

RUSHCREEK TOWNSHIP TRUSTEES
MEETING MINUTES
August 5, 2026

Chad Ashbaugh, Chairman called the Rushcreek Township Trustee Board meeting to order at **7:00 p.m.**

Pledge to American Flag

Roll Call of the Board: Chad: Present Rick: Present Jim: Present

Lisa (fiscal): Present Will (fire): Present Richard (roads): Present

Chad asked that all cell phones be muted except for the Chief's

VISITORS

Charlie Hockman- RPC representative

Regional Planning

Charlie voiced the concerns of the Board of Trustees to the committee regarding decisions of driveway placement by the County Engineers Office rather than the Township. Charlie stated we could attend the public hearing on 9/1. He also stated that Commissioner Fix stated the County is responsible for safety on the roads in the County and this modification would essentially pass.

MINUTES

August 5th minutes have been distributed for review prior to the meeting and are presented for approval. Motion to approve: Trustee Moyer Second: Trustee Downard

Roll Call: Chad **AYE** Jim **AYE** Rick **AYE**

Chad reminded everyone that the minutes are available upon request at the Fiscal Officer's office and the website.

FINANCIAL SECTION

Warrant #'s 44369 through 44382 and EFT 351-2026 through 399 -2026 in the amount of \$ 125,196.32
July Bank Reconciliation

Motion to accept and pay: Trustee Downard Second: Trustee Ashbaugh

Roll Call: Chad **AYE** Jim **AYE** Rick **AYE**

Fiscal Office

Lisa indicated in reviewing Medicount billing that nothing appears to be billed for the month of July. Lisa asked again who is responsible and if anyone received notification that billing was either not passing through ESO or we were not completing. Trustee Moyer stated he would review the situation and resolve. Lisa indicated the delays in billing will most likely prevent the department from meeting their stated revenue goals by the end of the year. As of August 5th, meeting only 50% of the anticipated revenue has been received.

Fire

Trustee Moyer stated that 6 interviews were conducted to fill the full time firefighter/emt position. They will make a decision and recommendation on 8/5/2026.

EMS	18	TRANSPORTS	8	
FIRE	3		0	
MVA	3			
MUTUAL AID	6	GIVEN	5	RECEIVED

	GIVEN	RECEIVED
Berne Township	1	<u>0</u>
Junction City	1	<u>1</u>

Marion	0	<u>0</u>
Lancaster	0	<u>0</u>
Pleasant	0	<u>1</u>
Richland	2	<u>2</u>
Misc. (Somerset, Hopewell, Straitsville, New Lex	1	<u>0</u>
Air Evac		<u>1</u>

Zoning

Nothing to report

Road Department

Checked all roads; removed limbs and cleaned several culverts

Stoned bleed through on some roads

Cut berms on several roads

Continue to prep chip seal roads

All chip seal stone has been delivered

Received a thank you call from Hewitt's on Tent Road for stoning

Asphalt Materials no longer will have cold mix. Shelly-Lancaster for \$170.00 per ton, hot mix around \$95.00 per ton, Small's Sand and Gravel- Mt Vernon for \$125.00 ton

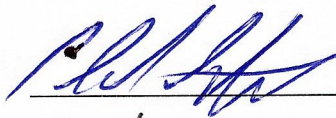
Administration

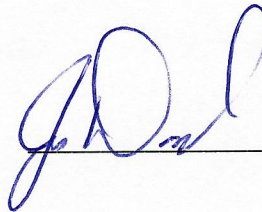
Kimberly is no longer with the Juvenile Court intervention program. Trustee Downard suggested no further follow up on the matter since the cemetery is cleaned up. The Board agreed.

Further Business

The Board reviewed the 3 Fire Chief descriptions and Trustee Moyer consolidated them into one document. Trustee Downard would like to make sure there is adequate descriptions for the budget portion and responsibilities in the description. After the Board reviewed the consolidated description they determined to move forward with posting the position on the website and publication in the Towne Crier. Lisa will have posted to the web site and get information from the Towne Crier about the cost and next available issue. Resumes' will be accepted through 9/3 with interviews to be conducted by the Board between September 4th and 15th.

Trustee Ashbaugh moved to adjourn at 7:19 p.m.





