

SWANCREEK TOWNSHIP BOARD OF TRUSTEES
Special Organizational Meeting
Monday January 7, 2013

The regular meeting of the Board of Trustees was called to order at 9:00am

Prayer by Trustee Moore

Pledge

Board members present were Chairman, Pamela Moore, Trustee Ron Holdeman, and Trustee Phil Wiland
Employee: Matt Stout Maintenance Supervisor, Administrative Assistant Chris Lauch.

Fiscal Officer: Dawn Wheatley

Trustee Moore turned over the meeting to fiscal officer Dawn Wheatley. Fiscal officer Wheatley asked for nominations for chairman of the board.

1 – 13 Trustee Holdeman nominated Trustee Moore as chairman of the board second by Trustee Wiland.
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – abstain.

Fiscal officer Dawn Wheatley turn meeting back over to chairman of the board Pamela Moore. Trustee Moore asks for nominations for vice chair.

2 – 13 Trustee Moore nominated Trustee Wiland as Vice Chairman 2nd by Trustee Holdeman.
Roll call: Trustee Wiland – abstain, Trustee Holdeman – yea, Trustee Moore – yea

Administrative

- The appropriations and revenue budget were discussed. Reviewed costs that would be coming up for the year including insurance roads to be done and projects that may possibly happen this year. Road FG was discussed and what may need to be done for it this year.

3 – 13 Trustee Moore motioned to approve temporary appropriations for 2013 2nd by Trustee Holdeman.
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

- There will be a special meeting February 4 at 6 PM to review budget and have the management's discussion and analysis of the annual financial report.
- Meeting schedule was reviewed. The meetings will be 1st and 3rd Monday of each month. Meetings that fall on Holidays were reviewed. There will be a meeting on Martin Luther King day January 21 but Presidents' Day February 18 will be moved to February 25 and labor day September 2 will be moved to September 9.

4 – 13 Trustee Moore motioned to have Township regular meetings the 1st and 3rd Monday of every month with the exception of the 2 that were moved because of holidays 2nd by Trustee Holdeman.
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore EA

5 – 13 Trustee Moore motioned to reappoint Mr. Brett height as fire Marshal 2nd by Trustee Holdeman.
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

6 – 13 Trustee Moore motioned to go into executive session to discuss personnel salary paid changes and evaluations 2nd by Trustee Holdeman. 10:57am

Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

Maintenance supervisor Matthew stout was called back into executive session at 11:51am

Matthew stout came out 12:00pm.

Administrative assistant Chris Lauch was called back at 12:25pm

7 – 13 Trustee Moore motioned to come out of executive session into regular session at 12:46 PM 2nd by Trustee Holdeman.

Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

Break for lunch at 12:48 PM

returned from lunch at 1:05 PM

- Trustee Moore stated that the employee evaluations were completed. Dawn is to make copies for the chairman and the employees and put the originals in their files.

8 – 13 Trustee Moore motioned to give a 1.7% cost of living bonus to maintenance supervisor Matthew Stout, administrative assistant Chris Lauch, and employee Damon Mattimore based on their base pay level for the year to be paid in one check with no increase for Jacob Wyckhouse at this time since he is still in his probationary period 2nd by Trustee will Holdeman.

Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

- Maintenance supervisor Matthew stout stated that due to budgetary constraints he is declining his bonus.

9 – 13 Trustee Moore motioned to pay mileage at the IRS allowed amount which for 2013 is 56.5 cents per mile 2nd by Trustee Holdeman.

Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

- As per the handbook meal reimbursements will stay at up to \$75 per day as long as accompanied by a receipt.

- Trustee Moore asked Dawn once all the yearend year start requirements are met if she could give information to Chris so she can create a spreadsheet to get the Trustees as a summary of expenditures by vendor so they have an idea as the year proceeds what money is going out.

- Purchase orders and blanket certificates were signed.

10 – 13 Trustee Moore motioned to invoice the Swancreek water district monthly at a rate **\$125.00** per month for shared costs 2nd by Trustee Wiland.

Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

- Trustee Moore spoke with prosecutor Mr. Scott Haselman he has sent the shared costs agreement to the water district for their approval we should have that soon.
- Trustee responsibilities and boards were discussed and assigned as follows
 - OPWC – will remain Trustee Wiland
 - EM A – will remain Trustee Wiland
 - regional planning committee – will remain Trustee Holdeman
 - health department board – will remain Trustee Holdeman
 - TM a COG – the Trustees will not assign a representative for this board we will keep the information that is sent to us to see if anything pertains to us in the future.

Zoning

- zoning fees were reviewed.

11 – 13 Trustee Moore motioned to leave the zoning fees at the same rate as they were in 2012 which is as follows...

○ Zoning permit application	\$75
○ zoning permit application-fence	\$25
○ agricultural exemption application	
▪ under 5 acres	\$75 needs zoning permit
▪ 5 acres or more	\$0 per parcel qualified as AG. EX.
○ Final occupancy certificates	no cost
○ administrative appeal	\$150
○ nonconforming use application	\$30 new only
○ variance	\$125
○ condition use AG/RE district	\$125
○ all other districts	\$750
○ amendments	\$750
○ zoning resolution book	\$15

2nd by Trustee Holdeman.

Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

- BZA in zoning appointments: interviews are being set up and once those are completed appointments will be a regular. The water board appointments will be done same manner. The Township will invite the water district president to sit in on these interviews.

Cemetery

- rates for Cemetery will be tabled until the next meeting on January 21 once more information is gathered employee benefit and cost of machinery hours.

Employee reports:

- Chris Lauch:
 - employee physicals: according to the handbook employees are required to have a yearly physical and first aid/CPR training.
 - Dawn will check with someone she knows that does CPR first aid training.
 - Discussion on the employee physicals

12 – 13 Trustee Moore motioned to have full-time employees get yearly physicals and hepatitis B vaccinations or a signed waiver to be placed in their personnel file 2nd by Trustee Holdeman.

Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

- Trustee Moore motioned to adjourn 2nd by Trustee Holdeman
 - Adjourn 2:39pm

Swancreek Township Board of Trustees

Pamela Moore

Attest: Dawn Wheatley, Fiscal Officer
Entered: January 21, 2013

Ronald Holdeman

Phil Wiland