

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
April 15, 2015

Bill Myers, Chairman called the Rushcreek Township Trustees Board meeting to order at 7:09pm leading with the Pledge of Allegiance. Those in attendance in addition to Bill were: Dave Myers, Trustee; Hart Van Horn, Trustee; Connie Moyer, Fiscal Officer; Bob Suer, Road Superintendent; and Will Duvall, Fire Chief. Bill asked that all cell phones be muted along with all fire radios except the Chief and Road Superintendent.

Visitor

Deputy Temper, Sargent Lape, Tracy Shahan, Ann Studer, Ralph Ogle, William (Danny) Redmon, Chad Ashbaugh

Minutes

The minutes of the April 1st meeting were presented to the Trustees for approval. Hart 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: Dave, yes; Bill, yes; Hart, aye. Bill reminded everyone that the minutes are available upon request at the Fiscal Officer's office and the township website www.rushcreektwp.org.

Treasurer's Report

Warrants #39865-39882 in the amounts of \$13,904.30 along with the March bank reconciliation were presented to the Trustees for signatures. Just as a reminder, payroll ends tonight at midnight which is why it is not included. Dave made a motion to pay the bills and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Purchase Order #11-2015 was presented for signatures.

**Authorization given to Fiscal Officer to pay the AT&T phone bill as an electronic fund transfer.

Old Business

W-4's - Bill reported that Dan Schultz is scheduled to work this coming weekend and he will make sure the W-4 is obtained. He continued that Erika Hedges is on maternity leave. Connie responded that this project has been going on since January and she was not on maternity leave at that time. Bill again agreed to handle.

Damage to McCullough Road by Logging Company - During the designated fifteen minutes prior to the meeting of question and answers Logger Ralph Ogle, Landowner William Danny Redmon, and Ann Studer addressed the board about the concerns of McCullough Road. Trustees Dave Myers and Bill Myers along with Road Superintendent Bob Suer have had conversations prior to the meeting with the logger, landowner, and shipper. On April 13, 2015 the Township placed a "Stop Order" on the property. A citation was issued to one of their drivers, Donald Remy on March 12, 2015 for being overloaded. This has caused excessive damage to McCullough Road. Mr. Ogle advised that he owns a 1 ton truck with a flat bed and is now using that vehicle to remove the logs and hauls 3 tons of timber. These individuals felt they were being harassed by the Township as other vehicles are also causing damage to the road. The Trustees advised them that at no time of the year can anyone be allowed to damage the roads whether loading or transporting. Rushcreek Township will seek damage recovery from all parties at a minimum rate of \$10,000 per mile. A letter has been prepared and will be mailed to the landowner advising the Stop Order will continue and the matter has been turned over to the Prosecuting Attorney.

Business

On April 9th at 3:30pm the Trustees, Fiscal Officer, and Fire Chief met with Sherri Hardewig from Medicount Management Inc. which is the EMS billing company that bought out MBI Solutions. Sherri explained each step of the billing process and how Medicount would be improving the service over MBI Solutions. Communication contacts were reviewed and results as follows: Trustee Hart Van Horn, Fire Chief, and Fiscal Officer. This face-to-face meeting was very informative and we look forward to a working relationship. Several concerns were addressed which Sherri will follow-up. We will be having another meeting sometime in July. Sherri left a Medicount Management Inc. contract for the Trustees to review and approve. After reviewing the contract Connie did not recommend entering into this contract as it was set up for a four year period of time. The Trustees reviewed MBI's contract and found the term was from July 1, 2014 - July 1, 2016. Since Medicount had agreed to honor MBI's contracts, Connie was advised to send Medicount notification that the Board wished to

continue with the current term which will allow Medicount time to adjust to the acquisition and provide the Township with the quality of service we expect. Connie was instructed to notify Medicount of the Trustees decision.

Chief Will Duvall reported the following:

- The 24/7 online training course for 2015 request was submitted. This includes seven employees for Fire & EMS; Richard Campbell, Will Duvall, Brian Irwin, Kristen Krile, Matt Arnett, Jessica Barnhart and Chris Wells; along with three employees fire only: Joe Walton, Rob Theado, and Dave Kilbarger. The total cost being \$350.75. Chief Duvall advised that this is the same program we utilized last year. There had been technical problems logging into the system last year so Chief advised he wanted to give the program one more year. Lt. Jordan Irwin has been assigned the training officer. After discussion, Bill made a motion to approve the 24/7 online training course as submitted and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.
- Medic 542 was loaned to Richland Township which was discussed and agreed upon at a prior board meeting.
- Firefighter Scott Fetty resigned with all equipment returned.
- Donated lockers from Lisa Van Horn were placed into service with a thank you note sent.
- Earlier this year the aerial ladder truck was put out to bid with a \$12,000 minimum and no bids were received. Fenton Fire, a broker was contacted to sell the unit. A contract was presented to the Trustees to enter into an agreement with Fenton Fire to sell the unit at a minimum purchase price of \$12,000.00. The fee is 10% of the receiving price. To certify the aerial ladder will cost approximately \$950.00 which will make the unit more marketable. Will questioned the board if they wished to approve this expenditure or sell the unit "as is". After discussion, Hart made a motion to enter into contract with Fenton Fire to sell the unit "as is" with a minimum bid of \$12,000.00 and Dave seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.
- Currently the fire department has approximately 33 employees. It was Will's recommendation to hire up to six additional employees with the Board's approval. The Trustees advised Will to begin the process. There are several applicants that had submitted background checks from the hiring process approximately nine months ago. Will asked if the background checks would need to be repeated. After discussing, Hart agreed to check the Township policies and verify if the background check had a limitation.
- The quarterly hour report for 2015 was presented to the Board. This report reflects hours worked during the quarter not hours paid.
- A training request was submitted from Assistant Chief Brian Irwin to attend the FDIC Expo in Indianapolis Indiana on April 24th. The Expo runs from April 20th – 25th. The request includes registration fee of \$100 along with a hotel cost of \$234. Paperwork did not request mileage reimbursement. Hart commented that he has heard from two sources Jon Kochis, Fairfield County EMA Director and Marc Weekly a salesman from Finley Fire that this event shows no benefit to our Township unless we were in the market to purchase equipment. Hart compared that 10 employees will benefit from the 24/7 course totally \$350 versus one employee at \$334 who would be viewing equipment that is also on display at the local Ohio Township Association Conferences. Hart continued that Brian is the Assistant Administrator at the fire department and he is expected to abide by the same standard for submitting requests which includes description of the event. All Trustees concurred to "Decline" the request.
- It has become necessary to hire a contractor to provide technical support with the firehouse software which was previously provided by a former employee. Ryan Wyse who is the assistant chief of Pleasant Township is familiar with this software and is willing to assist with technical support. With the Trustees support, Ryan will be contacted to make financial arrangements which will be reported at the next meeting. The position will be an independent contractor with proper documentation including W-9, proof of insurance, and workers compensation.

Will presented the Trustees with a list of expenditures for the next period in the amount of \$4,200.00. Hart made a motion to approve the list of expenses and Dave seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye. Runs reported since the last meeting: 16 squad which includes 6 transports and 2 fire.

Bill reported that the Firefighters Association is holding the Pancake Breakfast at the fire house on Saturday April 18th from 6am-9am. Documentation from the Association stating that there was no need for a health department permit was submitted to the board and they are working on the Proof of insurance certificate. Hart

stated that the document with regards to the health permit was an ORC quote and he wished the statement to come from the County Health Department. Hart expressed his frustration with Bill as the Board had met with the Association back in February and went over a calendar of activities. This activity was discussed at that time and here we are days within the event and on Monday Hart had to press Bill to get these things in order. Bill is not focusing on his responsibilities as the Trustee overseeing the Fire Department. Since Bill is not handling his responsibilities Hart again had to intervene and begin meetings with the Fire Chief which he will report later in the meeting.

Road Superintendent Bob Suer reported the following:

- The road crew is working on removing trees and stumps the Cordle side of Avalon Hill and Borah Hill.
- All of the gravel roads are still experiencing soft spots however, Zion Road is the worst.
- Several chip seal roads were swept to prepare for patchwork. While preparing those roads, it was discovered that the wheel on the broom had a bearing that needed replaced. After contacting the company, they advised that an entire assembly needed purchased at a cost of approximately \$470.00. Dave stated he contacted Franklin Equipment and the Federal price was \$463.00. Hart is also checking one of his contacts. This is still in the investigation stages.
- Working with the Conservancy District on lowering the Avalon Road site. On April 10th one of our workers assisted them in opening the valve. Although the valve was opened all of the way, the lake is draining very slowly.
- Patchwork on the chip/seal roads has been on a continual basis based on weather conditions.
- A second safety class was held at the village office on April 8th. The road crew and Dave Myers attended.
- Three radios need upgraded to FCC regulations in order to have all of our equipment compliant. The cost from Staley Communication to upgrade and install three units is \$2,209.10. Also, our FCC license needs renewed in July of 2015. Dave stated he will try to handle this renewal and if he runs into problems Hart will help.
- Bob requested a work session or a special meeting with the Trustees before the next board meeting to discuss scheduling manpower. After discussing, it was decided to hold a Special Meeting on April 24th at 7AM. Notice will be posted on the website and other locations.
- The line locator was ordered from Schondstedt Instrument Company at a total cost of \$2,052.87 which included a \$150.00 trade-in credit.