FAIRFIELD COUNTY

REGIONAL PLANNING COMMISSION



138 West Chestnut St.
Lancaster, OH 43130

(740) 652-7110

TO: Township Trustees

FROM: Holly Mattei, AICP, Interim Director

SUBJECT: Amendments to the Fairfield County Subdivision Regulations
Section 1.4.1; Sections 2.7.1(B) and (C), + Section 12 (Definition of Frontage)

DATE: July 10, 2026

The Fairfield County Regional Planning Commission ("RPC") will informally introduce proposed revisions to the Fairfield County Subdivision Regulations at its August 4, 2026 meeting at 6 p.m. These proposed changes, which are attached to this memo, would amend the process for driveway access review for lot splits and clarify the definition of the term "frontage". There will be no action taken on this item by the RPC at the August RPC meeting.

The RPC will hold a public hearing regarding the proposed revisions on **September 1, 2026 at 6:00 p.m.** at the Fairfield County Record's Center, 138 W. Chestnut Street, Lancaster, OH. If adopted, the proposed revisions will be forwarded to the County Commissioners for a public hearing on **September 15, 2026 at 9:00 a.m.** in the Commissioners' Hearing Room, 210 E. Main Street, 3rd Floor, Lancaster, Ohio.

Please contact the RPC office at 740-652-7110 if you have any questions.

JUL 11 2026

Holly R. Mattei, AICP
Interim Director

www.co.fairfield.oh.us/rpc

submitted to the township for access review/approval. These reviews will be conducted to promote health, safety, and welfare by ensuring adequate access and sight distance are available.

Tracts containing 5.01 acres or more will not be approved as residential building sites but will be processed to determine whether or not they are exempt from the Fairfield County Subdivision Regulations, to insure that a proper survey and description are presented, and to ensure that adequate access and sight distance are available. To be exempt from the regulations, a tract must have a minimum of 5.01 acres and have frontage on a public road or frontage on an easement of record, which was recorded prior to January 1, 1974. When such tracts meet the above requirements and comply with minimum frontage requirements of the respective zoning resolution, they shall be stamped as exempt from the Fairfield County Subdivision Regulations.

Parcels containing 5.01 acres or more shall be subject to the processing fee set forth in Section 14.11.1 of Appendix B.

Any rejection by the staff of the applicant's contentions is subject to appeal to the Subdivision Regulations Committee. Appeals shall be fully documented by the applicant and shall be submitted in writing within 30 days of the staff's written decision. The filing fee set forth in Section 14.6 of the Appendix B shall be required on any appeal. This fee is not in lieu of any normal processing or filing fees, which may be required. Any decision of the Subdivision Regulations Committee may be appealed to the Regional Planning Commission without an additional fee, provided the appeal is submitted in writing within 30 days of the Subdivision Regulations Committee decision.

In determining whether or not a tract containing 5.01 acres or more is fronting on an existing public street or easement, only officially recorded documents shall be utilized. If the documents involved were not recorded on or before December 31, 1973, they shall not be considered valid except for plats with recorded public streets.

When a tract of 5.01 acres or more is transferred from an original ownership of less than 10.02 acres it is not an exempt split, because a nonexempt tract of less than 5.01 acres will be created, which shall be processed according to Title II of these Regulations.

1.4.2 EXEMPT TIED LOT SPLITS

The sale or exchange of parcels of land between adjoining property owners, whereby the original parcel is not reduced below the requirements of this or any other regulations, and in the opinion of the Regional Planning Commission a new building site is not created, shall be exempt from these Regulations. However, a metes and bounds description of the exempt tied split and an approved form of conveyance meeting the requirements for property transfer by the Fairfield County Auditor's and Engineer's Offices will be required for RPC processing. The metes and bounds description must be accompanied by a survey and legal description certified by a Professional Surveyor licensed in the State of Ohio. The survey must meet the Minimum Standards for Boundary Surveys, Administrative Code 4733-37 and must be approved by the County Engineer or designee.

The sale or exchange of parcels of land to an adjoining property owner whereby such parcel or tracts of land does not meet subdivision requirements or other applicable regulations, and which, in the opinion of the Regional Planning Commission, creates a

DEVELOPMENT

Any man-made change to improve or unimproved real estate, including, but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.

DEVELOPMENT AREA

An area owned by an individual, firm, or association being developed as a single phase or multiple phases (units) and used or being developed or redeveloped, for non-farm commercial, industrial, residential or other non-farm purposes upon which earth disturbing/land disturbance activities are planned or underway.

