

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
01/15/2014

Bill Myers, Chairman called the Rushcreek Township Trustees Board meeting to order at 7pm leading in 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 Supervisor; and Joe Westenbarger, Fire Chief. Bill asked that all cell phones be muted along with all fire radios except the Chief's.

Visitor

Rick Hoffman, Brian Irwin, and Marc Weekly

Chief Westenbarger introduced Finley Fire Equipment Sales Representative Marc Weekly. Assistant Chief Rick Hoffman presented the Trustees with a request to purchase 2013 Compliant Self Contained Breathing Apparatus (SCBA) equipment as part of FEMA Grant EMW-2012-FO-07027. Mr. Hoffman advised that the original grant approved purchasing 2007 Compliant equipment. However, FEMA advised that since new equipment has been placed on the market, the grant will not cover the 2007 equipment and we must purchase the 2013 equipment at an additional cost of \$8,822.00. Hart asked who from FEMA advised that we could not purchase the equipment that was in the original request. No one could remember the name of the individual. Mr. Weekly was questioned as when the new equipment came out on the market and the response was sometime in the month of October. Hart advised Rick that in the latter part of October, he had a discussion as to why the equipment had not been purchased and Rick had informed Hart that this was a "done deal" and no additional monies would be needed. Rick nor the Chief could explain why the equipment had not been ordered prior to October when they knew the new equipment was being released on the market at a possible increase in price.

The current SCBA gear is over 20 years old and the 2007 compliant equipment was far superior to the old. However, according to Mr. Weekly, the 2013 equipment had minor upgrades compared to the 2007 compliant. Rick informed the Board that the Bremen-Rushcreek Firefighters Association agreed to provide \$4,000.00 towards the purchase of newer equipment because of the photo fund raiser. Therefore, the Township would only need to supplement \$4,822.00. When asked if this had been brought before the Board prior to this meeting, the Rick's and Chief's reply was it had not. In the same manner, when, asked if there was a written "intent" letter from the Association, there was not. Hart advised the fire department that the Trustees continue to support the department's needs to improve and he wants them to have the proper equipment. However, information from this point on must be brought to the entire Board of Trustees in a timely fashion. It was stated that no grant requests could be submitted without prior authorization of the entire Board and no purchases could be made without authorization of the entire Board, even in the smallest amount for all departments of the Township.

The fire department was advised that prior to the next board meeting they were to have the name of the individual from FEMA who stated the original equipment requested could no longer be purchased as part of this grant, a letter of "intent" from the Firefighters Association, and a copy of the 2013 Bremen Rushcreek Township Fire Department Annual Report. These pieces of information would be critical to any final approval to purchase new SCBA's. Once again, they were reminded all requests must be brought to the entire Board of Trustees in a timely fashion during a regularly scheduled board meeting. The Trustees are happy to support the fire department, but they must know exactly what is going on.

Bid Opening

The following ad was placed in the Eastern & Fairfield Editions of the Towne Crier and the Ohio Township magazine along with the Ohio State Fire Fighters Association magazine: "Rushcreek Township is offering a 1994 F-350 Horton Ambulance, 7.3L Diesel Automatic Transmission, 45,275.3 miles, 3,358.1 hours, 145" box. Sealed bids will be opened on January 15, 2014 during the regular board meeting. Minimum bid - \$3,000.00. Send bids to: Rushcreek Township, P.O. Box 88, Bremen, OH 43107. Can be seen at 201 Marietta Street, Bremen, OH. Additional information: Chief Joe Westenbarger 740-569-4826. Rushcreek Township Board of Trustees reserves the right to accept or reject any and all bids."

The mailbox was checked and there were no bids submitted. Joe stated that the owner of Pickaway Plains had inspected the vehicle and offered \$3,000.00 however he was on vacation and unable to be contacted for the bid opening. The Trustees advised Joe that since there were no bids to open, he was to contact the owner of Pickaway Plains and let him know if his verbal bid was still valid he could have the vehicle for the \$3,000.00.

Minutes

The minutes of the January 6th meeting were presented to the Trustees for approval. Dave 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. Hart 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.

Treasurer's Report

Warrants #39335-39355 in the amounts of \$16,774.68 were presented for signatures. Dave made a motion to pay the bills and Bill seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Notification was received from Ohio Department of Job & Family Services that we will be paying a portion of unemployment compensation on a past employee. Due to lower workers' compensation rates, appropriation change of \$500.00 from 2191-220-230 to 2191-220-240.

Business

Representing the Fire Department, Bill reported the following:

- Twenty Four Seven, is a company which is certified through the State Fire Marshall's office and is providing online computer training at \$20.00 for EMS or \$35.00 for both fire & ems. There are approximately twenty individuals that currently require this training in order to keep their certification current. Currently Lifelink, through Grant Hospital is providing "EMS only" training at \$250 per class. It was Joe's recommendation that we provide this training instead of Grant's training since an average of five employees show up for the EMS training through Grant Hospital. When asked who will be monitoring the online schooling, Rick replied he and Brian would be responsible for this task. Connie asked if it were possible to bill quarterly instead of one employee at a time. Brian agreed to check into that possibility. After discussing, Hart made a motion to approve the computer online training for up to 25 individuals and Dave seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.
- A request form was presented from Tanner Kline asking Rushcreek Township to split the cost of schooling for a class to become a State Certified fire inspector. This is a two week class from March 3rd – 14th at the Ohio Fire Academy at a total cost of \$470.00. Greenfield Township has agreed to cover \$235.00 of the cost. Dave made a motion to approve \$235.00 expenditure for Tanner to attend classes to obtain a State Certified Fire Inspector license and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

Joe presented the Board with a list of expenditures for the next period in the amount of \$3,250.00 which did not include Tanner's schooling request. Bill made a motion to approve the list of expenditures and Dave seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye. Runs reported during the pay period: 18 squad, and 3 fire.

