

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
01/06/2016

Bill Myers, Chairman called the Rushcreek Township Trustees Board meeting to order at 7:00pm 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; Richard Campbell, Zoning Inspector; 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's and Road Superintendent.

Visitors

Joel Denny, Ray Stemen, Doug Burnworth, Mary Foltz, Dave Foltz, Tracy Shahan, Chuck Vickroy, Jim Van Horn, Lisa Burnworth, Raymond McCandlish.

Connie reported that on December 21st she and Dave Myers appeared before Judge Richard Berens who administered their Oath of Office. Although the Fiscal Officer's term does not officially begin until April 1, 2016, Heidi Fought at the Ohio Township Association stated both Oaths could be administered at the same time. In compliance with ORC, the Fiscal Officer paperwork was filed with the Fairfield County Clerk of Court and Treasurer's offices and the Trustee paperwork was filed with Lancaster Municipal Court. The Certificate of Election has been mailed from the Board of Elections and are in the personnel files for both the Trustee & Fiscal Officer.

Election of 2016 Officers

Bill turned the floor over to Connie Moyer for the reorganization of Rushcreek Township for the 2016 year. Connie opened the floor for nominations for the position of Chairman of Rushcreek Township for the 2016 year. Dave nominated Hart Van Horn for the position of Chairman of Rushcreek Township for the 2016 year. Hart agreed to accept the appointment. There being no further nominations, Dave moved to close the nominations with Bill seconding the motion. Roll Call: Hart, aye; Bill, aye; Dave, aye. Dave made a motion to appoint Hart as the Chairman of the Rushcreek Township Board of Trustees for the year of 2016 and Bill seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

Connie opened the floor for nominations for the position of Vice Chairman of Rushcreek Township for the 2016 year. Bill nominated Dave for the position of Vice Chairman of Rushcreek Township for the 2016 year. Dave agreed to accept the appointment. There being no further nominations, Hart moved to close the nominations with Bill seconding the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye. Bill made a motion to appoint Dave as the Vice Chairman of the Rushcreek Township Board of Trustees for the year of 2016 and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

The floor was turned over to Chairman Hart Van Horn to proceed with business.

Treasurer's Report

Blanket Certificates #1-2016 – #35-2016 along with Purchase Order #1-2016 - #7-2016 were presented for signatures. Warrants #40151-40159 in the amounts of \$892.77 were presented to the Trustees for signatures. Bill made a motion to pay the bills and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Business

Delegation of duties for 2016 was discussed. There are approximately 40 miles of roads in Rushcreek Township that in the past has been divided into thirds. Each Trustee agreed to maintain the road assignment from the 2015 list. Bill and Dave agreed to serve on Rushcreek Township Tax Incentive Review Board. Bill will be the Trustee overseeing the Fire Department paid from 2191-220-111 except Township meetings, Dave will be Trustee overseeing the Road Department paid from 2192-330-111 except Township meetings, and Hart will be the Trustee overseeing Administration paid 80% from 1000-110-111; 10% from 2192-330-111; and 10% from 2191-220-111. The Board of Trustees and Fiscal Officer will be the members of the Township Auditing Committee. We will check to see if outsiders can be

part of the audit committee. Connie advised the Trustees that since they choose salary, it was their responsibility to make sure that their time reflected the proper funds to satisfactorily pass the State Audit.

The Health Department District Advisory Council meets quarterly on Mondays and Dave will serve as the representative with Bill serving as the alternate.

Fairfield County EMA meets on an as-needed basis and Hart will serve as the representative.

Hart advised that he spoke with Joel Denny who agreed to continue serving an appointment for a two year term beginning January 1, 2016 as Rushcreek Township representative for the Regional Planning Commission. Hart agreed to be the alternate should Joel be unable to attend any meetings. By consensus, Connie was advised to have a Resolution prepared for Joel Denny's appointment. Zoning appointments could not be considered as no recommendation were prepared prior to meeting as promised by Bill – Hart suggested that a Special Meeting be scheduled for this purpose and recommendations would need to be submitted prior to it for the agenda. Discussion ensued regarding the steps for the zoning boards. Hart advised that the ORC suggests and recommends the Regional Planning Commission representative serve on Zoning Commission.

Hart reported that he contacted Ed Pool who agreed to continue to serve on the County Farmland Preservation Board which meets around six times per year. Bill stated that he requested from Jonathan Ferbrache to serve on this Board which meets on January 25, 2016 at 5:30pm. Bill is requesting his farm be put in the program. Bill reported that Jonathan had advised he there is no conflict to be on this Board and have his personal farm placed in the program. Hart stated that this board is actually appointed by the Fairfield County Commissioners and that Jonathon does not make that determination..