EARTH DISTURBANCE

Any grading, pushing, piling, throwing, unloading, or placing of fill material, composed of earth, soil, rock, sand, gravel, or demolition material.

EASEMENT

A grant by the owner of land for a specific use such as public utilities.

ENGINEER

An individual authorized to practice civil engineering as defined by Occupations-Professions of the State of Ohio, due to his or her registration in said state.

EROSION

- A. The wearing away of the land surface caused by running water, wind, ice or other geological agents, including such processes as gravitational creep.
- B. Detachment and movement of soil or rock fragments by wind, water, ice or gravity.

EXEMPTED

"Exempted" as utilized in Section 1.4.1 and 1.4.2 of these regulations shall mean that the parcel or tract being created does not constitute a minor subdivision as referenced in Section 2.1 of these regulations. However, said division of property shall be subject to normal processing by the Regional Planning Commission. Furthermore, the division of property must comply with all zoning requirements.

FINISHED GRADE

The grade or elevation of the ground surface conforming to the site grading plan.

FRONTAGE

~~Frontage shall mean the minimum frontage required by the appropriate zoning or subdivision regulations, whichever is greater, but in no case shall it be less than sixty (60) feet.~~ Frontage further means the portion of a lot or tract of land which directly abuts a public road, as measured in accordance with Section 2.3, and has access thereto (see Section 2.3).

GRADING

The stripping, cutting, filling, stockpiling, or any combination thereof of earth disturbing activities, including land in its cut or filled conditions.

Fire Chief Position Description & Employment Expectations

This consolidated document combines the Fire Chief Job Description and Employment Agreement into a single, streamlined reference. Duplicative statements have been removed while preserving the substantive responsibilities and employment expectations contained in the source documents.

Position Summary

The Fire Chief provides executive leadership and operational oversight for the Bremen-Rushcreek Fire Department, directing fire suppression, fire prevention, EMS, personnel, budgeting, training, regulatory compliance, and community relations under the general direction of the Rushcreek Township Board of Trustees.

Primary Responsibilities

- Lead, supervise, schedule, and evaluate all Fire and EMS personnel directly or through command officers.
- Ensure compliance with all applicable local, state, and federal laws, regulations, and departmental standards.
- Develop, implement, and enforce departmental policies, procedures, rules, and operational standards.
- Plan, coordinate, and evaluate Fire and EMS operations, emergency response, prevention programs, training, and public education.
- Direct emergency operations during major incidents as required.
- Oversee inspections, fire prevention activities, pre-incident planning, and fire investigations in coordination with the State Fire Marshal when appropriate.
- Maintain relationships with Fairfield EMA and partner fire, EMS, law enforcement, government, business, and community organizations.
- Prepare, maintain, and review departmental records, reports, inventories, and the annual and bi-monthly reports to the Board of Trustees.
- Develop and administer departmental budgets; authorize purchases within Board policy; recommend equipment replacement and capital improvements.
- Oversee maintenance, testing, documentation, and readiness of all apparatus, vehicles, equipment, and facilities.
- Evaluate employee performance, address grievances, maintain discipline, and foster professional development.
- Represent the department at professional meetings, committees, boards, and public events.
- Respond professionally to citizen concerns and perform other duties assigned by the Board of Trustees.

