

SWANCREEK TOWNSHIP BOARD OF TRUSTEES
Organizational Meeting Minutes
Monday, January 12, 2016

Call to Order 8:03 a.m.

Prayer – Leave on Agendas

Pledge

Board members present: Ron Holdeman, Chairman, Rick Kazmierczak, Vice Chairman, Phil Wiland, Trustee.

Employees: Chris Lauch, Administrative Assistant

Fiscal Officer: Dawn Wheatley

Guest: None

Public Forum: None

- Approval of 12-21-15 Regular Meeting Minutes:

Trustee Kazmierczak stated that he was not at the last meeting due to vacation; however, he listened to the meeting recording. He spoke about Resolution #196-15 regarding American Pavement.

Discussed work done by July 1st stipulation. It will be weather permitted.

01-16 Trustee Kazmierczak motioned to approve the 12-21-15 meeting minutes, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Abstained

Chairman turned the meeting over to Dawn Wheatley, Fiscal Officer, for nominations for Chairman and Vice Chairman for 2016.

02-16 Trustee Holdeman nominated Trustee Kazmierczak to be Chairman, 2nd by Trustee Wiland.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

Trustee Kazmierczak opened nominations for Vice Chairman.

03-16 Trustee Kazmierczak nominated Trustee Holdeman to be Vice Chairman, 2nd by Trustee Wiland.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

New Business

- 2016 Meeting schedule - Dates & Times: Discussed meeting lengths.

Discussed working on non-widely observed holidays. Move next meeting to January 25th at 9:00 a.m., due to MLK holiday. Keep February 15th meeting on Presidents Day. Trustee Kazmierczak will check with the Prosecutor to see if it is ok for Chris Lauch to get paid on working holidays when it is being included in her pay, per the way her last pay raise was calculated.

Discussed meeting times and guests at the morning meetings. It has been more convenient for guests to attend the morning meetings. There were several morning meetings in 2015 that had guests.

Josie Stultz, Fiscal Officer-elect, prefers the morning meetings be at 10:00 a.m.

The Trustees agreed to set the meeting schedule for the first and third Mondays of each month.

The first meeting will be at 7:00 p.m. The third meeting will be at 10:00 a.m. They will revisit this during the course of the year. April, May, and June morning meetings will be moved to 7:00 p.m., due to Trustee Holdeman's work schedule.

The September 25th meeting falls on Labor Day. This meeting will be moved to September 12th.

Chris will place the Board of Trustee meeting schedule in the Key Shoppers News and the Fulton County Expositor. She stated the Swanton Enterprise had the organization meeting time incorrect. She did not place this ad. They fixed the time and re-advertised it.

- Temporary Appropriations and Revenue: Dawn explained that the \$100,000.00 interest was transferred from the interest account into primary checking account for OPWC.

Trustee Wiland inquired about payroll being paid for 2016 without funds being temporarily appropriated yet.

Dawn said it is temporarily appropriated in the UAN system. It carries over from 2015 to 2016. There has been no audit issues in the past, however, the Trustees will approve the temporary appropriations in December for the following year, from now on.

04-16 Trustee Holdeman motioned to approve the temporary appropriations, 2nd by Trustee Wiland.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

- Financial Reports: Were emailed to the Trustees.

05-16 Trustee Holdeman motioned to approve the bills in the amount of \$125,800.29, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland – No

Dawn asked that the bills go back to being paid at the meetings instead of weekly and keep paying just payroll weekly. Discussed late payments, and ample time for Trustee review of bills. The Trustees agreed to keep paying the bills weekly.

06-16 Trustee Kazmierczak made a motion to pay the bills as they come in, 2nd by Trustee Wiland.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

- Mileage rate - IRS decreased for 2016 to \$.54:

07-16 Trustee Wiland motioned to change the mileage to the IRS allowable rate of \$.54, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

- Meal reimbursements: There was an audit issue with not receiving itemized receipts. The receipts must list what was purchased. If the employee or elected official goes over the per diem they have to pay for it themselves. No alcoholic beverages are to be purchased for reimbursement.

08-16 Trustee Holdeman motioned to keep the reimbursement amount at \$56.00 per day, 2nd by Trustee Wiland.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

09-16 Trustee Wiland motioned to have employees and elected officials submit itemized receipts to the fiscal officer, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

This resolution will be printed, signed by the Trustees, placed in the township policy book and in the employee hand book as a separate line item in the index, which will be given to everyone.

