

RUSHCREEK TOWNSHIP TRUSTEES
MEETING MINUTES
November 3, 2021

Chad Ashbaugh, Chairman called the Rushcreek Township Trustee Board meeting to order at **7:01**

Pledge to American Flag

Roll Call: Chad: Present Lisa: Present Tim: Present
Will: Present

Chad asked that all cell phones be muted except for the Chief's.

VISITORS

Mia Kistler, Lori Daubenmire

MINUTES

Minutes from the October 20, 2021 meeting and November 1, 2021 (special meeting) were presented to the Trustees for approval.

Approval: Motion: Trustee Thomas Second: Trustee Burnworth

Roll Call: Chad: **Aye** Lisa: **Aye** Tim: **Aye**

Discussion: minutes were taken and prepared by Trustee Burnworth in the absence of a Fiscal Officer.

Chad reminded everyone that the minutes are available upon request at the Fiscal Officer's office and the website www.rushcreektwp.org.

FINANCIAL SECTION

The Traveling Fiscal Officer (Melissa Tremblay) recommends that the Board of Trustees approve and note the following financial items:

Warrants 42499 thru 42525 were presented :
Trustee Signatures on the EFT's to approve the payments since the Temporary FO does not have authority to issue direct payments from our account.

Purchase order # 20-2021 Allied Benefit Systems to cover health insurance premiums. Melissa determined that payroll withholdings had not been properly cleared to be able to issue funds payable to Allied.
Payroll withholdings were cleared and paid a portion of the delinquent bill. The purchase order is for the balance remaining.

Blanket purchase order 38-2021 through 39-2021 in the amounts of \$28,000.00 and \$4,000.00 were presented for approval. 38-2021 is for operating supplies for the road department with the upcoming grindings bid. 39-2021 is for payment of Melissa Tremblay services to resolve several of the outstanding issues until a new Fiscal Officer is appointed.

MORE GRANT funds from OTARMA were received for the benefit of the Fire Department to purchase new gear.

The funds were received November 1, 2021, check #021551. Are will be receipted to 2191 and when the purchase is made a check will be issued against the receipt.

MORE GRANT funds from OTARMA were received for the benefit of the Road Department for the purchase of signs which they submitted invoices for in the amount of \$486.31

Unresolved deposit on 10-6-2021. Interest check in the amount of \$8.22 and Zoning permit request from Contractor Kyle Lahr in the amount of \$125.00. Bank account does not reflect deposit while deposit book shows the amounts and transaction entered into UAN

Administrative Report

Yearly Allocation Update:

2020 Allocation:	\$18,765.00
Carryover:	\$16,239.32
Grand Total:	\$35,004.32
Received a portion of allocation:	
	<u>-\$13,811.52</u>
Balance Due	\$21,192.80 – NO RESPONSE

In Fiscal Officer's absence the bid was sent to the Towne Crier and posted on the township website.

In Fiscal Officer's absence we received notice from a employee the deductions had been made from his paycheck's but Child Support had not received any funds since the 1st week of September. Researching the issue reflected that 3 checks had been disbursed but not signed or presented to the Board of Trustees. The checks have been identified and the board will approve and mail. Further, Trustee Burnworth contacted the Ohio Department of Job and Family Services to advise of the error and provided copies of the checks to the affected employee.

In the Fiscal Officer's absence the board has been picking up and disbursing mail. Will make deposits of checks to the bank and make copies for Traveling Fiscal Officer to enter into UAN when she returns on the 16th of November

Advised Vinton County National Bank to remove Stacy Reed from signature cards.

Delivered original resignation and withdrawl from November election to Board of Elections on 11/1/2021

Advised OTARMA to remove Stacy Reed from insurance and faithful performance bond effective 11/1/2021

Advised PA office of Stacy Reed resignation.

Received notice from the State Auditor's office of delinquent remittance for the UAN system.

Bank Rec for October is completed. Several adjusting factors that will have to be addressed after a missing bank deposit is located and all penalties are paid for late or incorrect past remittances.

Approval: **Motion:** Trustee Burnworth **Second:** Trustee Ashbaugh
Roll Call: **Chad:** Aye **Lisa:** Aye **Tim:** Aye

REPORTS

Fire Department

Bremen Rushcreek Township Fire Department's fire and EMS runs for the period October 16th through October 31, 2021:

36 -EMS 19-Transports 4-Fire 0 -MVA 2 -Mutual Aid Received 16-Mutual Aid Given

Turn out gear requiring replacement 9 coats, 10 pants, 8 helmets.

Heritage Fire apparatus will be giving us a quote on the 1990 Sutphen Engine, lighting upgrade and enclosing the rear jump seats.

