

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
03/18/15

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 and Road Superintendent.

Visitor

Tracy Shahan, Ruth Duvall, Jeff Lurndahl, Chad Ashbaugh

Minutes

The minutes of the March 4th 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 online at Rushcreek-twp.org.

Treasurer's Report

EFT #131-2015 – 162-2015 and Warrants #39841 - #39850 in the amounts of \$21,059.03 and the February bank reconciliation were presented to the Trustees for signatures. Dave made a motion to pay the bills and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Purchase Order #37-2015 was presented for signatures. This purchase order is for the Township's portion of the Fairfield County Health Department allocation. Originally purchase order #6-2015 was done on January 7th but that was closed and corrected as a Super Blanket Certificate #37-2015.

Business

Chief Will Duvall reported the following:

- A report was given to the Trustees and filed with Lt. Jordan Irwin's personnel file outlining the leadership class that was completed on February 10th & 11th. The Board was advised that the hybrid class that had previously been approved for Jordan had been cancelled. Connie informed Will that if the class was rescheduled the employee would need to resubmit for approval.
- The Marc's radio (multiple jurisdiction radio) was sent to Fairfield County EMA office for updates at a cost of \$405.00 per EMA office recommendation. After discussion, the Trustees concurred with Chief Duvall's recommendation of repairing the radio
- Fairfield County mutual aid draft agreement was presented to the Trustees for review. Once the formal agreement is ready the Trustees will be asked to sign.
- Both he and Connie prepared the State EMS Grant and presented to the Trustees for permission to submit to the State. After reviewing the Trustees granted Will permission to submit the grant request to the State of Ohio.
- The Quarterly Hour Review Report is due on April 1st. At the Chief's request, the report will be available at the April 15th meeting.
- Richland Township's squad was involved in a deer accident and requested the use of one of Bremen-Rushcreek Medics. The Trustees granted permission to allow Richland Township the use of Medic #2 until repairs are completed on their unit.
- The summer schedule is always hard to fill and since the inactive personnel has decided to be removed from the roster, Chief advised he is looking to fill four medic or EMT positions. Several applicant files have been submitted and will be reviewed for consideration.

Will presented the Trustees with a list of expenditures for the next period in the amount of \$3,950.00 which includes the \$405.00 radio repair. 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 during the pay period: 26 squad including 19 transports and 4 fire.

At 7:40pm Bill made a motion to enter into Executive Session under ORC 121.22(G)(1) for personnel matters in regards to safety apparel with Chief Duvall included in the session. Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye. Bill stated that the public was invited to the firehouse to wait and notification would be sent when the meeting reconvened. Executive Session Ended:8:15pm. Open Meeting began at 8:16pm.

Road Superintendent Bob Suer reported the following:

- Recent snowfalls resulted in multiple plowing and treating of the roads.
- Due to heavy rain, one day was spent cleaning multiple culverts.
- Hole patching was done on several chip/seal and gravel roads. The gravel roads were then top dressed using 100 ton of #304 material at a cost of \$17.00 per ton and 400 tons of #57 at a cost of \$18.75 per ton. Total expenses for materials only, in the last two weeks on gravel roads at \$8,200.
- The road crew attended a safety class with the Village employees on March 10th from 8:30am-9:30am. The next monthly class will be held on April 1st topic Backhoe Safety.
- A plan to relieve water off of Cordle's driveway on Avalon Road was prepared by the Road Superintendent. A temporary driveway culvert was installed across the lane. Once Avalon Road repairs are complete the temporary culvert will be removed. Recently chains closing the road on the north end were removed by unknown persons. Since the County posted the signs and chain, they were contacted. Jeff Baird informed Bob to replace the vandalized materials and permission was granted to place materials (i.e. stone and dirt) across the road to block access. Bob asked the Trustees if we should incur the cost of replacing the chain and locks. After discussing, the Trustees advised Bob to replace at the Township's expense for safety reasons.
- On March 11th around 4:30pm Bob got a call from Dave Myers stating a large hole was on Pleasantview Road at the [Larry, Sr.] Dennison property. Dave inspected the property and reported back to Bob that it was a culvert at the Dennison's barn. Bob replied that it would be Mr. Dennison's responsibility as it is a driveway culvert. On March 12th Mr. Dennison left a message on Bob's phone asking what the Township was going to do about the hole. Bob completed a site visit and examined a 12" pipe by 180' made up of water tanks and unknown materials. An estimate was given to Dave to advise Mr. Dennison that the culvert needs replaced and moved back off the road at least 3' with a catch basin installed. Dave Myers advised Bob that he picked up the safety cones and that the hole had already been filled.
- On March 9th Bob noticed logging activity on McCullough Road and notified Dave Myers of the situation. On March 11th the Fairfield County Sheriff was notified of the weight reduction on that road and to patrol for possible damage. Deputy Mead advised Bob on March 17th that the logger had been weighed at 23,000lbs overweight. Severe damage has been done to McCullough and Bethel roads from this logging activity. Bill stated he had seen equipment there however did not investigate. Since the damage is severe, Bob will take photos and Dave Myers will contact the Sheriff for a copy of the report and recovery will be pursued. Hart commented that there needs to be immediate and thorough follow up on incidents like this as it costs to the taxpayers can become extensive, "a Trustee should never walk away from the duty to protect taxpayer money".

