

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
07/06/2018

Dave Myers, Chairman called the Rushcreek Township Trustees Board meeting to order at 3:30pm 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

Bill Myers, Earl Lehman, Mary Hoffman

Minutes

The minutes of the June 20th meeting and July 6th Budget Hearing 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 #427-2018 - #451-2018 and Warrants #41181-#41199 in the amounts of \$29,650.06 along with the June bank reconciliation were presented to the Trustees for signatures. Dave made a motion to pay the bills and Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Warrant #41181 was voided due to an accounting problem with Best Buy. Per Best Buy's internal accounting, the items were purchased utilizing the VISA. Lisa advised the total cost was \$3,709.82, a difference of \$189.91 for installation and networking the computers at our office. The Geek Squad technician was on site from 8am-3pm and had some problems requiring additional equipment which was charged to the VISA. There were problems connecting the phone system with the internet. Imperial Telephone System was called so there will be charges from the service call. Computers are now installed.

Warrant #41184 was issued to void payroll EFT #408-2018 due to an employee closing their account.

Bureau of Workers Compensation provided a rebate equal to 85% of the premium for the 2016 policy year which totaled \$5,558.15. This was distributed as follows: \$444.65 General, \$1,778.61 Road, and \$3,334.89 Fire. BWC strongly encouraged to use a portion of this rebate for workplace safety and health programs. They offer a 3-to-1 matching grant up to \$40,000 for the purchase of equipment to greatly reduce or eliminate injuries or illnesses.

Breathing Air/Sub Aquatic sent a check to reimburse the expense of Claypool Electric's final bill in the amount of \$735.24 for the installation of the compressor.

Interest rates for Certificate of Deposits have increased to 2.75%. Bremen Bank and Citizens Bank were contacted and have agreed to bump all the rates while maintaining the current maturity dates.

Chief Duvall presented the Trustees with a list of expenditures for the next period in the amount of \$2,940.00 which includes the additional amount charged to the VISA for the Geek Squad. 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 emailed the Trustees with a list of expenditures for the next period in the amount of \$2,300.00. Dave made a motion to approve the list of expenses and Chad seconded the motion. Roll Call: Dave, aye; Lisa, aye; Chad, aye.

Business

Chief William Duvall reported the following:

- Runs during the last pay period: 15 EMS including 6 transports and 9 fire runs.

- Captain Campbell repaired the ice maker.
- Medic 541 has been repaired at Fleetmasters. In order to rotate equipment, Medic 542 is being utilized as the first out truck.
- Jonathon Breunig has completed the background test and provided a driver's abstract. Chief would like to hire Jonathon Breunig contingent on passing the drug test and physical. Dave made a motion to hire Jonathon Breunig pending all pre-employment conditions have been met. Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. Based upon Jonathon's qualifications his rate of pay will be \$12.50 per hour.
- At the June 20th meeting the Trustees requested a policy be presented for discussion with regards to implementing minimum hourly work requirements for the fire personnel.

Will stated that during the last 3 ½ years our fire department has worked toward operating with two firefighter EMT's on duty 24/7. We have relied on voluntary request to work paid shifts. We have done well, however the weekends and some week days we have been unable to staff. We have personnel on our roster that have done their best to cover but will run out of the maximum hours late this year. We recognize we have folks within the township making calls from home. However, we feel we have to take the next step to move the department forward. All have worked to make many improvements: An improved building, improved pay rate and holiday pay, improved technology.

The goal of this policy and motion is to improve service to the all of Rushcreek Township residents. The township is only able to employ a limited number of staff. With current legal healthcare, Workers Compensation and funding limitations we must make every effort to ensure the people of Rushcreek Township are being served to the best of our ability.

Lisa made a motion to place minimum hours for Firefighter/EMT, Firefighter/EMTP's, and Officers of the Bremen-Rushcreek Fire Department in order to remain on the roster. Minimum hours per quarter will be 40 for EMT & EMTP. Officers – 50 hours per quarter. Additionally, when electing a shift, a minimum of four hours must be worked. The Bremen-Rushcreek Fire Department will immediately create a policy to add to the Standard Operating Guidelines and Policies Manual available to all employees. Additionally, a copy of this policy will be mailed directly to all current paid personnel and posted at the Fire Department of the Bremen Rushcreek Fire Department Roster. The Policy will go into effect immediately and hours in the third quarter of 2018 ending September 30th will require the minimum hours. Personnel that are unable or do not comply with the policy will be removed from the roster. As a part of the policy, the Bremen-Rushcreek Fire Department will submit a quarterly report to the Board of Trustees detailing hours worked from the roster.