Fairfield County Farm Bureau has an annual meeting of elected officials to establish policies and all three Trustees agreed to represent Rushcreek Township at this event however dates are yet to be announced.

Fire Chief Duvall reported the following:

- For the year 2015 there were 416 EMS runs which includes 254 transports and 131 fire calls. The Fire Department had 43 active employees. In order to run the department in an efficient capacity Chief stated he wishes to maintain a maximum of 40 active employees for 2016.
- After several work sessions and budget planning the proposed 2016 pay scale for fire department employees was presented to the Board. This scale does not include the Fire Chief or Assistant Fire Chief rate of pay.

Hart stated that he has had several meetings with the Fire Chief during 2015 discussing wages which was included in the 2016 Budget. Chief stated that the proposed list includes an EMS Officer which is an appointment by the Fire Chief. The position must be a paramedic with a 120 card and currently Kristen Krile holds that position. Chief continued that these requirements are staying in line with the current "Standard Operating Procedures" that the Trustees adopted. After discussion, Bill made a motion to accept the 2016 Bremen-Rushcreek Fire Department Pay Scale (attached to the minutes) effective January 16, 2016 and Dave seconded the motion. Roll Call: Bill, aye; Dave, aye; Hart, aye.

The 2016 Contract for the Fire Chief was reviewed by the Trustees and Fire Chief William Duvall. Hart read portions of the Contract for the benefit of the public in attendance. After discussion, Bill made a motion to approve the contract for a term of three years with an option to review salary on an annual basis. Dave seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Will presented the Trustees with a list of expenditures for the next period in the amount of \$4,250.00. Dave made a motion to approve the list of expenses and Bill seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye. Runs reported during the pay period: 23 squad which includes 11 transports and 2 fire.

Road Superintendent Bob Suer reported the following:

- Past three weeks several roads were graded.

- Stone was applied to gravel roads as needed.
- After several days of rain, the road crew checked and cleaned culverts around the Township.
- Trees and limbs were removed along Pumpkin Vine Road along the Reedy & Heft properties.
- After 4 ¼ inches of rain the water level is up on Avalon Road but has not reached the road surface. Hart asked if Bob would communicate the results with the Conservancy District.
- On 12/27/15 the road crew and Dave removed a large oak tree on Thomas road that fell across the roadway.
- Fleetmaster provided an estimate to repair the electric on the bucket truck in the amount of \$750.00. Permission was requested to proceed with the repair and included in the list of expenditures.
- Three estimates have been obtained on removing a 90" diameter tree stump on Durbin Run Road ranging from \$350.00 to \$550.00. Permission was requested to hire Giffin Tree Service at a cost of \$350.00 which is included in the list of expenditures. A citizen asked if we always took the lowest bid on projects. Bob responded that in this case, the two higher bids would not clean the debris just grind the stump.

Bob presented the Trustees with a list of expenditures for the next period in the amount of \$18,745.00. Dave made a motion to approve the list of expenses from the list of vendors requested and Bill seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

Connie reported the following:

- The January Grassroots Clippings was distributed to all members.
- 1099's were completed and mailed along with W-2's from employees who are no longer with Rushcreek Township. Current employees W-2's were given to the supervisors for distribution by January 19th. After that date any W-2's not distributed must be mailed.
- The 2015 Annual Financial report was completed and electronically forwarded to the State. A copy will also be delivered to the County Auditor along with the proper Resolutions. It was mandatory to file an AFDAR report and documents were submitted electronically to have UAN file the report. Connie also asked permission to place the 2015 Financial Statement on the website. The Trustees concurred. The following ad will run in the Eastern Edition of the Towne Crier on January 15, 2016 in order to meet the financial requirements and to be in compliance with the "sunshine laws". The 2015 Annual Financial Report of Rushcreek Township was filed with the Auditor of the State of Ohio. This report is available online www.rushcreektwp.org or for public viewing by contacting the Township office for an appointment at 740-569-7181 Ext. #10. Rushcreek Township Trustees hold regular monthly meetings at 7pm on the 1st & 3rd Wednesday of each month at 213 Marietta Street, Bremen. The public is invited to attend.
- The following ad will also run in the Eastern Edition of the Towne Crier on January 15, 2016. Rushcreek Township Trustees is accepting sealed bids for various sizes & amounts of stone delivered to 213 Marietta Street, Bremen. Stone & trucking priced separately. Bid opening will be held February 17, 2016 @ 7pm. Inquiries: 740-569-7181 Ext.#11. Rushcreek Township Trustees reserve the right to reject any or all bids. This announcement was also placed on the website.
- A citizen's complaint from Mary Foltz was received and distributed to the Trustees.
- On January 6th Dave & Mary Foltz visited the Fiscal Officer's office and discussed several changes that they would like to see implemented. Currently the Fiscal Officer asks that since Trustee Bill Myers works at their business the handwritten invoices be done by someone other than him since he signs the Township check. It was agreed that Connie will request an opinion from the State Auditor. An email was sent and a response from the State Auditor was received. Copies were distributed to the Trustees and also forwarded to Dave & Mary. The Auditor responded that Bill should abstain from anything associated with Foltz Ag & Diesel. Also, Dave & Mary requested that since the fire department has lost several employees during the past year that the fire report be placed at a few businesses for the public to view. They further requested that the meetings revert back to past years practice where the public can openly speak on record without being on the agenda.
- The 2016 inventory has been completed and will be filed with the County Engineer.