Bob presented the Trustees with a list of expenditures for the next period in the amount of \$6,900.00 which includes 300 ton of #57 stone. Dave made a motion to approve the list of expenses and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

The zoning inspector Richard Campbell reported that one permit has been issued since the last meeting to David Grubb, 2848 West Point Rd., Lancaster for a new home.

Connie reported the following:

- At the March 4th meeting it was reported that Nationwide Insurance Company sent the Township a check in the amount of \$24,000.00. This is a result of fire damage to a property owned by their insured Debra Engelgau. This complies with ORC 3929.86 (C) which states that, "if the damage by fire exceeds 60% of the limits on the dwelling policy, the money will be sent to the qualifying municipality". The check is equal to the \$2,000.00 for every \$15,000.00 of damage caused by

fire. Records show that Rushcreek Township file Resolution #2007-20 (Fire loss & Demolition) with the Ohio Department of Insurance in the proper manner to receive such funds. The check has been placed in escrow to protect the Township for possible costs for demolition of this property. Following guidance from Brian Bibler, our State Auditor in Charge, an "Agency Fund" was set up in the system. Brian's email states there is no need for Auditor of State approval for establishment and the fund also is not legally required to be budgeted. Notification was sent to the County Auditor as a courtesy. The County Auditor's office suggested that this amount be shown on our Certificate of Estimated Resources; therefore a copy of these minutes will be forwarded to the County Auditor's office. From this point forward Trustee Van Horn, as the Trustee in charge of Administration, will follow the repairs/demolition and advise when the check can be released to the insured.