- Training allocation: Discussed the upcoming OTA conference. The Trustees agreed that Chris should attend the cemetery workshops. They will let each other know which workshops they will be attending. They feel that other trainings available, throughout the year, are more appropriate for the maintenance department, such as ODOT and LTAP. Discussed possible snow accumulations at the time of the OTA conferences and the importance of not taking any maintenance employees away from the job at this time of the year.

Dawn Wheatley discussed her concern about maintenance employees not taking the required training within one year of an incident or accident. BWC requires these trainings. The required trainings have not been completed yet. Discussed possible premium increases. Discussed enforcement and policy issues. Dawn will turn issues into the Chairman of the Board of Trustees. The Chairman will then bring it to the full board. If the employee ignores a direct order a disciplinary action will be taken. This is in the employee handbook. Dawn stated that the mandated physicals have also not been done. The Trustees discussed payment for physical. The township pays for the physicals and blood work for conditions of new employment. Since the township already pays for the employees insurance, they employee should run it under their insurance. The township already pays their co-pay, also. Trustee Kazmierczak will be meeting with Matt Stout, Maintenance Supervisor. He will let him know the policies.

The Trustees agreed that the Chairman will meet with Matt on Fridays for planning meetings to discuss weekly work plans. Matt is to send an email out to all of the Trustees with this information.

- OPWC Twp. Rep.: The Trustees agreed to have the annual Chairman of the board be the OPWC CEO.

10-16 Trustee Kazmierczak motioned to designate the Board of Trustee Chairman to be the OPWC CEO, Trustee Kazmierczak for 2016, Round #29 and Round #30, 2nd by Trustee Wiland.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

- Grinding: Discussed maintenance use for grindings.

11-16 Trustee Kazmierczak motioned to have the grindings from the road projects be delivered to Swancreek Township site, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

The deadline for the estimate to the Fulton County Engineers office, of Round 31 is June 24, 2016. Chris is to move this to Long Term on the Agenda.

- EMA Twp. Rep./Contract:

12-16 Trustee Wiland motioned to make Trustee Kazmierczak the township's representative for EMA, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

13-15 Trustee Wiland motioned to approve the payment for the membership fee in the amount of \$3006.50, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

- Health Department Board Twp. Rep.:

14-15 Trustee Wiland motioned to make Trustee Holdeman the township's representative for the Fulton County Health Department, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

- Regional Planning Twp. Rep.:

15-16 Trustee Wiland motioned to make Trustee Holdeman the township's representative for the Fulton County Regional Planning, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

- Record Retention Trustee Rep. & Meeting:

16-16 Trustee Wiland volunteered, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

Chris Lauch, Records Officer, will set things up for records disposal with Dawn and Trustee Wiland.

- Comprehensive Plan: David Wright is looking into hiring a consultant to do Fulton County's, Wauseon's, and the townships. The Zoning Commission is waiting on David to get the information. The township's plan has to mimic the County's plan.

David is looking at getting the consultant at a minimum cost that Regional Planning can bare the cost. He may ask for contributions if it is too much.

- Swancreek Twp. Insurance: There is no need for a Trustee representative for this. Chris will make calls as needed to invite insurance consultants to a meeting if there are questions.

Discussed reimbursements for out of plans. Discussed Attorney General opinion, OTA, IRS and ORC differences.

The Trustees will continue to work on this on a legislative level. Trustee Kazmierczak, as Chairman, will start on getting quotes for health insurance, dental and vision.

- Equipment/Long and short term planning: Discussed the Capital Improvement list. Discussed the two newer dump trucks. Money was spent for repairs. Keep on Long Term Agenda. The Trustees will discuss.
- Comp Time: Discussed Resolution #14-14, no comp time to be accrued in the employee handbook. Discussed tracking comp time. Chris is to put this on the next agenda. The Trustees will review it and revisit it on 1-25-16.
- Inventory / Disposal of Inventory #00140 Clock:

17-16 Trustee Kazmierczak motioned to dispose of inventory #00104 for the broken clock, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

Discussed method of disposal. Trustee Kazmierczak will destroy the item and throw it out.