Bob presented the Trustees with a list of expenditures for the next period in the amount of \$12,700.00. Dave made a motion to approve the list of expenses and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

Connie reported the following:

- One zoning permit has been issued since the last meeting to William Smith, 6715 Tent Church Road for an accessory building.
- As a reminder, the next Township meeting will be May 6th which is three weeks away. During the work session with the Fire Fighters Association it was noted that the Trustees will sponsor the pinning ceremony on May 6th. Since we meet at 7PM, the schedule will only permit financial items then move to the fire house for the ceremony. After the Trustees discussed, it was agreed that the meeting time will be changed to 6:30PM which will permit time for some business if needed. Connie will post on the website and send to the newspaper.
- Ohio Township Association Workers' Compensation Group Rating program is now being managed by CareWorksComp (third party administrator). The annual fee is \$1,178.00 which is no change from previous provider Frank Gates. Being a member of this group provides an estimated 35% rate reduction from Workers' Compensation premiums. Paperwork was submitted for membership along with the membership fee.
- A report was received from KLA Risk Consulting from our March 20th meeting. There were a couple of items discussed during that meeting that were not included in the report. KLA advised they were not going to make those items formal recommendations and sample policies will be forwarded at a later time.
- The next OTA meeting is set for June 27th at Berne Township Fire Department.
- Bremen Area Historical Society was secured for the Sunshine Class that we are hosting on September 23, 2016.

- **Since the Trustees meet on the 1st & 3rd Wednesday of each month, checks are signed at that time. At&t charges a \$5.00 late fee if the payment is past due and with the board meeting dates changing from month to month we will be incurring late fees. The most recent bill reflects a \$5 late fee which was waived. In order to avoid this in the future, an electronic fund transfer can be set-up with the Trustees approval. The Township will still receive a paper bill showing expenses incurred. After discussing Hart made a motion to approve the Fiscal Officer to set up and pay the AT&T monthly phone bill by electronic fund transfers and Dave seconded the motion. Roll Call: Hart, aye; Bill, aye; Dave, aye.
- Treasurer of State Josh Mandel sent a letter to each Trustee and Fiscal Officer explaining his office recently launched OhioCheckbook.com. This is a new website that allows Ohioans to search and share more than \$400 billion in checkbook-level state spending spanning the past seven years. While posting the state's checkbook online, they are now working to host and display local spending as well. Connie explained that Rushcreek Township's annual financial records are mandated by ORC to be forwarded to the Auditor of State of Ohio, which is another reason that the Uniform Accounting System (software system) was set-up by the Auditor of the State. The public is more than welcome to ask for any financial records under the Sunshine Law. Therefore, if the Trustees wish to proceed with this endeavor they would have to investigate the how-to and proceed with the workload. Hart advised he is still investigating and will report his findings at another time.
- The public record request to Chuck Vickroy was fulfilled with 32 pages copied. Page 45 of the Trustees Handbook covers our public record policy. In reviewing, a dollar amount needs stated for the fee to print. The County was contacted and advised that they charge .05 cents per page. It was Connie's recommendation that we charge the same fee as the county. Dave made a motion to amend the Trustee Handbook to include a .05 cent per page charge for obtaining copies of Rushcreek Township's public records and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

As the Trustee in charge of Administration Hart reported the following:

- Since Joel Denny is unable to attend the next couple of RPC meetings, Hart attended on April 7th. A Variance was approved on Buckeye Lake, Language on Violet Township's policy was reviewed and Townships are being asked for endorsements in future Land/Use Development Plans. Discussion pursued on whether Rushcreek Township had a Land/Use Development Plan. Connie advised that she thinks that Ed had brought that to the Board sometime back. Bill and Dave advised they thought it was during the time of the Countrytime Development on Bethel Road. Hart will check with Ed for guidance.
- On April 10th Hart began meeting again with the Fire Chief on the Fridays before the Board Meetings to review concerns since Bill is unable to fulfill his duties as the Trustee overseeing the Fire Department. This will continue until Hart sees an improvement in Bill's commitment to his job.
- Hart expressed the need for better lines of communication between government entities. He has seen an improvement between the Village and the Township since Jeff White has become the Village Administrator. Hart continued that he wished to continue open discussion with the Conservancy District.

Meeting Adjourned: 9:21pm

SIGNATURES ON FILE