

RUSHCREEK TOWNSHIP TRUSTEES
BOARD MEETING
03/19/2014

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 Joe Westenbarger, Fire Chief. Bill asked that all cell phones be muted along with all fire radios except the Chief's.

NEW ADMINISTRATIVE PROCEDURES

Items intended for regularly scheduled open business meetings must be submitted by the last Friday by 4:00 p.m. prior to the [Wednesday] meeting. Written submissions must be made to the Township Office drop box, all others by calling 569-7181 extension #10.

The Trustee(s) will gladly accommodate citizens and other visitors for general discussion 15 minutes prior to the beginning of each open business meeting. Please note that trustee(s) will be unable to make any policy decisions or procedural changes during these discussion periods.

Citizens and other visitors who wish to be heard during regular open business meetings will need to submit their names and topics for presentation within the same time parameters as with items for the agenda - the Friday by 4:00 p.m. before the regular meeting.

All visitors will be subject to a 3 minute limit for discussion during regular business meetings.

Note: All agenda submissions are subject to approval by the Township Trustee(s). We will make every attempt to hear each item and persons submitted for a regular meeting. However, occasionally time constraints and subject matter may require rescheduling for a later meeting date.

Visitors

Alicia Conrad, Ray Stemen, Brian Irwin, Alexander Vogel

Each visitor present was given an opportunity to address the Board.

- Alicia Conrad stated she is the contact person for the Fairfield County Safety Council with the Lancaster Chamber of Commerce. There is an event in May with the HazMat Team and she needed to speak with Rick Hoffman. When she went to his office, she found he was on leave and his office was locked. She questioned the Board about why he was on leave, and how she could get a hold of him. Hart indicated that no other information could be made available, and then asked Joe if there was any other representative from Bremen-Rushcreek Fire Department on the HazMat Team that could help Alicia. Joe responded that there was not. Brian Irwin informed the Board that the HazMat Team was a separate entity and did not have anything to do with the Bremen-Rushcreek Fire Department or authority in those matters. Hart stated he had no further questions and thanked Brian for his information. Alicia advised she is a resident and wanted to know why Rick was on leave. Hart responded again that the Board has no comment and asked if there was anything else that the Board could help her with. There being none, the meeting continued.

Minutes

The minutes of the February 19th meeting along with the Special Meeting of March 18th 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

EFT #125-2014 – 149-2014 and Warrants #39380-39431 in the amounts of \$18,340.47 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.

Business

Representing the fire department Bill reported the following:

- Physio-Control, Inc. sent the Technical Service Support Agreement for the two LifePak 12 units at an annual cost of \$2,415.00 for a term of one year commencing April 27, 2014. Connie explained to Hart that this was an ongoing service contract. We have two LifePak 12 units and as they age the service agreement cost changes. Bill made a motion to enter into contract with Physio-Control at a cost of \$2,415.00 for a one year term and Hart seconded the motion. Roll Call: Dave, aye; Bill, aye; Hart, aye.
- The ladders have been repaired by Worthington Cylinders.
- Application paperwork for a college student "Ride-Along" was submitted by the Fire Chief to the Trustees for review. It was noted that the forms were not the approved and authorized forms from the Township. As example, the form that the Chief had the student sign was a release developed for a program with minors in addition to several other alterations. Discussion followed regarding the necessity of bringing this before the Board. Brian Irwin stated that past practice was the Chief had approved these matters not the Trustees. The paperwork was returned to the Chief and he was instructed to provide and execute the proper forms to the student.
- It was also noted that this submission was provided only minutes prior to the start of the meeting and therefore an example of the problems that the new submission procedures are intended to correct. It is important that the Trustees are provided adequate and timely submissions in a manner that allows their careful and appropriate review prior to board actions so that the Township can be of better service to the community.
- The mini engine needs batteries and an alternator which is included in the list of expenditures.
- Dr. Darnell is the Medical Director of the fire department and has asked to be replaced. Currently Brian Irwin is seeking a replacement for Dr. Darnell.
- The pharmacy license has been approved.

