

RUSHCREEK TOWNSHIP TRUSTEES  
BOARD MEETING  
01/07/2015

Bill Myers, Chairman called the Rushcreek Township Trustees Board meeting to order at 7:04pm 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, Jeff White, Ray Stemen

Election of 2015 Officers

Bill turned the floor over to Connie Moyer for the reorganization of Rushcreek Township for the 2015 year. Connie opened the floor for nominations for the position of Chairman of Rushcreek Township for the 2015 year. Hart nominated Bill as Chairman stating that with Dave running for re-election in 2015 he should run on his own merits not based on a title which could be misconstrued. Dave seconded the nomination with Bill accepting the appointment. There being no further nominations, Hart moved to close the nominations with Dave seconding the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye. Dave made a motion to appoint Bill as the Chairman of the Board of Trustees of Rushcreek Township for 2015 and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Connie opened the floor for nominations for the position of Vice Chairman of Rushcreek Township for the 2015 year. Dave nominated Hart as Vice Chairman and Bill seconded the nomination. Hart accepted the appointment. There being no further nominations, Dave moved to close the nominations with Bill seconding the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye. Bill made a motion to appoint Hart as Vice Chairman of the Board of Trustees of Rushcreek Township for 2015 and Dave seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

The floor was turned over to Chairman Bill Myers to proceed with business.

Treasurer's Report

The December bank reconciliation was presented to the Trustees for signatures along with Blanket Certificates #1-2015 – #35-2015 along with Purchase Order #1-2015 - #8-2015. No warrants were issued as this was an organizational meeting.

Old Business

*Hart – Blighted land for RPC – Continued till 1/21/15*

*Hart – McCullough Road property easement –* Hart reported he contacted the County Auditor. The agreement which was signed in 1997 is invalid. The individuals signing the agreement were not owners of the land until three years later at which time they moved the driveway. The Township responsibility ends at approximately the mailbox in front of the Ickes property. Mrs. McCandlish had requested the Township clear the over-hanging trees which is not in the township right of way. Hart will send the Mr. & Mrs. McCandlish a letter advising them of our findings. The road will now be maintained by the Township to the Ickes mailbox.

*All – Agreement with School District on bus turn-arounds –* Continued till 1/21/15 Hart will follow up with Barb.

*Hart – Chief Duvall's labor contract –* Continued till 1/21/15

*Hart – Employee labor hour notice –* Continued till 1/21/15

*Dave – Road crew performance reviews –* According to handbook this is to be completed prior to figuring next years budget.

*Bill – Set up quarterly FD labor hour reviews –* Continued till 1/21/15

### *Business*

Delegation of duties for 2015 was discussed. There are approximately 40 miles of roads in Rushcreek Township that in the past has been divided into thirds. In reviewing the lists Hart and Road Superintendent reconfigured the designations to improve the oversight of the roads. The lists were reviewed by each Trustee who then agreed upon their road assignments. 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 and 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. 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.

Joel Denny was appointed for a two year term beginning January 1, 2014 as Rushcreek Township representative for the Regional Planning Commission. Hart agreed to be the alternate should Joel be unable to attend any meetings. Joel presented the Board with a report from the RPC meeting of January 6<sup>th</sup>. A copy of the report was given to each Trustee and is attached to the minutes.

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.

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.

Fire Chief Duvall reported the following:

- A training request was submitted for Jordan Irwin to attend an instructor class at the Ohio Fire Academy on February 9<sup>th</sup> at a cost of \$50.00. Hart made a motion to approve/disapprove this expenditure and Dave seconded the motion. Roll Call: Hart, aye; Dave, aye, Bill, aye.
- The examination for the position of Lieutenant started January 6<sup>th</sup> and will be completed by January 31<sup>st</sup>.
- Jessica Barnhart requested permission to apply for fitness equipment grant for the fire department. Hart commended Jessica for her interest and made a motion to approve the fire department to submit an application to 555 firefighter fitness grant for 2015. Bill seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye. Hart reminded Chief that Bill oversees this type of activity and needs to be involved. Chief Duvall assured the Board that there was no finances involved in the grant it was for equipment only.