Minimum Qualifications

Payment Listing

UAN v2026.3

8/6/2026 to 8/19/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
400-2026	08/18/2026	08/16/2026	EP	DONALD L ABRAM III	\$118.88	O
401-2026	08/18/2026	08/16/2026	EP	CHAD M ASHBAUGH	\$597.34	O
402-2026	08/18/2026	08/16/2026	EP	LISA A BURNWORTH	\$969.38	O
403-2026	08/18/2026	08/16/2026	EP	DAVID G CAMPBELL	\$1,295.71	O
404-2026	08/18/2026	08/16/2026	EP	RICHARD CURTLENN CAMPBELL	\$1,883.68	O
405-2026	08/18/2026	08/16/2026	EP	LISA A CRINER	\$189.12	O
406-2026	08/18/2026	08/16/2026	EP	ISAIAH M DELONG	\$742.20	O
407-2026	08/18/2026	08/16/2026	EP	JAMES S DOWNARD	\$566.72	O
408-2026	08/18/2026	08/16/2026	EP	WILLIAM M. DUVALL	\$964.55	O
409-2026	08/18/2026	08/16/2026	EP	ANDREW P FEY	\$1,116.58	O
410-2026	08/18/2026	08/16/2026	EP	AMBER LEE-ANNE FLINT	\$1,616.01	O
411-2026	08/18/2026	08/16/2026	EP	MATTHEW GRAHAM	\$862.89	O
412-2026	08/18/2026	08/16/2026	EP	ERIKA N HEDGES	\$163.16	O
413-2026	08/18/2026	08/16/2026	EP	JEREMI W HEDGES	\$2,278.51	O
414-2026	08/18/2026	08/16/2026	EP	JORDAN P IRWIN	\$207.20	O
415-2026	08/18/2026	08/16/2026	EP	ANTHONY M. KERR	\$1,455.87	O
416-2026	08/18/2026	08/16/2026	EP	STEVEN PHILLIP KILBARGER	\$1,435.21	O
417-2026	08/18/2026	08/16/2026	EP	RICHARD E MOYER	\$685.87	O
418-2026	08/18/2026	08/16/2026	EP	BRADEN L SHULL	\$499.71	O
419-2026	08/18/2026	08/16/2026	EP	PIERCEN L SHULL	\$333.47	O
420-2026	08/18/2026	08/16/2026	EP	RYAN M SMITH	\$1,548.80	O
421-2026	08/18/2026	08/16/2026	EP	KENNETH JOE WALTON	\$27.29	O
423-2026	08/19/2026	08/16/2026	EW	DEPT OF TREASURY - IRS	\$8,517.90	O
424-2026	08/19/2026	08/16/2026	EW	REGIONAL INCOME TAX AGENCY	\$546.25	O
425-2026	08/19/2026	08/16/2026	EW	SCHOOL DISTRICT INCOME TAX	\$827.41	O
426-2026	08/19/2026	08/16/2026	EW	TREASURER OF STATE OF OHIO	\$1,339.20	O
44383	08/19/2026	08/18/2026	AW	COLUMBIA GAS COMPANY	\$988.00	O
44384	08/19/2026	08/18/2026	AW	SPECTRUM BUSINESS/CHARTER COMMUI	\$95.57	O
44385	08/19/2026	08/18/2026	AW	SPECTRUM BUSINESS/CHARTER COMMUI	\$219.98	O
44386	08/19/2026	08/18/2026	AW	VISA	\$1,659.39	O
44387	08/19/2026	08/18/2026	AW	OFFICE MART, INC.	\$216.79	O
44388	08/19/2026	08/18/2026	AW	OLEN CORPORATION	\$13,700.41	O
44389	08/19/2026	08/18/2026	AW	AMERICAN ELECTRIC POWER	\$1,045.90	O
44390	08/19/2026	08/18/2026	AW	FREEDOM ENTERPRISES	\$84.00	O
44391	08/19/2026	08/18/2026	AW	VERIZON WIRELESS	\$14.22	O
44392	08/19/2026	08/18/2026	AW	VERIZON WIRELESS	\$80.22	O
44393	08/19/2026	08/18/2026	AW	BEN KITCHEN TERMITE CONTROL, INC.	\$95.00	O
44394	08/19/2026	08/18/2026	AW	BOUND TREE MEDICAL	\$1,618.68	O
44395	08/19/2026	08/18/2026	AW	FIRE CATT LLC	\$2,332.00	O
44396	08/19/2026	08/18/2026	AW	KOORSEN FIRE & SECURITY	\$215.22	O
44397	08/19/2026	08/18/2026	AW	ALLIED BENEFIT SYSTEMS, INC.	\$7,774.55	O
44398	08/19/2026	08/18/2026	AW	MWG ADMINISTRATORS -	\$350.42	O
44399	08/19/2026	08/18/2026	AW	BOUND TREE MEDICAL	\$1,959.55	O

We hereby certify that the amount required to meet the contract, agreement, obligation, payment, or expenditure for the above, was lawfully appropriated for such purpose and was in the treasury or in the process of collection to the credit of the appropriate fund(s) free from any previous encumbrances or obligation.

Total Payments: \$63,238.81

Total Conversion Vouchers: \$0.00