October 25th duty crew and Chief Duvall participated in (job day) at Bremen Elementary School.

Zoning:

Three permit requests were received for new construction:

Smith – 7866 Marietta Road

Falotico – 11960 Heyd Road

Muncy – 8701 Pleasantview

Funds were deposited, and packets added to the zoning inspectors inbox.

Nicole is also preparing a number of new construction permits for YTD 2021 for the board. Counting the above 3 pending permits 24 new construction permits will be issued through the end of November 2021.

Road

Road crew has been mowing roads and are just a little over half way complete.

The road department received a call from a gentleman on Ireland Road thanking us for smoothing up the back end of Ireland close to the Pleasant Township line.

Both the loader and the F550 are repaired and will be back in service by the beginning of the week. Trustee Ashbaugh and Burnworth will pick up the F550, Justin Barrett Hauling, will pick up the loader from Southeastern.

Sealed bid request for grinding will be published in the Towne Crier in the November 5, 2021 Eastern addition

Fiscal Office

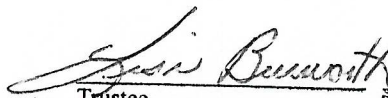

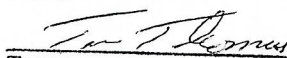
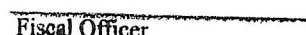
Received resignation from Stacy Reed prior to filing for her removal. At the close of this meeting the board will discuss the position and possible candidates.

UAN Year End training class is December 1, 2021 at the Fawcett Center.

Melissa was able to make tremendous progress on Monday and today. She is scheduled to return on November 16th at 11am. The Board expresses their sincere thanks for assisting during this time.

ADJOURNMENT

Moved by Trustee Ashbaugh, seconded by Trustee Thomas adjourn the meeting at 7:23 p.m.

 Trustee	 Trustee
 Trustee	 Fiscal Officer

We hereby certify that the amount required to meet the contract, agreement, obligation, payment, or expenditure for the above, was lawfully appropriated for such purpose and was in the treasury or in the process of collection to the credit of the appropriate fund(s) free from any previous encumbrances or obligation.