Will presented the Trustees with a list of expenditures for the next period in the amount of \$4,150.00. 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 during the pay period: 26 squad and 4 fire.

Road Superintendent Bob Suer reported the following:

- Road crew working on cutting and chipping brush on Durbin Run Road and Pumpkinvine Road north of West Point.
- In December of 2011, four recap tires were purchased from Millersburg Tire in the amount of \$910.52 for the Kodiak dump truck. Recently they were installed and found to be defective. Millersburg Tire Service was contacted who agreed to credit our account towards the purchase of new Goodyear tires at state purchase price at an additional cost of \$709.44.
- Paperwork was given to the Trustees on a storage tank for the Durapatcher's emulsion with Bob requesting a work session. Since there will be a need for several work sessions that subject will be discussed at the end of the meeting in order to keep everything straight.

- Bob advised he is going to purchase a chain sharpening machine. Chief Duvall stated that the fire department takes their chains in to be sharpened and would be interested in cost sharing the purchase and both departments utilizing the machine. Bob agreed stating that was an excellent idea.

Connie questioned Bob about the recapped tires purchased in December 2011 and not being utilized until three years later. Bob explained that Trustee Dave Myers wanted to purchase the recaps for the Kodiak because he felt we needed tires at that time. However the Freightliner was purchased and therefore there was no need for the tires. Hart advised that when purchasing tires, always check the manufacturer dates because of dry rot, when tires set around for an extended period of time results in the materials breaking down. Dave stated that he did not make a directive to using Millersburg Tires and stated that Bob had requested us to purchase recap tires. All supervisors were reminded to consider the best use and timing of using any supplies for cost control

Bob presented the Trustees with a list of expenditures for the next period in the amount of \$9,949.00. Hart made a motion to approve the list of expenses and Dave 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 19<sup>th</sup>. After that date any W-2's not distributed will be mailed.
- The 2014 Annual Financial report was completed and electronically forwarded to the State. A copy will also be sent to the County Auditor. For 2014 it was mandatory to file an AFDAR report and an option was to have UAN file the report. This option was selected when the file was submitted electronically. The following ad will run in the Eastern Edition of the Towne Crier on January 16<sup>th</sup> in order to meet the financial requirements and to be in compliance with the "sunshine laws". The 2014 Annual Financial Report of Rushcreek Township was filed with the Auditor of the State of Ohio. This report is available 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 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month at 213 Marietta Street, Bremen. The public is invited to attend. This announcement was also placed on the website.
- The following ad will also run in the Eastern Edition of the Towne Crier on January 16<sup>th</sup>. 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 18, 2015 @ 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.
- The Certified Public Records Training that Rushcreek Township is co-sponsoring with the Commissioners is scheduled for March 6<sup>th</sup> is now open for registration. Trustees, Fiscal Officer, and all department heads were registered for this class.
- The 2015 inventory has been completed and will be filed with the County Engineer after the Board meeting.
- Bureau of Worker's Compensation sent paperwork for filing of the 2014 payroll report. In the past a discount was granted for full payment. This year the discount has changed to "online filing" therefore, once the paperwork is complete it will be filed as an electronic payment.

Normally the Trustees adopt a Resolution at the organizational meeting which sets the permanent appropriations and legal level of control for the fiscal year. Connie reported that in reviewing the 2015 budget that was set in June of 2014 there were some significant differences with the fire department in the estimation of revenue for the ems billing of runs. It has been reported that the billing service is missing data from the fire department for November and December 2014. Hart noted that the trustees must have dependable information and be confident that the fire department personnel are fulfilling their duties to

