

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
02/21/2018

Dave Myers, Chairman called the Rushcreek Township Trustees Board meeting to order at 7:00pm leading with the Pledge of Allegiance. A moment of silence was observed in remembrance of the two police officers killed in the line of duty at Westerville, Loss of Life from the school shootings in Florida, Rushcreek Township Resident Jim Ross, and Evangelist Billy Graham. Those in attendance in addition to Dave were: Chad Ashbaugh, Trustee; Lisa Burnworth, Trustee; Connie Moyer, Fiscal Officer; Doug Hintz, Road Superintendent; and William Duvall, Fire Chief. Dave asked that all cell phones be muted along with all radios except the Chief and Road Superintendent.

Visitors

Zach Monhollen, Joe Bizjack, Laurie Withem, Tracy Shahan, Mary Hoffman, Bill Myers, Earl Lehman, Matt Hobbs.

Bid Opening

The following ad was sent to the Towne Crier and website on January 18th: *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 21, 2018 at 7pm. Inquiries: 740-569-7181 Ext.#11. The Trustees reserve the right to reject any or all bids.* The mailbox and email were checked and the following bids opened:

Company	#57's	* Trucking	#8's	#304's	#411's	Rip Rap	Ins/W.C
Sgt. Stone Trucking	\$15.00/T	\$6.00/T	\$16.00/T	\$13.25/T	\$13.25/T	No Price	0 /X
Downhill Trucking	\$14.00/T	* Various *\$5.00/T	\$19.45/T	\$10.75/T	\$11.00/T	No Price	X/X
Shelly Company	\$14.00/T	\$5.10/T	\$14.75/T	\$12.50/T	\$12.50/T	\$17.00/T	X/X

In comparing the bids, it was noted that Sergeant Stone did not provide the proof of insurance therefore the bid was rejected. Discussion ensued on comparison of quotes between Downhill and Shelly since they were very close. Lisa asked Mr. Hobbs if the 304 stone met DOT specifications and he replied that it does. Mr. Hobbs was asked how much notice would he need in order to start hauling and he replied one to two days and could haul around 400/T per day. Since he did not give a quote on Rip Rap, Mr. Hobbs stated he would match Shelly Company's pricing and his prices were good for one year. Chad made a motion to award the stone contract to Downhill Trucking and Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Hearing

Lisa Burnworth addressed the public that pursuant to Ohio Revised Code 505.38 and 733.35 the Board of Trustees designated, under Resolution #2018-11, to appoint Chief William Duvall of the Bremen-Rushcreek Fire Department to investigate charges with regard to Firefighter Ryan Lytle in his official performance of duty either misfeasance, malfeasance, nonfeasance, gross neglect of duty. A hearing was set to be held at the regularly scheduled Rushcreek Township Board of Trustee Meeting on February 21, 2018. Lisa instructed all present, that the hearing will follow a format similar to a Court Room proceeding with Court Recorder Denise Shoemaker of Fraley Cooper providing the respective services. Each person who testifies is required to be sworn-in by oath to present the truth. It was noted that Fire Fighter Ryan Lytle was not present.

The floor was turned over to Investigator Chief Duvall after being sworn-in. The following information was presented which was a recap of the February 7th meeting. 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 was returned unclaimed. These same charges have been filed by two other

departments. Another certified letter with a return receipt request was mailed on February 9th which advised of the charges and hearing date and was returned unclaimed.

Lisa asked Chief Duvall if his recommendation to terminate remained the same with Chief Duvall responding yes. Dave made a motion to terminate Ryan Lytle's employment with Bremen Rushcreek Fire Department based upon evidence presented and Chief Duvall's recommendation. Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. The hearing was concluded with Lisa advising a letter will be sent to Mr. Lytle from Rushcreek Township Board of Trustees advising him of the outcome. Connie advised the public that Rushcreek Township pays for the recorder's services, however if you wish to purchase the actual transcript, arrangements must be made directly with Fraley Cooper @ 614-228-0018.

Public Comments

Earl Lehman – Mr. Lehman addressed the board over the lack of back-up generator at the firehouse. Several years ago electric was off for several days and he felt that a generator is insurance in case there is a power outage and should be a priority. Chief Duvall stated that there are four generators on the property that could work in an emergency so we are not completely in the dark. Chad responded that the Township is aware of the problem and are working towards a solution.

Tracy Shahan – Read a posting from Facebook from Jim Van Horn who thanked EMS personnel for responding to a call on his four-month grandchild who was in distress.

Minutes

The minutes of the February 7th meeting and February 21st Special Meeting were presented to the Trustees for approval. Lisa 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. Chad 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 #105-2018 - #140-2018 and Warrants #41018 - #41032 in the amounts of \$23,832.58 were presented to the Trustees for signatures. Dave made a motion to pay the bills 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 \$3,600.00. Chad made a motion to approve the list of expenses and Lisa seconded the motion. Roll Call: Dave, aye; Chad, aye; Lisa, aye.

Road Superintendent Doug Hintz presented the Trustees with a list of expenditures for the next period in the amount of \$6,000.00. Dave made a motion to approve the list of expenses and Lisa seconded the motion. Roll Call: Dave, aye; Lisa, aye; Chad, aye.

A motion was passed at the February 7th meeting 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. The quote came in from Evolution at \$94,537.60 therefore a new motion needs passed. Dave made a 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 \$94,537.60 and Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Purchase Order #13-2018 was presented for signatures.

Business

Chief William Duvall reported the following:

- Runs during the last pay period: 32 EMS including 18 transports and 6 fire runs.
- As reported earlier, the ESO contract is at the Prosecuting Attorney's office for review. A discounted quote was received from ESO which totals \$4,224.00.

