

RUSHCREEK TOWNSHIP TRUSTEES
MEETING MINUTES
October 7, 2020

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

Pledge to American Flag

Roll Call: Chad: Present Lisa: Present Tim: Present
Nancy: Present Will: Present

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

VISITORS

MINUTES

The Minutes from the September 16, 2020 Regular Meeting have been printed and distributed for review prior to the meeting, and are being presented for approval. Tim made a motion to approve the minutes as presented and Lisa seconded the motion.

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

Roll Call: Chad, Yea; Lisa, Yea; Tim, Yea.

ADJUSTMENTS TO THE AGENDA

None

FINANCIAL SECTION

The Fiscal Officer recommends that the Board of Trustees take action on the following financial items:

EFT's #572-2020-603-2020 and Warrants #42073-42088 in the amount of \$34,851.12 were presented for approval:

The September bank reconciliation was presented for approval.

Lisa made a motion to approve the items as presented. Chad seconded the motion.

Roll Call: Chad, Yea; Lisa, Yea; Tim, Yea.

Chief Duvall presented the Trustees with a list of expenditures for the next period in the amount of \$2,520.00:

Repairs and maintenance	\$1,000.00
EMS supplies	\$1,000.00

Cleaning supplies	\$ 100.00
Office supplies	\$ 200.00
Uniform Reimbursement	\$ 140.00 (see below)
Training	\$ 80.00 (see below)

- Amber Flint needs new work pants for fire department. She is buying two pairs and requests that the township reimburse her for one pair. The Fiscal Officer suggested that the township purchase two pairs of work pants for the employee and that they will cover one pair by withholding the cost from her future paychecks. Chief Duvall will discuss with employee and report back at next meeting.
- Kristen Krile requested reimbursement of \$80.00 for training materials to attend a virtual class for “Fire and Emergency Services, Instructor I”. The Trustees agreed to reimburse Kristen for the training materials once she produces a receipt for the training materials.

REPORTS

Fire Department

Bremen Rushcreek Township Fire Department. Fire and Ems Runs for the period September 16 through September 30, 2020.

20 EMS	12 Transports	4 Fire	0 MVA
	Mutual Aid Received 3	Mutual Aid Given 4	

Chief Duvall asked the Trustees if they would like for him to apply for State Fire Marshal Grant to potentially cover Marcs radio fees (approximately \$3800.00). The grant application is due at the end of October. Chief Duvall will provide additional information at the next meeting.

Firefighter/Paramedic Amber Flint and Firefighter Steve Kilbarger were awarded the Bronze Stemi Award (from the time the call is received until the time they arrive at the cath lab) for 2020 and the Silver for alert prior to arrival from Fairfield Medical Center. They team had the 3rd best time overall in the county.

Zoning

One new zoning permits has been issued since the last meeting:

Jeremy and Christine Ellis
3025 Mt. Zwingli Road
Bremen

New residential build

Road

Richard reminded the Trustees that we need to get bids out for hauling approximately 500-800 tons of crushed asphalt. Cost at this time is \$4.50 a ton.

Fall mowing has started and we are about ¼ of the way around the township.

The 5425 clutch cable broke on the JD mower. The part has been ordered and should be in at John Deere today around 3:30.

The IH 7400 has quit running and will not start. We have been having trouble with it for some time. It has been serviced several times at a couple different shops with no success of finding the problem. The Trustees discussed taking it to a new shop to have it looked at before deciding how to proceed. It is the oldest truck that we have, a 2002 and has approximately 135,000 to 140,000 miles on it.

Richard will be on vacation the week of 10/12-10/16.

Fiscal Officer

Driver's Abstracts request will be sent after meeting.

Grassroots Clippings for October was forwarded via email to Trustees for review.

Received financial reports for the Fairfield County OTA from Melissa Tremblay for the period of October 1, 2019 to present. They are being provided for review. She also indicated that she is stepping down as Secretary/Treasurer of the Fairfield County OTA.

Received notification from OTARMA that they are seeking nominees for the upcoming Board of Directors election. Two board seats will be open for four years each. I have the nominating forms should anyone be interested.

Received a donation of \$100 from Patsy Schmelzer for the fire department. The money has been deposited and a thank you letter will be sent.

An hourly report for the fire department for the past two quarters is being presented for review.

OLD BUSINESS

Lisa provided the following update for the Yearly Allocation due from Fairfield County forced accounts:

2020 Allocation:	\$18,765.00
Carryover:	<u>\$16,239.32</u>
Grand Total	\$35,004.32
Received a portion of allocation	<u>- 13,811.52</u> Check #5317448
Balance Due	\$21,192.80

The county engineer's office indicated that additional paperwork is needed for reimbursement for the Gaffis #1 and McCullough Roads projects. Lisa found the paperwork and sent it again via email to their office.

No additional information regarding plans on what to do with the guard rails.

Lisa reported that she has not heard back from the prosecuting attorney's office regarding the West Point Road fence issue. She will email Amy to see if she has had a chance to review.

Lisa reported that she has not heard back from Amy regarding our inquiries into employee's hours before proceeding with our review of the Employee Handbook.

NEW BUSINESS

Lisa reported that there was a glitch with the Time Trax software for the Fire Department during the last payroll period. Lisa contacted their support line and received a patch to update the software. Once the road department's time clock is installed, the Trustees discussed looking into a service contract with Time Trax to enable us to have the most up to date software at all times. The estimate of the service contract is \$100 per time clock per year for a total of \$200.00 per year.

Received a certified letter from Frontier Communications, Claim #1653520, regarding damage done at 720 Thomas Road. The fiscal officer will forward the information to Wendy French at OTARMA and inquire how to proceed with insurance.

The Fiscal Officer received past due notices from Fairfield Medical Occupational Health for the third time regarding invoices for Krile and J Hedges. These invoices are from January and early February. In the past the invoices have been given to Chief Duvall two times to pass on to the employees for payment. Chief Duvall assured the Trustees that he has passed the invoices on to the employees each time. After discussion, the Trustees agreed that they will give the employees one more chance to take care of their obligations. If they do not pay the invoices by November 1, 2020, the Township will pay the invoices and garnish the wages of the employees until the obligations are satisfied. Chief Duvall will relay this information to the employees.

ADJOURNMENT

Moved by Tim, seconded by Chad to adjourn the meeting at 7:48 p.m.

Roll Call: Chad, Yea; Lisa, Yea; Tim, Yea.