provide that information. Therefore, it was Connie's recommendation that the Trustees adopt a "Temporary" appropriation budget in order to continue business as usual. A work session will need to be done with the Fire Chief, Trustees, and Fiscal Officer to revisit these figures. As discussed with each Trustee, the UAN system dedicated a special number to the health insurance reimbursement. Therefore in fund 2031 where the health insurance was paid, 2031-330-221 was reduced from \$75,000.00 to \$43,500.00 with the new item number 2031-330-228 added to include the difference of \$31,500.00. General Fund needed the Medicare increased to \$500.00 reducing the Operating Supplies to \$305.50. Bill made a motion to pass Resolution #2015-01, which sets the TEMPORARY appropriations and legal level of control for the 2015 Rushcreek Township fiscal year. Hart seconded the adoption of the resolution. Roll Call: Hart, aye; Dave, aye; Bill, aye. A permanent resolution will be passed after the work session which will be scheduled at the end of the board meeting.

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. Dave moved the adoption of Resolution #2015-02 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.

Hart moved to adopt Resolution 2015-03 that places a 50% weight reduction limit on Rushcreek Township chip and seal roads effective February 2, 2015 or earlier upon approval from Fairfield County Commissioners and Dave seconded the resolution. Roll Call: Hart, aye; Dave, aye; Bill, aye. A complete list of roads is attached to the resolution for 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. Hart moved the adoption of Resolution #2015-04 and Dave seconded the adoption. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Dave moved the adoption of Resolution #2015-05 with regards to Health Insurance/reimbursement and Hart seconded the adoption. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Hart welcomed the Village Administrator Jeff White to the meeting and advised how grateful Rushcreek Township Board is that the Village is taking an interest in Township business.

In the past the fire department has helped the village out by filling the ice skating rink located at Howell Park. Water has now been placed in the rink and now it is up to the temperatures to drop low enough to freeze the water. Council person Debbie Wolfe is the gate keeper of the rink. She can be contacted at 740-475-7739. Hours will be established once the rink is ready for use. Also, Debbie has several totes of multiple sizes of ice skates for use. Again, contact Debbie Wolfe directly.

Hart reported that the website is being updated. The email addresses have been tentatively set up and Hart will report further at a later date.

The following work sessions were scheduled: January 17<sup>th</sup> @ 9am for the fire department 2015 budget, January 31<sup>st</sup> @ 9am for the road department to discuss emulsion tank and chip/seal planning.

Meeting Adjourned: 9:09PM

**Signatures on File**

## **Attachment to Minutes**

### **FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION REPORT**

**Rushcreek Township Board of Trustees Meeting: 1/7/15**

**RPC Meeting: 1/6/15**

**RPC Representative: Joel Denny**

**Presentation: James Mako on Community Development Block Grant (CDBG)**

#### **Programs**

- CDBG Programs provide federal funding for community development activities.
- They attempt to develop decent housing and expanded economic development for low to moderate income (LMI) families.
- Provide benefits to low income families while preventing/eliminating slums and blight.
- Community Development Implementation Strategy Meeting
  - 1) All jurisdictions must attend to be considered for funding
  - 2) RPC staff is required to have a sign-in sheet
  - 3) Townships and villages must be prepared to discuss potential projects
  - 4) Info flyer about meeting to come
- Fairfield County Fair Housing Program
  - 1) Required by CDBG as requirement for federal and state funding
  - 2) Focus is to deal with discrimination in housing issues and any Landlord-Tenant issues that arise
  - 3) RPC staff takes calls/complaints, then refer to legal aid or Ohio Civil Rights Commission
  - 4) RPC staff also provides materials to the public about fair housing laws (website)
  - 5) RPC can only inform about the law – they cannot interpret the law.

#### **Subdivision Activities**

- Rushcreek Presbyterian Church, at 1949 Tent Road, is located between Pleasant and Rushcreek Townships. The owner requested (and the RPC voted to approve) to split the lot into two smaller parcels separating the existing cemetery from the parcel so that Pleasant Township may take care of the upkeep around the cemetery. The smaller parcel needed a variance because it would be smaller than the minimum requirement of 30,000 feet.

#### **Zoning Meeting**

- Zoning Basic Training Meeting at 7PM on Thursday, January 29, 2015 at the Fairfield County Agricultural Center (by OU-L). RPC would like all village and township zoning officials to attend.