- Fairfield County Auditor Jon Slater is holding an Open House on January 8th from 1-3 in the Commissioner's Hearing Room to celebrate Deputy Auditor Ed Laramée's retirement. The Trustees and Fiscal Officer were invited to stop by.
- Ohio Revised Code 505.24 and 507.09 provides compensation for Trustees and Fiscal Officers based upon the Township budget. House Bill 64 increased **newly** elected officials a five percent increase in 2016 and 2017. Rushcreek Township 2016 budget reflects compensation according to the Ohio Revised Codes.

Hart made a motion to adopt Resolution #2016-01, which sets the permanent appropriations and legal level of control for the 2016 Rushcreek Township fiscal year. Dave seconded the adoption of the resolution. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Auditor of State Bulletin 2005-002 and 2005-005 were made available to the Trustees several years ago for their review. Rushcreek Township prepares their financial statements on a cash basis. In March of 2005 the American Institute of Certified Public Accountants (AICPA) issued an interpretation of certain professional auditing standards. In Ohio, many entities prepare their financial statements on a cash basis. According to AICPA interpretation, our entity should adjust our financial statements to substantially conform with the display and now applicable disclosure requirements of GAAP in order to avoid an adverse audit opinion regarding GAAP presentation. Otherwise the Auditor of State is required to issue an adverse opinion. The Auditor of State does not require Townships to file financial statements pursuant to GAAP. Bill moved the adoption of Resolution #2016-02 which states that Rushcreek Township will continue to operate on a Cash Basis and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Dave moved to adopt Resolution 2016-03 that places a 50% weight reduction limit on Rushcreek Township chip and seal roads effective February 2, 2016 or earlier upon approval from Fairfield County Commissioners and Bill seconded the resolution. Roll Call: Hart, aye; Dave, aye; Bill, aye. A complete list of roads is listed as Exhibit A on the back of the resolution and will be mailed to the Fairfield County Engineer's office.

Discussion was held regarding the Noxious Weed Policy that Rushcreek Township Trustees have adopted as set forth in Section 5579.05, 5579.06, and 5579.07 of the Ohio Revised Code. Dave moved the adoption of Resolution #2016-04 and Bill seconded the adoption. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Joel Denny, Rushcreek Township Regional Planning Representative gave his report which is attached to the minutes. Bill asked if all Townships were represented at these meetings and Joel responded that not all had representatives present each meeting.

Richard Campbell, Rushcreek Township Zoning Inspector reported that no zoning permits have been issued since the last board meeting. There are two conditional use hearings scheduled in the future.

- 1) January 26, 2016 @ 7pm for Jonathan Music at 2145 West Point Road for automotive business
- 2) January 28, 2016 @ 7pm for Doug & Lisa Burnworth at 1135 Locust Grove Rd. for rural residential business.

Bill advised that he did not want considered as a Trustee and only as a taxpayer to be at the Jonathan Music hearing because Jonathan is a neighbor of both him and Dave. He will attend the meeting to speak as a taxpayer. Dave Foltz, Chairman of the Board of Appeals advised that a Bremen resident, Lori Bibler is willing to be the secretary and take minutes for the Board of Zoning Appeal meetings. Mr. Foltz continued that she is very qualified and this would relieve Bill of his duties as Secretary.