Discussed an inventory item of an old table. Trustee Kazmierczak stated that the table was going to be thrown away, so he loaded it in Chris' vehicle. Chris was instructed to tell her daughter to bring it back to the township. She will double check to make sure it was put by the dumpster.

Discussed an inventory item of a printer, inventory # was disposed of. The printer was donated to Law Dogs. Pamela Moore did not put the item on the Trustee's meeting agenda. She brought it up to Trustee Holdeman just before the meeting on 12-21-15. She stated she had the printer at her home to print agendas when she was Chairman. Chris prints all of the meeting agendas. The printer was not returned to the township after she was no longer Chairman. The Trustees feel that Mrs. Moore is benefiting from the donation of the printer. She is the Chief Financial Officer of the Law Dogs organization.

Donating the printer to them is ethically wrong.

18-16 Trustee Holdeman motioned to rescind Resolution #198-15 for inventory item #00190 and to send Pamela Moore a letter instructing her to return the printer to the township, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

Discussed disposal policy, past practice. Dawn stated if the monetary value is under \$50.00 the items are thrown out. If it is over \$50.00 the township can sell it and advertise for bids.

Chris is to put this on the 1-25-16 meeting agenda. The Trustees will discuss putting together policy language. No employee can take anything from the township. Once the policy language is set and adopted, Chris is to make copies of it for all employees.

- CPR Recertification: Trustee Kazmierczak will talk to Chief Meyers and Chief Smith. He will have an answer by the next meeting, of where we can take the course. The course is required in the employee handbook.
- Employee Handbook listed requirements: Discussed above.
- Records Retention Manual: Amendments are needed. Employee review forms are not listed. If there is no retention on the record the record can be destroyed by way of sending an RC-1 form. However, these records have been kept, but are discussed in Executive Session. Discussed items of public record in the employee files such as write-ups and forms. The Trustees would like to keep employee reviews for three years. Chris and Dawn will look into at the OTA conference. Chris is to check with the State Auditor and the Attorney General's office. Chris is to put it on the Long Term Agenda.
- Personnel Compensations: Do later on this agenda.
- Time Card Review: Dawn stated that Matt Stout, Maintenance Supervisor, should be signing the maintenance employee's time cards and initialing any hand written items.

The Trustees will look at creating a list of duties for the Maintenance Supervisor and look at putting it into the employee handbook and revamp his job description.

Chris will also sign Deb Sallow's time card for Dawn.

Old Business

- Sally Wylie - Zoning Commission reappointment (Update): Received two reviews from the Zoning Commission by Shawn Albert and Walt Lange. Trustee Kazmierczak also spoke with Joe Kahl. All the reviews were good. The reappointment policy is to ask current board members for reviews. The Board of Trustees reserves the right for reappointment.

19-16 Trustee Kazmierczak motioned to reappoint Sally Wylie to the Zoning Commission, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

- Compensation for BZA & Zoning Commission (Update): Discussed asking the boards their opinion about being compensated. The Zoning Commission will also be discussing this at their meeting in February. Chris is to put it on the Trustees agenda after the Zoning Commission's meeting.
- BZA Alternate ad (Update): Discussed if there is a need for one. Chris is to place an ad for an alternate member for BZA and Zoning Commission in February.
- Water District appointment (Update, Tina is checking with their legal counsel) - pending lawsuit:

Discussed appointing a new member during an ongoing lawsuit. Discussed the Trustees losing the ability to fill the seat after 180 days.

Instructed Chris to print a list of the petitioners of the law suit. The Trustees will not prequalify anyone.

Chris is to put an ad in the Key Newspaper and the Fulton County Expositor on the 19th and 21st edition for the open seat. All applications need to be in by February 1, 2016. Give Tina Whalen a copy of all the applications. Trustee Wiland discussed having the Water Board's input in the interviewing process.

Zoning

- 2016 Rates - Proposed to refer to Zoning Commission: Trustee Kazmierczak asked the Zoning Commission to discuss this at their meeting on February 10, 2016. The Trustees reserved the right to approve the rate suggestions.
- Non-Conforming Validation Certificate renewal Fee/Form requirement: The Trustees changed the policy to include a site inspection by Walt Hallett. He will get pictures also. If he finds that they are in violation he revokes the validation certificate. Chris is to send the letters and forms out annually. There will be no additional fee, however, the form shall be filled out and returned to the township.