Representing the Road Department Dave reported the following:

- The road crew has continued to treat roads as needed.
- The brakes were repaired on the 1984 Chevy 4X4 and the left rear u-bolts were replaced. The front locking hubs are not functioning properly and will need some parts to repair. Bob stated Dave had brought in some gears that he was willing to sell the Township for either \$100 or a couple scoops of 304 berm. Bob contacted Black Run Transmission who gave a price to purchase of \$240.00 which did not include labor. Joe stated that Murray Auto Parts had gotten back on the government purchasing co-op and we might consider giving them a call. Hart informed the Board that due to a possible conflict of interest he did not feel the savings was worth the conflict and/or perception of impropriety. After discussing, Dave made a motion authorizing Bob to find a set of hubs and extensions for the plow to repair the 1984 Chevy 4X4. Hart

seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye. Dave agreed to take back his hubs/parts.

- 7 1/4 ton of cold mix was applied to pot holes on several roads.
- January 20th is a holiday and the road department will be off weather permitting.
- After ordering the Durapatcher, the salesman informed us it should be in by the first of March. Connie stated that it would be advisable to make a decision on how the payment should be handled. If the Trustees agreed to purchase outright, an amended certificate must be obtained from the County and this will take some time. After discussing, Bill made a motion to approve purchasing the Durapatcher instead of financing and Dave seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye. Connie was instructed to begin the paperwork in order to have the amended certificate from the County Auditor prior to the arrival of the equipment.

Bob presented the Trustees with a list of defective culverts throughout the Township. Total cost for all steel is \$4,688.89. Township policy is to utilize steel instead of plastic. Just for informational purposes, to replace one of the large culverts with plastic this increased the price to \$5,051.88. This information was acknowledged and placed on file pending action later in the season.

Bob requested \$1,500.00 for miscellaneous expenses for the next period. Bill made a motion to approve the list of expenditures and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

Richard reported no permits have been issued since the last meeting.

Connie reported the following:

- All 2014 payroll reports are complete with 1099s and W-2s distributed. Each W-2 was placed in a window envelope and Joe was instructed that any employee who had not picked it up by January 24th, he [Joe] was to mail the respective W2 before the January 31st deadline.
- The 2014 inventory list was sent to the Fairfield County Engineer's office per their request.
- Hart and Connie met with Prosecuting Attorney Jason Dolin, today to discuss how to handle the employees who exceeded the federal guideline of work hours. Jason advised he will need to research the law in order to give us the proper guidance. He anticipates having this complete by January 24th.
- Fairfield County Recorder sent notification advising that ORC 317.081 states the County Recorder shall keep county and township **zoning** resolutions. It is more economical for townships to file resolutions with Regional Planning since there is no charge to file there and RPC is far more capable of answering questions concerning zoning issues.
- The January District Advisory Council meeting will be held on January 27th at 7pm at the Courthouse with a copy of the notice distributed to Trustees.
- The township has received notice of standards to which to comply in order for the firefighter's association to be tax exempt from federal tax. The township will be required to submit the application by January 27th, review & approve the by-laws of the association for compliance, review & accept the projected financials of the association, review & approve the justification of the associations assigned EIN. In order to complete this in an appropriate and timely manner, these steps will need to be completed prior to January 23rd. Joe was instructed to contact Denise Beery and advise her to get with Bill & Hart to schedule a work session in order to meet the deadline.

Joe reported several months ago Brian Irwin had given a power point presentation to Ed Pool and Connie Moyer regarding soft billing. Brian has spent endless hours preparing and investigating all of the avenues to bring this service to our department. Connie stated that both her and Ed had felt that the presentation was great however both questioned the revenue that the software company had projected. The software company had several ways to pay for the equipment and one was charging a higher percentage if they supplied the equipment. That was something that her and Ed felt was the best solution at the time of presentation. Brian was informed to bring three scenarios to the board and they will review as it is their intent to move forward.

Rick addressed the Board stating the SOP's are still not approved. Hart responded that the Trustees had approved the SOP's at the December 31st meeting and he was reviewing them prior to releasing. Once he has completed the review, they will be released in a PDF form for the fire department to copy for each employee.

Hart informed the Board that he is interested in attending the OTA winter conference and is willing to cover the costs. Connie informed him that Ed attended these workshops and was reimbursed for mileage, so keep mileage records.

The Bluegrass pipeline emailed introducing herself and requested to attend the next meeting. Hart scheduled her to come at 6:30 at the February 19th meeting.

February 1st is Township Day and Hart asked if there was ever anything done in the past. Connie responded that an open house had been scheduled once here at the Township and due to lack of attendance no further one had been scheduled. Hart stated with the Board's permission he would contact the High School and see if they could use him to discuss Township Government. All Trustees concurred.

Dave reported that the Supervisor with Frontier Communication stopped by the office and wanted him to let Bob know that the pedestals on Avalon, Purvis, and the corner of County Line Road were repaired. Bob confirmed with his personal inspection of these sites.

Hart advised he wished to enter Executive Session with regards to a personnel issue. At 9:19pm Bill made motion to enter into Executive Session under ORC 121.22(G) (1) for a personnel issue and Hart seconded the motion. Roll Call: Hart, yes; Bill, yes; Dave, yes. Bill advised there would be no further business of Rushcreek Township after the Executive Session.

Executive session ended: 10:15pm

Meeting Adjourned: 10:16pm.

Bill Myers

Connie Myers
Bob Myers