Bill stated he had not gotten the names together for Connie by the deadline for the Board of Commission and Board of Appeals open positions so that Resolutions could be prepared. After discussion, it was agreed to hold a Work Session on January 13th at 6pm for the purpose of discussing current and potential membership for the Board of Appeals and the Zoning Commission Board. It was then decided to hold a Special Meeting on January 13th at 6:30pm to consider the appointments.

Bob asked the Trustees if they had a chance to evaluate the vacation schedule for David Campbell. After discussion and reviewing of the Employee Handbook, Dave made a motion to grant David Campbell one week vacation for the 2016 year with the two week vacation being granted January 1, 2017 and Bill seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

2016 Budget records were reviewed to discuss the employee wages in the road department.

Robert Suer is no longer covered under the township health insurance policy, therefore Dave made a motion to increase Robert Suer's hourly wage to \$19.45 effective January 16, 2016 and Bill seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

David Campbell has been added to the township health insurance policy therefore no wage increase will be made at this time.

Bill made a motion to increase Richard Campbell's hourly wage to \$16.85 effective January 16, 2016 and Dave seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

A citizen asked if a final decision had been made on the placement of the recycling bins. Hart responded that Fairfield County Community Action is the overseers of this program. No other program can be in place in this geographical area before the process starts. Therefore, everything was on hold until after January 1st when the Village of Bremen dissolved their recycling program. However, once Fairfield County Community Action has the contract ready, the Board has already agreed to proceed. Placement will be decided between the two entities.

Meeting Adjourned: 8:57pm

APPROVED RATES

2016 Bremen-Rushcreek Fire Dep't. Pay Scale

<u>FIRE CARD</u>	<u>NO EMS</u>	<u>BASIC</u>	<u>MEDIC</u>	<u>EMS OFFICER</u>
No Fire	N/A	\$10.50	\$11.00	N/A
36 Hr.	\$ 9.50	\$11.00	\$11.50	N/A
120 Hr.	\$ 9.75	\$11.25	\$11.75	\$12.00
240 Hr.	\$10.00	\$11.50	\$12.00	\$12.25

FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION REPORT

Rushcreek Township Board of Trustees Meeting: 1/6/16

RPC Meeting: 1/5/16

RPC Representative: Joel Denny

Presentation by Nick Gill, Assistant Director of Transportation Department with the Mid-Ohio Regional Planning Commission

- MORPC is developing the 2016-2040 Metropolitan Transportation Plan. Over the past year, several plan development milestones have been reached, including the adoption of regional transportation goals objectives, land use assumptions, and project evaluation criteria. A draft list of strategies has also been developed and is available for public review and comment.
- More information on these milestones is available at www.morpc.org/mtp2040
- If the public has any thoughts or suggestions on a specific project, they should visit www.morpc.org/mtp2040 to provide comments on the draft project list

Subdivision Activities

- The RPC voted to approve a one (rather than 2x request as the developer wanted) 180-day extension of the Winding Creek Section 5, Part 2 Final Plat in Violet Township
- The RPC voted to allow a Variance Request for the Heron Crossing Subdivision in Violet Township from Exhibit 1B or Section 5.2.7E of the Subdivision Regulations. The developer was requesting to modify the shoulder and ditch width along Refugee Road, as well as the slope due to the limited space between the property and road.
- The RPC voted to approve the Preliminary Plan of the Fairfield Career Center's new Skilled Trades Center and ESC (Education Service Center) in Greenfield Township provided that the project correct some drainage issues on the property and, after a traffic study was completed, it was determined that turn lanes would need to be provided by the school district on Coonpath Road. The representative for the school objected to the school district being held accountable to subdivision regulations and argued that the district therefore should not be responsible for the cost of the turn lanes. The motion passed despite these objections largely because similar situations were litigated with Pickerington's and Fairfield Union's new schools.
- The RPC voted to approve Violet Township's requested Zoning Text Amendment changes which mainly focused on the definition and uses of "Divergences" from development standards.
- The RPC voted to approve a rezoning amendment for Greenfield Township. The owner of Rockmill Brewery wanted to change the zone from R-1 (Rural Residential District) to PUD (Planned Unit Development District) to develop a micro-brewery/distillery with food service and bed & breakfast accommodations on their 20 acre piece of land.

Community Development Block Grant for Fiscal Year 2015 Contract

- The RPC voted to approve the contract for the administration of the CDBG FY 2015 Allocation and Neighborhood Revitalization Programs, which includes the following services that the RPC staff would undertake:
 - Application preparation, Citizen Participation, Fair Housing Activities, Project Management, and serving as the County's Designated Agent for CDBG Activities.
- The proposed contract amount is \$51,000.