

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
09/17/2014

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; 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.

Visitor

Joe Westenbarger, Tracy Shahan, Brian Irwin

Minutes

The minutes of the September 3rd meeting were presented to the Trustees for approval. Bill 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

EFT #485-2014 – #516-2014 and Warrants #39636-39654 in the amounts of \$90,636.48 were presented to the Trustees for signatures. Dave made a motion to pay the bills and Bill seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye.

OTARMA sent the insurance premium for 2014-2015. Department supervisors and the Trustees all examined the paperwork and signed off which resulted in the following appropriation changes:

\$571.55 from 2191-220-420 to 2191-220-381

\$418.04 from 2011-330-420 to 2011-330-381

Purchase Order #16-2014

After Chief Duvall reviewed the spreadsheet, several items need added to the policy including Life-Paks 12 & 15, Thermal imagers, Automatic Pulse, and SCBA gear. Additional premium will follow based on the added equipment. Dave made a motion to enter into contract with OTARMA for providing the insurance policy for Rushcreek Township for the year of 2014-2015 and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

Business

Chief Duvall reported the following:

- SOP's and EMS protocol have been copied and placed on compact disks to distribute to each employee.
- Driver's abstract being distributed and returned.
- Still working on damaged equipment from the insurance claim. The base station of the radio system was damaged. The cost of repair is estimated at \$719.00 and to replace with a new unit total cost is \$1,047.00. Discussion was held with the insurance adjuster who will check with OTARMA to see if they will cover the cost difference. Hart advised the quote needs broken down prior to presenting to the insurance company, he noted that the "replacement" quote actually includes the emergency services already provided and the insurance policy applies money differently for these things. Hart further advised Bill and Will that all quotes need to reviewed for accuracy. The Board will leave the decision to the Fire Chief's recommendation.
- A list of outdated radio equipment was presented to the board for permission to dispose with copy attached to the minutes. The batteries will need to be recycled with Batteries Plus at no cost. The radio equipment is of no value, cannot be repaired, replaced or serviced. Dave made a motion to dispose of the presented property list and Hart seconded the motion. Roll Call: Dave, aye; Hart, aye; Bill, aye.
- Will and Brian attended the Oil & Gas (OGEEP) school and reported that it was very beneficial.

Will presented the Trustees with a list of expenditures for the next period in the amount of \$5,300.00. Bill made a motion to approve the list of expenses and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye. Runs reported during the pay period: 13 squad and 4 fire.

Brian advised that Fairfield Medical Center had the annual STEMI Award and six individuals from our department were given an honorable mention. This highlights the efficiency of cardiac care which includes the process of an alert sent from the scene to the hospital allowing the medical staff to be ready for cardiac procedures. Brian thanked the Trustees for providing the equipment for the citizens of our community.

Bob reported the following:

- The equipment used for chip/seal has been cleaned, repaired, and placed in storage until next year.
- Patch work completed: the hill on Borah Hill, Marietta from Holiday to West Rushville, and most of Locust Grove.
- Ditch cleaned on Tent Church in front of Dave Pugh's property and the hill on Fairview Road.
- Road mowing will begin on September 22nd.
- Starting September 22nd Bob will be on vacation and will return on October 14th. He will be in constant contact with Richard and Connie. He reported he will be home during this time and will handle any issues directly. As a reminder, October 10th and 13th are holidays however if needed the road crew will be available.
- The chip/seal Force Account paperwork is complete for submission to the County. A total of 6.2 miles of chip/seal was completed at a cost of \$72,268.00 which averages \$11,656.00 per mile. In 2012 an estimate from 20/20 for 6.1 miles was \$67,000 and at the same time Shelly submitted an estimate of \$22,528 per mile. Dave commented that one of the 2012 quotes was lower than our actual cost for 2014. Hart countered that all costs have gone up since 2012 and even using a conservative 3% increase per year shows that we actually saved over \$5,000 over a contract quote. These figures more than show that by keeping the project in house more miles can be completed at a much lower cost.
- The crew has been working on Locust Grove at the Winegardner property clearing the bank. A work agreement was secured prior to beginning the project. Seeding and mulching still needs completed. There should be enough supplies in stock however there might be a need for a small amount in order to complete. Bob stated he is working with Bill Newell to utilize his straw blower.

Bob presented the Trustees with a list of expenditures for the next period in the amount of \$1,200.00. Bill made a motion to approve the list of expenses and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

All of the Trustees complimented the road crew for the recent jobs of Borah Hill, Durbin Run, and Marietta Road around the Kunkler property.

Connie reported the following:

- Since the last meeting one permit was issued to Jeff Mathias, 35 Thomas Road, accessory building.
- A Conditional Use Hearing is scheduled on September 23rd at 7pm for Jeff Qualls new business – One Stop Crossing.
- A training session is scheduled for Thursday, December 4th from 8:30-9:30am at the Liberty Center. This training is geared towards helping public officials in communication with a variety of audiences as well as getting their message across in a clear and concise manner. RSVP by Monday December 1st.
- Ohio Division of Liquor Control sent notice that One Stop Crossing has applied for a permit and the Township has an option to request a hearing. Dave made a motion to not request a hearing and Hart seconded the motion. Roll Call: Hart, aye; Dave, aye; Bill, aye. Connie is to submit proper documentation to Ohio Division of Liquor Control.
- The following ad was placed in the Eastern Edition of the Towne Crier and will come out on October 3rd. Specs and the ad was mailed to local haulers. Rushcreek Township is opening bids

for hauling 1,000 tons of crushed asphalt from CRC, 399 Haul Road, Columbus to the office at 213 Marietta Street, Bremen. Bids will be opened on October 15, 2014 at 7pm. Material and billing must be completed by November 26th @ 4pm. Contact Bob Suer, 740-569-7181 Extension #11.

