

RUSHCREEK TOWNSHIP TRUSTEES  
BOARD MINUTES  
11/20/2019

Chad Ashbaugh, Chairman called the Rushcreek Township Trustees Board meeting to order at 7:00 pm leading with the Pledge of Allegiance. Those in attendance in addition to Chad were: Dave Myers, Trustee; Lisa Burnworth, Trustee; Nancy Mathias, Fiscal Officer; and William Duvall, Fire Chief. Chad asked that all cell phones be muted along with all fire radios except the Chief.

Visitors

Bill Myers, Laurie Withem and Asst. Chief Brian Irwin

Minutes

The minutes of the November 6<sup>th</sup> 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. Dave seconded the motion. Roll Call: Chad, Yes; Lisa, Yes; Dave, Yes. Chad reminded everyone that the minutes are available upon request at the Fiscal Officer's office and the website [www.rushcreektwp.org](http://www.rushcreektwp.org).

Treasurer's Report

EFT #743-2019-777-2019 and Warrants #41716 - 41728 in the amounts of \$26,216.52 were presented to the Trustees for signatures. Dave made a motion to pay the bills and Chad seconded the motion. Roll Call: Chad, Yes; Lisa, Yes; Dave, Yes.

Purchase Order #35-2019 and 34-2019 (VASU) were presented for signatures.

ESO Quote for Firehouse Software – A quote was presented for \$1,790.00 to update the current software. This software is used for reporting fire runs to the State. Lisa asked if this software is cost effective for the number of fires that the department has. The current software license is out of date and if it crashes we currently have no back up or technical support. Will noted that we went to this software in 1994 and that there are no other options available. He further indicated that the best reason for the upgrade is for the health and welfare of the department. The upgrade was voted for in the 2/20/19 minutes in the Permanent Appropriations.

Tuff Books Quote – A quote for \$1,795.00 was presented to upgrade the fire department Medic 541. It was also approved and included in the 2/20/19 minutes in the Permanent Appropriations.

These items need to be ordered and processed as soon as possible to they can be paid for from the current year's appropriations.

Chief Duvall presented the Trustees with a list of expenditures for the next period in the amount of \$2,150.00. Chad made a motion to approve the list of expenses and Lisa seconded the motion. Roll Call: Chad, Yes; Lisa, Yes; Dave, Yes.

A list of expenditures for the road department was presented to the Trustees for the next period in the amount of \$4,700.00. Dave made a motion to approve the list of expenses and Lisa seconded the motion. Roll Call: Chad, Yes; Lisa, Yes; Dave, Yes.

Business

Chief William Duvall reported the following:

- Runs during the last pay period 11/1/19-11/15/19: 19 EMS including 12 transports and 4 fire runs. Mutual Aid: 5 given, 1 received.
- Lt. Jordan Irwin conducted an auto extrication class at Daubenmire Towing on 11/9. Five of our personnel were in attendance. Walton, Dossett, Graham and Kilbarger attended
- Meet the Chief was held on Monday, November 18. The 2020 Budget was the subject.
- Marcs radios were delivered on November 18. The dates for installation are November 25 and 26. FF S. Kilbarger and FF Flint will attend the training class today, November 19 for the radios.

A You Tube video is also available for training purposes. The UHF radios will be kept in the trucks as a backup. The "go live" date is 1/6/20.

Road Department Report:

- Working on tree and brush removal.
- Ditch and culvert cleaning.
- Repairing roads as weather permits.
- Cleaning and repairing equipment for winter.

Nancy reported the following:

- The Department of Commerce Division of Liquor Control sent notice that all permits to sell alcoholic beverages in Rushcreek Township will expire on February 1, 2020. Every permit holder must file a renewal application. Rushcreek Township has the right to object to the renewal of a permit and to request a hearing. The Trustees indicated that they do not currently have any concerns.
- The UAN year-end meeting will be held on December 12 from 8-4 in Columbus. Nancy and Lisa will be attending the meeting.
- November Grassroots Clippings Newsletter was distributed.
- Business Radio Licensing – We received an invoice/notice for \$120.00 to change contact person from Connie to Nancy.
- Received a letter from the Fairfield County Board of Elections requesting approval to use our facility as a voting machine transport during the March 17, 2020 Primary Election. The Trustees have no objections. The letter will be signed and returned.

