiger advised Doug that due to the age, they didn't have replacement parts. Lisa asked what parts he was looking at to replace. She evaluated the cost and figured it to be approximately \$5,000 in repairs which would also include two new 8 ply tires. She continued that it might be a better idea to buy a new mower especially since the tractor has approximately 3,700 hours of use. Lisa, also stated we are using the equipment around 180 to 190 hours per year and was not sure if this was the most critical piece of equipment to purchase at this time verses repairing. The old tractor has 67hp with the new being a Tear 4 with approximately 100hp. The extra reach of the arm would gain another 30 inches. Chad asked if the value at trade of a John Deere vs. a Farmall would be the same. Dave is of the opinion that we do need a

new arm mower and we are on a time crunch to purchase due to long lead times to put the unit together. Dave stated he is leaning towards the Farmall from Evolution with the Quick Hitch Kit (+3,536.00) so that would be needed to be included in the purchase price. Lisa asked about the tires on the Evolution quote if they were 38" with Dave responding that Tim Smith @ Evolution recommended the 38" tires. Dave amended the motion to purchase a Farmall 110A tractor 4-wheel drive and Alamo 22' Samurai Boom with cable controls with 50" rotary head from Evolution Ag with the Quick Hitch Kit for a total amount of \$94,536.00. Lisa seconded the motion. Dave stated we will now vote on the amendment: Chad, aye; Lisa stated in good conscience she could not approve so she rendered her vote as, No; Dave, aye. Motion Carried. Dave advised a Roll Call would now be taken on the original motion. Chad, aye; Lisa, aye; Dave, aye. Connie stated she would prepare the Purchase Order and it will be ready for signatures at the next board meeting.

Connie reported the following:

- The 2017 Annual Financial report was completed and electronically forwarded to the State on January 21, 2018 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 the website. The following ad will run in the Eastern Edition of the Towne Crier on February 9th in order to meet the financial requirements and to be in compliance with the "sunshine laws". The 2017 Annual Financial Report of Rushcreek Township was filed with the Auditor of the State of Ohio. This report is available online 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 1st & 3rd Wednesday of each month at 213 Marietta Street, Bremen. The public is invited to attend.
- Received notification from the State Fire Marshall office stating the grant that Rushcreek Township applied in partnership with the Fairfield County Emergency Management was denied. The funds were exhausted before the request could be fulfilled. This grant was for the MARCS radio system. Additional funding is available for the 2019 Fiscal year.
- Received notice from the Village of Bremen postmarked January 22nd that rates for water, sewer, and solid waste collections will be in effect with the next utility bill. For two locations this increase will cost an additional \$85.92 annually.
- The Environmental & Historic Preservation Screening Form and Semi-Annual Federal Financial Report/SF-425 were submitted to FEMA on January 30, 2018 for the compressor grant.
- On January 29th Fairfield County Engineer sent the 2017 culvert allocation in the amount of \$8,619.00 which was deposited into fund 2192.
- February Grassroots Clippings was distributed to the members.
- Received a call from Terry Dunlap, Trustee at Violet Township. He advised that while attending the OTA Conference he found that without a local chapter we will not be covered under OTARMA insurance. He has agreed to take on the President's position and Randy Kemmerer will take the Vice-President's position and is looking to fill the Secretary/Treasurer's position. He was informed that all of the books along with the finances have been turned over to the State office and are in their possession. I will be more than happy to forward email information to the next Secretary/Treasurer.

Trustee Reports

Dave

- Attended the DAC meeting on January 22nd. The Lancaster 2018-2019 contract was passed and the 2019 budget for the Health Department was presented for review.
- Worked with Doug on new mower quotes.
- Spoke with Chad Reed at Community Action about the recycling trailer and new host site.
- Helped the road crew on repairs to trucks and loader.
- Working with Chad & Lisa on removal of the building at 127 Mulberry. A permit was submitted and taken to the Village of Bremen.
- Asked the Board about purchasing the 121 property and how to proceed. He wants to buy this property because it is the missing link. Lisa asked what would the property be used for. Dave responded; use it as a generator site, new alley, parking, and possibly a community building. Since

the property purchase was not budgeted discussion ensued on how to pay for the transaction. Connie explained the 127 was purchased for a dual purchase. Discussions were held at least ten years ago to try and purchase in order to provide parking because the Township does not own but approximately a one-foot strip between the building and the Kilbarger property. This would keep the Township from a land lock situation. Also, of course during renovation it provided temporary housing. After demolition, it was thought to possibly move the recycling area to that site. With the renovation project depleting the reserve in the fire fund, she would not recommend utilizing fire funds to purchase the 121 property. All of our funds are Restricted so therefore the General Fund should carry the purchase. With society changes occurring, we will be having expenditures in that fund that were not expected. Chief Duvall stated that a five-year plan was developed a few years back and it could be purchased under the fire fund by utilizing it as a training area and the generator. Chad reassured the Board that the area is for sale. It was pointed out that the owner has not accepted any proposals as of yet. Chad tabled the discussion.