Lisa advised that the delay with the PA office was due to a misconception of the fire department being a fire district. The matter has been resolved so they are reviewing.

- FEMA approved the Environmental & Historic Preservation Screening Form. Therefore, we are proceeding with the grant. Contacted Breathing Air for an invoice instead of quote.
- Claypool Electric has been contacted to schedule the electrical upgrade for the new compressor.
- Cameron Anderson has completed pre-employment conditions except for the drug testing and Will requested permission to hire. Chad made a motion to approve hiring Cameron Anderson based upon completion of pre-employment requirements. Dave seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Road Superintendent Doug Hintz reported the following:

- Roads were treated during last snow.
- The crew rebuilt the air dryers on the two older dump trucks.
- The steel drum roller had the fuel lines and filters replaced and new glow plugs installed.
- Limbs and debris were picked up and chipped around township.
- Culverts were cleaned out all over the Township during last week's rains.

Lisa asked if when the personnel is cleaning culverts if they could check them at the same time to complete two tasks at one time. Doug responded that they are usually doing this project during storm and if possible it would be done but not probable.

- The crew cut and chipped brush on McCullough Rd.
- Some of the potholes were filled on Avalon and Purvis Rds.
- A washout on Geneva Rd. was repaired.
- There is a decent amount of ditch work needing done around the Township. It will be addressed as soon as ground conditions allow.

Discussion was held on replacing a driveway culvert with plastic instead of galvanized. It was noted that the Township has a policy to utilize galvanized instead of plastic so if the Board wished to make a change proper protocol should be followed. Lisa agreed to review the policy and bring any changes to the Board for approval.

Connie reported the following:

- Fairfield County Ohio Township Association is having an organizational meeting on Saturday, March 10th at 6:30pm. The meeting will be held at the Liberty Township office, 2060 Reynoldsburg-Baltimore Road NW, Baltimore.
- The Tax Incentive Review Council will meet on March 20th at 11:00am at the Courthouse on the third floor in the Commissioner's Hearing Room. Lisa and Dave are the Trustees representing Rushcreek Township at this hearing.
- During the Special Meeting earlier this evening the Board met and approved the 2018 Permanent budget. At that time, \$9,000 was placed in the budget to hire a fiscal officer's assistant which is allowable by the Ohio Revised Code. The Township is currently working on changing the payroll from bi-monthly to bi-weekly. After 32- years in government service Connie announced she has decided to retire February 1, 2019. Hiring an assistant is actually two fold. It will provide the help on the conversion of payroll as well as provide training for the main functions of a fiscal officer, budget, year-end, and setting up a new year. This past year has been very difficult with the loss of spouse and I decided this was the right time. Not only the right time, but a well thought out plan that would be in the best interest of all involved in order to not have any breakdowns in the financial office. It is unknown if the position must be advertised however proper protocol will be followed. Qualifications will be knowledge of government accounting and utilizing the State software (UAN).

Trustee Reports

Dave –

- Helped road crew on snow storm, ice storm, high water, and repairs in the shop.
- Working with Doug on 2018 culvert replacement.

- Steve Sigewart, a consultant, inspected the 127 property for asbestos who advised the EPA should be contacted to handle.

Chad –

- One zoning permit has been issued since the last meeting to: Jerry Gibson, 1550 Old Rushville Road; new home.
- Still working on two alternates for each Zoning Board.
- Attended the fire department officer's meeting on February 20th.
- Approved payroll for fire department.

Lisa –

- A Road Work Agreement with Reading Township was presented to the Board for their approval. The Jackson Township Road Work Agreement was the template used to create this agreement. Reading Township Trustees reviewed and signed the agreement at their last board meeting. After reviewing, Lisa made a motion to enter into the Maintenance Agreement between Reading Township and Rushcreek Township. Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.
- A spreadsheet was presented to the Trustees regarding different options between HRA provided by an agency, HRA lump sum payment by the Township, and an HSA utilizing Bremen Bank for the full time road workers. The Trustees were asked to review and be prepared to make a decision at the next meeting.
- The decision to change the payroll from bi-monthly to bi-weekly is not an easy task. Preparation has begun however, a date to begin this process will take a lot of planning. Met with the Fire Chief and Assistant for suggestions on utilizing fire department software. Hours of research and work will be done however it is our goal to hopefully have this enacted by May.
- As previously reported negotiations with the Village has taken place with regards to the water tap. A special thank you to Council and the Mayor for their help in getting this matter resolved. An invoice was received from the Village of Bremen on February 13th for the water tap at the fire station in the amount of \$8,000. Local Government Services was contacted to determine what appropriation line item should be utilized with Matt Laury advising 2191-220-352. Lisa made a motion to pay the Village of Bremen for the water tap in the amount of \$8,000.00 and Dave seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. Connie will prepare the Purchase Order and warrant for the Trustees to stop by and sign so this matter can be finalized.

Holidays for the fire department personnel was discussed. Lisa made a motion to amend the Rushcreek Employee Handbook for Bremen Rushcreek Township Fire Department Holiday Pay. The amendment shall take effect from February 21, 2018 until such time the Board of Trustees amends the policy in the Rushcreek Township Employee Handbook. Personnel must work on the holiday listed below will be afforded time and one half pay of their current hourly wage.

- New Year's Day – beginning at 0000-2359
- Memorial Day – beginning at 0000-2359
- Independence Day – beginning at 0000-2359
- Labor Day – beginning at 0000-2359
- Thanksgiving Day – beginning at 0000-2359
- Christmas Day – beginning at 0000-2359

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

Meeting Adjourned: 8:16pm.