Payment Listing

11/3/2021 to 11/17/2021

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
541-2021	11/03/2021	11/03/2021	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$1,443.96	O
542-2021	11/03/2021	11/03/2021	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2,545.83	O
543-2021	11/17/2021	11/16/2021	EP	CHAD M ASHBAUGH	\$414.06	O
544-2021	11/17/2021	11/16/2021	EP	LISA A BURNWORTH	\$377.14	O
545-2021	11/17/2021	11/16/2021	EP	DAVID G CAMPBELL	\$1,080.73	O
546-2021	11/17/2021	11/16/2021	EP	RICHARD CURTLENN CAMPBELL	\$1,376.59	O
547-2021	11/17/2021	11/16/2021	EP	WILLIAM M. DUVAL	\$877.85	O
548-2021	11/17/2021	11/16/2021	EP	AMBER LEE-ANNE FLINT	\$1,581.40	O
549-2021	11/17/2021	11/16/2021	EP	MATTHEW GRAHAM	\$956.88	O
550-2021	11/17/2021	11/16/2021	EP	ERIKA N HEDGES	\$192.02	O
551-2021	11/17/2021	11/16/2021	EP	JEREMI W HEDGES	\$1,394.21	O
552-2021	11/17/2021	11/16/2021	EP	BRIAN K. IRWIN	\$70.84	O
553-2021	11/17/2021	11/16/2021	EP	JORDAN P IRWIN	\$479.10	O
554-2021	11/17/2021	11/16/2021	EP	ANTHONY M. KERR	\$751.41	O
555-2021	11/17/2021	11/16/2021	EP	DAVID C. KILBARGER	\$19.55	O
556-2021	11/17/2021	11/16/2021	EP	STEVEN PHILLIP KILBARGER	\$1,390.35	O
557-2021	11/17/2021	11/16/2021	EP	Tad Michael MOYER	\$104.23	O
558-2021	11/17/2021	11/16/2021	EP	Mark A REMINGTON III	\$153.66	O
559-2021	11/17/2021	11/16/2021	EP	NICHOLE F SCHMELZER	\$118.57	O
560-2021	11/17/2021	11/16/2021	EP	RYAN M SMITH	\$1,421.47	O
561-2021	11/17/2021	11/16/2021	EP	TIMOTHY THOMAS	\$506.52	O
563-2021	11/17/2021	11/16/2021	EW	RUSHCREEK TOWNSHIP	\$1,709.42	O
564-2021	11/17/2021	11/16/2021	EW	DEPT OF TREASURY - IRS	\$5,719.76	O
42498	10/20/2021	10/20/2021	WH	OHIO CHILD SUPPORT PAYMENT CENTRA	\$367.73 *	V
42498	11/03/2021	11/03/2021	WH	OHIO CHILD SUPPORT PAYMENT CENTRA	-\$367.73	V
42501	10/20/2021	10/20/2021	AW	DELILLE OXYGEN COMPANY	\$60.00 *	V
42501	11/03/2021	11/03/2021	AW	DELILLE OXYGEN COMPANY	-\$60.00	V
42509	11/03/2021	11/03/2021	WH	RUSHCREEK HEALTH INSURANCE	\$4,894.46	O
42510	11/03/2021	11/03/2021	RW	Allied Benefits Systems	\$4,894.46	O
42511	11/03/2021	11/03/2021	AW	Tecck Graphics dba the Magic Needle	\$305.00	O
42512	11/03/2021	11/03/2021	AW	DELILLE OXYGEN COMPANY	\$10.02	O
42513	11/03/2021	11/03/2021	AW	SOUTHEASTERN EQUIPMENT COMPANY, I	\$8,967.30	O
42514	11/03/2021	11/03/2021	AW	VILLAGE OF BREMEN	\$178.95	O
42515	11/03/2021	11/03/2021	AW	TREASURER, STATE OF OHIO	\$808.00	O
42516	11/03/2021	11/03/2021	AW	WEBCHICK, LLC	\$770.00	O
42517	11/03/2021	11/03/2021	AW	SBH MEDICAL EMS DIVISION	\$42.00	O
42518	11/03/2021	11/03/2021	AW	Ohio Police & Fire Pension Fund Dept L-2521	\$50.00	O
42519	11/03/2021	11/03/2021	AW	FAIRFIELD COUNTY REGIONAL PLANNING	\$629.25	O
42520	11/03/2021	11/03/2021	AW	ALLIED BENEFIT SYSTEMS, INC.	\$3,669.78	O
42521	11/03/2021	11/03/2021	AW	ASPHALT MATERIALS INC.	\$2,257.20	O
42522	11/03/2021	11/03/2021	AW	COMPANION LIFE INSURANCE COMPANY	\$957.28	O
42523	11/03/2021	11/03/2021	AW	MEDICOUNT MANAGEMENT, INC.	\$591.05	O
42524	11/03/2021	11/03/2021	AW	DELILLE OXYGEN COMPANY	\$60.00	O
42525	11/03/2021	11/03/2021	WH	OHIO CHILD SUPPORT PAYMENT CENTRA	\$367.73	O
42526	11/17/2021	11/16/2021	WH	OHIO CHILD SUPPORT PAYMENT CENTRA	\$380.46	O
42527	11/17/2021	11/16/2021	AW	COLUMBIA GAS COMPANY	\$705.00	O

Payment Listing

11/3/2021 to 11/17/2021

11/17/2021 6:31:43 PM

UAN v2021.3

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
42528	11/17/2021	11/16/2021	AW	AMERICAN ELECTRIC POWER	\$906.18	O
42529	11/17/2021	11/16/2021	AW	KOORSEN FIRE & SECURITY	\$209.97	O
42530	11/17/2021	11/16/2021	AW	ESO HEALTHCARE CONNECTED/MECC RE	\$1,373.87	O
42531	11/17/2021	11/16/2021	AW	BOUND TREE MEDICAL	\$248.64	O
42532	11/17/2021	11/16/2021	AW	BARRETT BROTHERS FARMS INC.	\$350.00	O
42533	11/17/2021	11/16/2021	AW	BAZELL OIL CO. INC.	\$412.99	O
42534	11/17/2021	11/16/2021	AW	SBH MEDICAL EMS DIVISION	\$2,579.00	O
42535	11/17/2021	11/16/2021	AW	Ohio Department of Job & Family Services	\$14.74	O
42536	11/17/2021	11/16/2021	AW	SPECTRUM BUSINESS	\$199.98	O
42537	11/17/2021	11/16/2021	AW	VISA	\$1,191.05	O
42538	11/17/2021	11/16/2021	AW	OFFICE MART, INC.	\$98.00	O
Total Payments:					\$62,380.18	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$62,380.18	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Trustee

Trustee

Trustee

Fiscal Officer

We hereby certify that the amount required to meet the contract, agreement, obligation, payment, or expenditure for the above, was lawfully appropriated for such purpose and was in the treasury or in the process of collection to the credit of the appropriate fund(s) free from any previous encumbrances or obligation.