- Jon Kochis, Fairfield County EMA Director sent notice they received grant funds to cover the Township's share for their FY 2014-2015 contract for Alert Fairfield emergency notification system. In August of 2013 Jon had requested that Rushcreek Township pay a per diem of \$100 annually based on population. The Board gave prior approved paying the fee for a three year term, however after researching, Fairfield County EMA never sent an invoice.
- Cindy Dennison on Pleasantview Road called and complimented the road department for patching the road and did a great job.
- Received Bureau of Workers Compensation refund in the amount of \$1,224.72. This was from the audit 1/1/12-12/31/13 which was held on April 25, 2014. The entire amount is refunded to the fire department funds because of an incorrect manual rating.
- A letter was received from the Bremen Pumpkin Walk Committee. Each year a pumpkin carving is held at the fire house on Thursday & Friday evening prior to the event which is scheduled for October 18, 2014. Also, Pumpkin Walk kick-off begins at 5:30pm with the ladder truck holding a "Pumpkin Drop". The committee requested permission to have the fire department's involvement once again. The Trustees agreed to support the event providing a responsible party from the group make sure the children were monitored while carving pumpkins. The Trustees also agreed to provide the ladder truck providing personnel was not on a call requiring use of the vehicle.
- Road Superintendent has been having a lot of problems with the Verizon Wireless phone with no response on correction. AT&T was contacted to provide the service. Cost of the new phone was \$99.99 for a rugged unit that was durable under the conditions for the road department. Purchased in addition to the phone was a belt carrier and a mobile charging unit to cover long hours of use during the winter. An extended plan was added that will guarantee replacement should damage occur to the phone. The monthly plan covers unlimited phone use, data, and bringing the phone up to date allows alerts to be received. The monthly cost estimate is \$46.99 without government fees. Activation will occur on September 18th with the telephone number remaining the same.
- Connie reminded everyone that the next meeting falls on the first of the month which requires payroll, meeting preparation, bank reconciliations, and 3rd quarter closure. This will require all of her attention to complete the necessary bookwork prior to the meeting. ALL meeting items must be into the Township office by Friday, September 26th with no exceptions. Anything after that date will need to wait until the October 15th meeting.

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

- Contact was made with Chuck Elick on details of the work to improve the ingress and egress of Durbin Run and Pleasantview Roads. Suggestions for planning the changes at this time of the year is to level Durbin to meet Pleasantview and to cut the trees back to the trunk which would give approximately three feet of visibility. The telephone pole will need addressed but Frontier is not being cooperative. Mr. Elick is very unhappy that one of the Trustees has promised the dirt and firewood to others. Hart reminded the Board that materials from projects are Township and or the local landowner's property and we cannot provide favors to others. This is an ethical breach of oath.
- With regards to the Hoffman hearing there have been scheduling conflicts with the other parties counsel, therefore settlement is still in process. Rushcreek Township has been asked to extend the hearing again to its next regular meeting which is October 1, 2014. Hart made a motion to adopt Resolution #2014-17 which extends the Hoffman hearing until the next regularly scheduled meeting on October 1, 2014 and Dave seconded the adoption. Roll Call: Dave, aye; Bill, aye; Hart, aye.
- Due to the Hoffman extension, Tracy Shahan was informed that the questions she had presented to the Board prior to the meeting on September 3rd will be addressed at a later date.
- In order to expedite administrative action items for the departments, regular meetings have begun with department supervisors. First held on September 11th with the Fire Chief with a report given to each Trustee.

- There has been virtually no use of two or more cell phones in any month over the past several years at the fire department. Maintenance and upkeep of these phones has been ignored. It was the recommendation of the Chief and Trustee Van Horn to eliminate the phones through Verizon Wireless. However, there are two lines that should remain active which is for telemetry of the monitors. Connie was instructed to contact Verizon Wireless and cancel the cell phones only.
- The fire department has three land lines; 569-4444, 569-4826, and 569-7992. Upon the recommendation of the Chief and Trustee Van Horn, land line 569-7992 will be eliminated and the 4444 will be connected as the fax line. Tom Medburg with Imperial Telephone is currently working on the system due to lightning damage. Chief Duvall will contact Mr. Medburg and have these changes made.
- Hart pointed out the overall savings by these telephone changes will be approximately \$1,200 to \$1,500 per year out of the fire budget.
- Three quotes will be received next week to provide IT service at the fire department. Initial estimates of cost savings by using a third party source in an IT/Computer maintenance service is over \$1,000 per year and will realistically bring the fire department up to date with information resources as well as meeting HIPPA regulations.
- The computer from the former assistant chief's office has been returned and is being restored. It should be back in service by next week and made available for use by Lt. Beery.
- At this time the fire department has one Captain position open that needs filled. There is only one staff person who meets the qualifications to fill that opening. The SOP's require that filling the Captain position be a competitive process. The Fire Chief and Assistant Fire Chief have asked the Board of Trustees to consider waiving those requirements one time only in order to fill this position. Hart made a motion that the Board of Trustees waive one time only SOP100.09 and 101.01 to allow a promotion of choice by the Fire Chief with unanimous approval by the Board of Trustees to fill the Captain position. Dave seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.

Meeting Adjourned: 8:36pm.

Charles Myers
Bill Myers
H. Van Horn