Chad

- Two zoning permits have been issued since the last meeting: Tina Gordan, 7575 Bremen Road, accessory building; Early Ruff, 2610 Geneva School, room addition and accessory building.
- Zoning Board positions have been filled except an alternate for each board.
- All utilities have been disconnected at 127 Mulberry.
- To obtain a dumpster at 127 Mulberry in order to remove house and debris the following quotes were obtained: Kilbarger Construction; Logan, \$500 for each for a 40-yard dumpster; Micro Demolition; Baltimore, \$450 for each 30-yard dumpster. Anticipated amount of dumpsters is 3-4 for 40 yards or 4-5 for 30 yards. It was Chad's recommendation to utilize Kilbarger Construction for this service. Chief Duvall advised the house will need an asbestos test before demolition. Dave agreed to check and get the costs and details.
- Exhibit #1 was presented to amend the agreement between the Fire Chief and Rushcreek Township Trustees dated January 6, 2016. The amendment changed the salary to \$24,000.00 to be paid in equal installments in accordance with Board policy to work a minimum of 15 hours per week on an average for the contract year. Lisa made a motion to approve Exhibit #1 as part of the contract between Fire Chief William Duvall and Rushcreek Township Board of Trustees. Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Lisa

- In reviewing payroll, it was discovered that the Township is paying the full-time employees overtime after 8 hours instead of after 40 hours. In the private industry policy is after forty hours.
- Currently the Township pay period is the 1st through the 15th and the 16th through the end of the month. This is causing some hardship on a few of our employees and she asked that this policy be reviewed.
- Recently one of our employees had been randomly drawn for Drug Testing. The Township receives notice from the testing facility and then the Administrative Trustee escorts the employee to the testing center. Random testing is for the Road Dep't employees only as fire employees are excluded. Fire employees may go several weeks before signing up for duty. It was Lisa's recommendation to allow the Road Superintendent to do his job and see that this is handled.
- One of the unfinished jobs that need complete is to review the 2018 budget and make it permanent since we are operating on a temporary budget. In order to proceed, the HRA accounts for the full-time road employees need to be handled. Lisa will proceed with the necessary details and report back.
- Charlie Hockman, Dave Foltz, and Dave Pugh attended the Zoning Training class on February 6th. Amended since meeting to include: Loren Young and Jim Downard.

Meeting Adjourned: 8:52pm.

Evolution Ag, LLC - Utica

Farmall 110A Tier 4B 4WD	\$60,440.00
'97 JD 6200 Trade in	- <u>\$19,000.00</u>
	\$41,440.00
Alamo 22' Samurai Boom 4WD	
Cable Control W/ 50" Rotary Head	+ \$49,560.00
Quick Hitch Option	+ \$ 3,536.00
COMBINED TOTAL	<u>\$94,536.00</u>

Franklin Equipment, LLC – Groveport

NH TS6/CIH Farmall-APH-MEX-T4B	
Model TS6.140 T4B	\$75,569.00

Only carries Bomford Rear Mount PTO Mowers. I am not interested in a Rear mounted PTO mower.

Tractor could be sent to either Southeastern Equipment for an Alamo Mower or to Tiger for a Tiger mower if a New Holland is selected.

See Mower Prices on Separate Sheet

JD Equipment, Inc. – Lancaster

2017 John Deere 6110M Cab Tractor	\$75,393.74
'97 JD 6200 Trade-In	<u>-\$22,000.00</u>
	\$53,393.74
Tiger Bengal 22' Mid-Mount Boom Mower w/ 50" Rotary Head	<u>+\$43,214.00</u>
COMBINED TOTAL	<u>\$96,607.74</u>
Alamo 22' Samurai Boom 4WD Cable Control W/ 50" Rotary Head	<u>+\$49,560.00</u>
COMBINED TOTAL	<u>\$102,953.74</u>

2018 Mower Quotes

Alamo

22' Samurai Boom 4WD w/ cable controls and 50" Rotary Mower	\$49,560.00
Additional Quick Hitch Kit	\$ 3,536.00

Tiger

22' Bengal Boom w/ Cable Controls and 50" Rotary Mower	\$43,214.00
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