#### Trustee Reports

Dave –

- Reviewed and approved Fire and Road department payroll.
- Help road crew on ditch and culvert cleaning.
- Worked on Forced Account paperwork with Lisa and filed with county.
- Truck - New/Used? Dave reported that he is finding it difficult to find a used truck with what we require, ie central hydraulics, dump bed, etc. He found a 2019 at Ricart that is ideal for our needs but doesn't know if it is still available. At this time, we will continue to search for the best option for township's needs that is still in budget.
- Cemetery issue that was tabled at last meeting so Dave could contact Hocking Valley Title. Currently the landowners that we want to cooperate with do not have the correct paperwork needed to follow through. Trustees will continue to monitor the situation.

Chad –

- No zoning permits have been issued and nothing further to report.
- Reviewed and approved Fire Department payroll.

Lisa –

- Health Insurance – Made decision to go with Medical Mutual as our provider. Trustees still need to decide on which plan best benefits the township employees.
- 2020 Budget prep for 11/18 fire department meeting.
- Reviewed remaining 2019 funding for fire department with Chief Duvall and Asst. Chief Irwin.
- Contacted prosecuting attorney's office regarding 2020 employer benefits and other matters (handbook).
- Ran Time Trax Payroll for comparison. We will be going live with December 1 payroll. Still encountering problems when volunteers respond from home/clocking in.
- Quotes for ESO (firehouse) and Tuff Books replacements.
- Worked on Forced Account paperwork with Dave.

At 7:45 pm Lisa made a motion to enter into Executive Session under the Ohio Revised Code 121.22(G)(1) to discuss employment compensation. Chad seconded the motion. Roll Call: Chad, Yes; Lisa, Yes; Dave, Yes.

Executive Session ended at 9:38 pm.

Lisa made a motion to accept Medical Mutual HMO 2520-2000 for the 2020 health insurance plan to be offered to all full-time employees and elected officials. This motion will be followed by a Resolution stating the Policy of Health Insurance benefits for Rushcreek Township. If employee or elected official declines the coverage, they can get their own ACA qualifying HRA insurance and can be reimbursed. Chad seconded the motion. Roll Call: Chad, Yes; Lisa, Yes; Dave, Yes.

Lisa made a motion to modify the portion of health insurance benefits paid by Rushcreek Township for all Full-time employees and elected officials to 80% of the full time employee or elected official monthly premium. Further, full time employees or elected officials which do not elect to use the benefit HMO Gold 2520/2000 of the elected insurance plan may be reimbursed up to 80% of the premium from a qualifying ACA compliant HRA not to exceed the plan offered by Rushcreek Township that would have been paid by Rushcreek Township.

In order to receive qualifying reimbursement, the employee or elected official must submit copies of paid premium statements along with the appropriate IRS form. The motion was seconded by Chad.

This motion will be followed by a Resolution that states the Policy of Health Insurance benefits for Rushcreek Township. Roll Call: Chad, Yes; Lisa, Yes; Dave, Yes.

Lisa made a motion to incorporate agreed upon changes to Employee Handbook with the effective date of 1/1/20. Chad seconded the motion.

Paid Holidays  
Sick Leave  
Vacation Leave  
Retirement

Changes will be incorporated into an updated handbook to be published and acknowledged by each employee. Further, these changes will be submitted to Prosecuting Attorney's office for review and modification as required by the ORC. Roll Call: Chad, Yes; Lisa, Yes; Dave, Yes.

Lisa made a motion to increase the hourly rate of pay for Richard Campbell to \$18.30, an increase of 70 cents per hour effective 1/1/20 once the annual employee review is completed and agreed to by the Board of Trustees prior to that date. Chad seconded the motion.  
Roll Call: Chad, Yes; Lisa, Yes; Dave, No.

Lisa made a motion to increase the hourly rate of pay for David Campbell to \$16.50, an increase of 70 cents per hour effective 1/1/20 once the annual employee review is completed and agreed to by the Board of Trustees prior to that date. Chad seconded the motion.  
Roll Call: Chad, Yes; Lisa, Yes; Dave, No.

The Board wished everyone a Happy Thanksgiving and to be safe during travels.

Meeting Adjourned: 9:55 pm.