- KLA Risk Management scheduled an audit on March 20th at 9am. The Trustees were invited to attend.
- EMS billing company, Medicount Management has purchased MBI Solutions and the transition will begin March 31, 2015. Medicount will maintain the current contract Rushcreek Township has with MBI until that contract expires. The acquisition letter was distributed to each Trustee. Medicount sent a Business Associate Addendum that needs approved by the Board of Trustees and return a copy to them. Hart made a motion to approve the addendum for the existing company, MBI, as it is changed over to Medicount. Dave seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.
- A letter was distributed to the Trustees and Road Superintendent from ODOT inviting them to a public involvement meeting to provide the constituents of Ohio an opportunity to review and comment on the draft Statewide Transportation Improvement Program (STIP) which is a four year plan. Three dates and locations are available. 3/31 @ Newark; 4/6 @ District 5 office; and 4/8 @ Coshocton.
- The March 6th Public Records Training class that Rushcreek Township co-sponsored with the County Commissioners was well attended. Representing the Township was Bob Suer, Richard Campbell, Will Duvall, Connie Moyer, Bill Myers, Dave Myers, and Hart Van Horn. The State was so happy with the attendance and some were turned people away due to space limits. The state office has requested Rushcreek Township sponsor the event annually. The Bremen Historical Society was contacted to see if the facility could be used. The Trustees were asked if they would be interested in sponsoring who agreed and advised to schedule in the Fall of 2016 but to keep in mind to avoid conflict with the Fairfield County Fair.
- On Wednesday, March 11th Spencer Rouch from the Eagle Gazette called the office requesting information on the craft show with regards to the Ladies Auxiliary. When asked what she was interested in, Spencer replied that the meeting minutes and a copy a letter that the group had received. Connie advised she was heading to Lancaster, but was behind schedule however Spencer could meet her with a possible hand delivery, and that the minutes were available online. Upon reflection, Connie realized there were multiple letters with attachments so documentation would need reviewed before the request could be fulfilled. Spencer was contacted and notified that the records would be delivered to the Eagle Gazette by Monday, March 16th. A cover letter from Trustee Van Horn on behalf of the Board and the information was delivered to the Eagle Gazette's night drop on Sunday, March 15th. A written records request was not delivered to the Township until Monday, March 16th.
- Resolution #2015-07 was presented to the Trustees for signatures. Bill Myers moved to adopt Resolution #2015-07 which sets the 2015 Permanent Annual Appropriations for Rushcreek Township. This resolution follows Resolution #2015-01 which was the Temporary Annual Appropriations. As discussed at the February 18th Board Meeting the Fire Fund Revenue line item #2191-202-000 would be reduced from \$70,000.00 to \$40,000.00 and expenditure line item #2191-220-420 would be reduced from \$20,000.00 to \$10,000.00 and #2191-760-740 would reduce from \$21,882.00 to \$1,882.00. Hart seconded the adoption of Resolution #2015-07. Roll Call: Hart, aye; Bill, aye; Dave, aye.

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

- The EMS Grant process was stalled again this year but due to the efforts of the Chief and Connie are now ready for submissions. As Trustees of Rushcreek Township, the Board members must

be active in Township business. This kind of delay due to neglect of a trustee can be costly to the taxpayers.

- This year the Township will be involved in a full audit and many times with short notice. Although the Fiscal Officer holds the responsibility of the finances there are other areas that the Trustees need to be involved with. Uniform accountability, inventory reconciled, equipment reviews and so forth. The Uniform Policy which is in the Fire Dep't. SOP's needs to be reviewed. Bill will be responsible to form a committee as needed and bring the findings to the Board of Trustees.
- Force Account paperwork needs to be dealt with on the Avalon Road Project. Dave will take the lead on that helping both Bob & Connie.
- Lisa Van Horn donated approximately 10 lockers to the fire department. Bill thanked Hart for Lisa's donation.
- It is possible that a nice copier will be available to be donated to the Township. Connie was very grateful.
- After the March 4th meeting Barb Gaskins Fairfield Union Bus Superintendent was contacted regarding the problems of the students while waiting for the bus at the fire department. The school apologized on behalf of the students and instructed the children that they must now wait outside and can no longer utilize the inside of the building. Chief Duvall stated he has no problem with having a protective shelter placed on the Mulberry Street side of the building.
- A letter was received on March 17th from the group of ladies who refer to their selves as the Bremen-Rushcreek Fire Department Ladies Auxiliary. They met on Monday @ 7pm and discussed options for the future of their group along with closing the bank account. Their findings will be available at the April meeting of the Board of Trustees.

Hart advised that the response from the group was not acceptable. According to state laws, effective October 9, 1999, ORC 1716.02, every charitable organization must register with the State of Ohio. Therefore this group has not been operating lawfully for more than 15 years and the monies collected and diverted from the Township, are not within the authority of this group. [Accordingly, there may be unpaid fees, penalties and fines in excess of \$3,000 incurred by the person(s) of this group]. This group is in violation of both State and Federal guidelines and under the Authority of Rushcreek Township Board of Trustees this matter will be taken to the County Prosecutor's office for legal action.

Dave reported that on March 11th both he and Bill attended the Fairfield County Enterprise Zone Tax Incentive Review Council for Westerman Inc./Worthington Industries which was continued.

Meeting Adjourned: 9:31pm.