Fire/Rescue

- Contracts: Providence Fire contract did not list the sub divisions agreed upon. They were notified. Chris is waiting on their reply.

Discussed run times. Chris is to email the Chiefs of Swanton and Providence to ask them to verify run times until further notice to review.

Cemetery

- 2016 Rates: Look at after the Zoning Commission considers zoning rates. Matt Stout does not see a need to raise the rates. Sally Wylie did some research. She feels the non-resident purchase rate is low. She will give the Trustees her research for review.

Discussed additional employee. There are funds appropriated for improvements. Discussed water lines needed at Swanton Cemetery. Chris is to put on the 1-25-16 meeting agenda.

- Fence (Update): Trustee Wiland was given past quotes. There has been lost sales in section H in Swanton Cemetery due to the nature of the neighborhood. Trustee Wiland will check with Fulton County Soil and Water. The Trustees will review and discuss.
- Columbarium/pavers: Can make money to offset a possible fence.
- Deed: Harry & Jodi Baldwin - Shiloh, Sect. C, Lot 67, Gr. 7, 8, 9, & 10. Chris will put in the Trustees office for signatures.

Employee Reports:

- Chris Lauch, Administrative Assistant - None
- Matt Stout, Maintenance Supervisor – Take off agendas. Trustee Kazmierczak will let Chris know Maintenance agenda items.

Trustee Reports: These reports use to be to list what meetings the Trustees attended. The Trustees agreed to go back to this.

- **Trustee Holdeman:** None
- **Trustee Kazmierczak:** None
- **Trustee Wiland:** None

Discussed Long Term Agenda Items. Chris will make changes accordingly, See below.

Long Term Old Agenda Items

- Employee Reviews: Feb. 2016 Matt Stout, April 2016 Chris Lauch – Leave on
- Web page training for Trustees – Take off
- Short & Long Term Planning – Take off
- Comprehensive Plan – Leave on
- Safety Items – Leave on
- Cemetery tree inventory summary – Leave on and take a look at having someone do this for the township. Trustee Kazmierczak will check the availability of the GPS unit.
- Traffic study discussion – Take off until the Trustees received more information from ODOT
- Road Levy – Take off. Will discuss at future time if needed
- Monthly meetings – Take off
- Cemetery database/Intern – Take off
- End-of-Support For Retiring Automatic Emergency Defib. - August of 2016 – Leave on as a reminder
- Status of dump trucks - (Revisit after winter of 2015) – Leave on until researched
- Training Chris as Assistant Fiscal Officer (Server Info Update) – Take off, Josie will decide if she wants her assistance. Discussed using the Trustee computer as an on-site backup server. Not needed at this time.

Employee evaluations: Will be done one year from the last one and then will be done in December of each year. Sally Wylie informed the Trustees the Swanton Boy Scouts are looking for someone to come to their meeting at the American Legion next Thursday to talk about Government. Trustee Kazmierczak will check his schedule.

20-16 Trustee Kazmierczak 10: 57 a.m. motioned to go into Executive Session, invited Dawn Wheatley and Josie Stultz in, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

21-16 Trustee Wiland 11:49 motioned to go back into Regular Session, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

22-16 Trustee Kazmierczak motioned to give Chris Lauch a \$1.00 per hour pay raise, 2nd by Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

23-16 Trustee Kazmierczak motioned to give Deb Sallows a 1% per hour pay raise, 2nd Trustee Holdeman.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

Maintenance will be done once evaluations are received.

24-16 Trustee Holdeman motioned to have Chris, Deb, Cindy and Tina do the cleaning of the building and send Brittney Stultz a letter that the township will no longer need her services.

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

There will be a cleaning schedule set up.

Trustee Kazmierczak motioned to adjourn at 11:54, 2nd by Trustee Holdeman

Roll Call: Trustee Kazmierczak – Yea, Trustee Holdeman – Yea, Trustee Wiland - Yea

Adjournment: 11:54 a.m.

Swanecreek Township Board of Trustees

Attest: Dawn Wheatley, Fiscal Officer
Swanecreek Township Jan. 25, 2016

Trustee Rick Kazmierczak, Chairman

Trustee Ron Holdeman, Vice Chairman

Trustee Phil Wiland