Joe presented the Trustees with a list of expenditures for the next period in the amount of \$10,250.00 which contained errors. Connie corrected the errors which changed the request to \$7,250.00. Bill 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: 9 squad and 3 fire.

Bill reported that he attended the Blue Coat Award where Tanner Kline was recognized as the recipient of Bremen-Rushcreek Fire Department. On behalf of the entire Township, Bill commended Tanner for such an outstanding job. Bill continued with praise to Brian for a well written presentation of Tanner's profile. Connie asked if a picture was taken of Tanner and Joe advised Kristen had one. Connie stated if Brian would send her the write-up and she could get the picture from Kristen for submission to the Towne Crier. The Trustees concurred.

Brian presented the State EMS grant application to the Board that he and Bill had worked on earlier in the day. Connie had been contacted for the budget figures and census stats. The financial information was pulled from the Township's Uniform Accounting Network program and sent to Brian earlier in the day so he had documentation to back-up his application. Brian explained it was necessary to delete some of the figures from the appropriations as the rules would not allow those figures. An example was the purchase of the motor vehicle for This grant deadline is 5pm April 1st. State EMS grant has been awarded in the past for between \$1,500 & \$8,000. The award is divided based on how much the State receives on the seat-belt violations. The State provides a list of what equipment may be purchased utilizing this money. Brian explained that until the award amount is published he would not be able to submit a list of equipment he wished to obtain with these monies. After reviewing, Hart made a motion to accept the application for submission as written and Dave seconded the motion. Roll Call: Bill, aye; Dave, aye; Hart, aye.

Dee Mowry, Past Potentate, Aladdin Shriners mailed the Shriners grant application which must be submitted BEFORE April 21, 2014. A copy of this application was given to the Trustees and chief who turned the matter over to Brian Irwin. Brian reported the Shriners have been very gracious to our department over the years. This grant is geared to 18 years or younger, burns, orthopedic uses. After

discussing with other fire department personnel, it is his desire to apply for two LifePak 15 units. Next year we will have a heart monitor that is no longer serviceable. Dave stated that due to the high cost of the unit, we might have a better chance of approval submitting for one instead of two. Brian was instructed to contact Dee to get his guidance. Based on Dee's advice Brian is to proceed with preparing the application and present at the next meeting for Board approval. Bill stated he will help with the paperwork.

Brian Irwin gave the board a short progress report regarding soft billing. He is still researching the matter.

Representing the road department Dave reported the following:

- The Township roads were plowed and treated again.
- Currently patching gravel roads with 304 material to fill holes.
- Heyd & Borah Hill roads had some tree limbs cut and chipped.
- The plow frame on the 1984 Chevy 4X4 truck was repaired in house.
- The freightliner dump truck had the electric brake system controller installed and is now equipped to pull all township tow able equipment.
- If the Trustees are interested in submitting an emulsion bid for our chip/seal roads with the County, Eric McCrady must be contacted by Friday, March 21st.
- We are waiting on the contract from the Village of Baltimore to purchase emulsion for the Durapatcher. The contract has been turned over to their attorney for editing. An in-service needs to be arranged with the Durapatcher company. Hopefully all will be in order before our next meeting.

Bob presented the Trustees with a list of expenditures for the next period in the amount of \$3,500.00. Dave made a motion to approve the list of expenses and Hart seconded the motion. Roll Call Dave, aye; Bill, aye; Hart, aye.

Bob reported that he contacted Ashland to get some prices on emulsion for the Durapatcher in case Baltimore might be out of the material. Ashland gave us the following prices and stated they would lock in until next fall: MWS 90 cost is \$1.85/gallon and is available now; RS 2 cost is \$1.85/gallon and will be available at the end of April. Bill commented that he didn't mind us driving to Baltimore for emulsion however he felt going to Columbus for supplies was far. Bob stated that he was getting information so that he had another resource should Baltimore's supply be low at a time when we needed it. Bill expressed his desire to purchase a nurse tank. Bob responded that he had given the Trustees figures and the cost would be around \$20,000.00. Connie reported that the matter has been previously discussed and with the cost to complete this year chip/seal mileage the Trustees agreed to get the supplies this year and see about purchasing next year.