Exceptions to the policy will be made in the following cases:

- Military leave
- Approved Medical leave
- Approved extended schooling in furtherance of fire service for Rushcreek Township
- Approved Family Medical Leave Act

Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. The Trustees advised that this policy has been implemented to cover necessary manpower to the citizens of Rushcreek Township.

Mary Hoffman asked what happens if an employee was on suspension. Chad responded by stating in order for the Township to be in compliance, suspension can only last fourteen days until a conclusion must be reached. Lisa replied that there are a possible 2,160 hours available per quarter. With the law requiring that a suspension be limited to two weeks that would be a possible 336 hours. All Trustees agreed that the amount remaining 1,824 hours were more than sufficient to cover the minimum requirement. Lisa added that Chief Duvall and her calculated the cost of maintaining an individual on the roster and the minimum requirement would be an even trade between the two.

In Doug's absence, Trustee Myers reported the following:

- The ditch from the proposed generator to the firehouse was dug and filled-in when the electrician and plumber finish installing conduit and gas line.
- Mowing was complete on July 21st.
- Soft spots were addressed on Heyd Rd. in preparation for chip seal.
- 20/20 chip sealed approximately 2 miles of roads. Pleased with their work and speed however, people are spinning their wheels on the newly chip sealed roads.
- Locust Grove was treated with #8 limestone a few times to try to choke the emulsion that was bleeding through the road.
- Numerous roads had trees removed and cleaned up from strong storms.
- The following roads were graded: Ireland, Avalon, and Purvis from County Line to the bottom of Foltz's hill.
- Grindings were applied to Avalon, Purvis, and Young Roads for dust control.

Connie reported the following:

- July Grassroots Clippings was distributed.
- Reminded the Board she will be off for surgery.
- The Trustees agreed to review the Solid Waste Plan and report at the next meeting.

Trustee Reports

Dave –

- Attended the District Advisory Council meeting however due to lack of quorum the meeting was cancelled.
- Helped the road crew as needed.
- Reviewed and approved payroll for fire and road departments.

Chad –

- One zoning permit was issued since the last meeting to: Warren Palmer, 1390 Locust Grove Rd., roof over breezeway.
- Worked with Doug, Dave, and Electrician to complete the underground work for the generator.
- Recommended hiring Nichole Schmelzer to fill the Zoning Inspector position. Chad made a motion to hire Nichole Schmelzer as the Rushcreek Township Zoning Inspector at a salary of \$3,000.00 per year contingent upon successfully completing all pre-employment testing. Dave seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Dave expressed his appreciation to Richard Campbell for the years he has faithfully served as Rushcreek Township Zoning Inspector. The Board sincerely appreciates his dedication to the citizens of our Township.

Lisa –

- Spoke with Emergidata regarding a recent invoice which had professional issues and billed for an entire year. Since we are changing to ESO by August 15th there would be no need to pay that amount. Lisa asked that the bill be held until the issues are resolved.
- On June 26th Trustee Myers donated three hours of his time along with his personal rubber tire backhoe to backfill a ditch for the new gas line which was installed for the generator. This allowed Rushcreek Township's equipment to be utilized during the same time to load trucks on the 2018 chip/seal project with 20/20 Enterprises. All expressed thanks to Trustee Myers.
- Spoke with Cindy Shaffer regarding the demolition funds being held on the insurance settlement. She advised that the project should be completed by the Fall and they will contact us when they are ready to start demolition.
- ESO sent notice that our account was past due. Payment was made in May and cleared the bank. Documentation will be sent to ESO.

Progress on the demo at 127 Mulberry Street was discussed. The crew has been dedicating their time to preparing the roads for the chip/seal project, including culvert installations and vacations have reduced manpower. It is still on the list of projects that need addressed. Chief Duvall asked the Trustee permission to utilize the building as a training facility prior to demo. He would like to invite other departments. The Trustees all concurred. The Board will notify the Chief in advance of the demo so arrangements can be made.

Meeting Adjourned: 4:15pm.