Hart advised that he contacted Mike Miller at Job & Family Services concerning the road department opening to temporarily replace Richard Campbell while he is on medical leave. Bob reviewed the Trustee's Handbook job description and made some changes for the job posting. This was given to Mike Miller to post on the County's website and Ohio WorkNet. During the County OTA meeting the job opening was announced. Also, WestStaff, an employment service was contacted. The posting will be up for thirty days or until a replacement is found. The job posting states that Job & Family Services will collect the applications for us to pick up. The job posting will be put on the outside bulletin board of the Township administrative office with a note placed on the black box for applications to be deposited.

Connie reported the following:

- No zoning permits have been issued since the last meeting
- The March Grassroots Clippings were distributed to all members.
- The County Engineer/Trustee Annual Meeting has been scheduled for March 28th @ 7am. This will be held at the Engineer's office with the County handling the advertising.
- On March 11th, Jim DeLucas from Ohio Township Association Risk Management provided a letter of coverage for the Ladies Auxiliary craft show scheduled on March 15th. *Joe continued that the Ladies Auxiliary made a little over \$1,000.00 at the craft show.*

- Per Trustee Van Horn check #39380 which was written to ASHI, American Safety & Health Institute was voided. This payment was being held for fire department personnel taking online courses. Payment was voided and payment will not be made until proper documentation is submitted to the Trustees.
- Bob, Hart, Richard, and Connie attended the County OTA meeting on March 15th. Mike Carlisle from LTAP was present and provided handouts which details services that they provide. Terry Dunlap informed all attendees to pay close attention to upcoming legislative action and reminded the Trustees to pay close attention to the open meeting policies. Senator Tim Schaffer sent a letter to the Association in response to lifting the current threshold of \$45,000 regarding force account. The legislation did not pass however he agreed to continue seeking passage to increase that threshold. The Association agreed to send another letter to all legislators who would be voting on this issue to please support the increase. A copy of that letter will be sent to each Township for us to follow-up with our own correspondence to the Senators. Also, he addressed the Casino revenue which 51% is distributed to the counties. The counties have complete discretion over how they wish to distribute their shares. A copy of Senator Shaffer's letter was distributed to those not in attendance.
- ORC 505.02 states that the Trustee surety bond should be sent to the County Judge for his signature. We are waiting on Judge Martin's signature and return.
- 2014 State of Fairfield County Address will be held at 11:30 on March 25th at The Liberty Center in Lancaster. The invitation was distributed to the Trustees.
- A copy of the ladder test results from American Test Center was distributed to the Trustees.

Bill questioned Connie on how we were handling Richard's wages while he was off on leave. Connie responded that Richard is employed through several divisions in the Township. The fire department is an hourly wage and since he is not working, there is no compensation. The road department is also hourly however this is a full time job with leave benefits. He has accumulated leave hours that will carry him through quite some time. The zoning department is a salary position. A salary job receives compensation whether there or not. The Fire Chief stated while he was on medical leave, this was classified as a restriction to "sedentary" activity only, as would be Richard's status.

Dave reported he and Bill attended the Tax Abatement Hearing on March 3rd in the Commissioners' Hearing Room. The Westerman Company/Worthington Cylinders contract was continued. The overall outlook for the company is promising.

Hart advised he attended the State of The Schools Address for Fairfield Union Local School District at the high school on March 13th representing the Township. The school received grant money for the greenhouse project and he emphasized that a local resident and high school Agricultural teacher, Jenna Kemmerer is leading that project. Superintendent Jan Broughton spoke with Hart after the meeting and expressed her gratitude again of how the Township Road Department provided safe transportation during this severe weather of this past winter.

Meeting Adjourned: 8:50pm

Bob Myers
Tom Van Horn
David Myers