

**SWANCREEK TOWNSHIP**  
**Final Draft**  
**BOARD OF TRUSTEE**  
**REGULAR MEETING**  
**Monday, October 3, 2016**

Chairman Kazmierczak called the meeting to order at 7:00 p.m.

Prayer

Pledge of Allegiance

Roll call - Board of Trustees present: Rick Kazmierczak-Chairman, Ron Holdeman - Vice Chairman, and Phil Wiland - Trustee

Employees: Chris Lauch, Administrative Assistant

Fiscal Officer: Jo Stultz

**GUESTS:** See Sign In Sheet

**GUEST: Swanton Fire Dept. - Chief Wolever & Ann Roth – Mayor of Swanton**

**191-16** Trustee Wiland motioned to approve the 9-12-16 Regular minutes, 9-14-16 Special minutes, 9-19-16 Regular minutes and 9-20-16 Special minutes, with corrections to the 9-19-16 minutes, 2<sup>nd</sup> by Trustee Holdeman

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

**192-16** Trustee Wiland motioned to approval of expenditures in the amount of \$63,649.33, 2<sup>nd</sup> by Trustee Holdeman

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

Public Forum other than pipeline or water line project: None

**Fiscal Officer:**

- Review Reports: Monthly financial reconciliation for September
- Sign B.C. & P.O.: Then & Now P.O. needed signatures, already approved, P.O. for Duramark 2016 pavement markings. Work has not been completed yet.

**193-16** Trustee Kazmierczak motioned to approve reallocation of \$1500 in Fund#2011 (Motor Vehicle License Tax) from Sub Fund Equipment Rental into Drainage, 2<sup>nd</sup> by Trustee Holdeman

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

**194-16** Trustee Wiland motioned to approve an additional appropriation of funds in the amount of \$515.00 into account #1000-110-317-000 of the General Fund for the purpose of paying the second half Assessment of 2016 from the Fulton County Regional Planning Commission, 2<sup>nd</sup> by Trustee Holdeman

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

**195-16** Trustee Kazmierczak motioned to approve voided electronic payment to OPERS dated 1/13/16 in the amount of \$12.60, seconded by Trustee Holdeman

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

**196-16** Trustee Kazmierczak motioned to reallocate \$720.00 from Fund#1000-760-700-0000 (Capital Outlay) into Fund#1000-110-229-0028 (Other Insurance Benefits Cancer/Disability), 2<sup>nd</sup> by Trustee Holdeman

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

Chief Wolever reviewed January-September run reports. He explained ALS and BLS, mutual aid runs, the number of employees that go on runs, stroke units, tasks that are needed on runs and the issues with under paid employees, as well as losing part time employees and the need for more full time employees.

Discussed the 911 facility.

Ann Roth expressed the issue with the current calculations being used for the contract. If there is only one run they still endure expenses for their building, equipment, employee payroll.

Will discuss further at the special meeting on Wednesday.

**New Business**

**197-16** Trustee Kazmierczak motioned to sign the Engineer's Permit to occupy ROW - Co. Rd. C, 2<sup>nd</sup> by Trustee Holdeman

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

Discussed work being done before the Trustees have a chance to sign the permits. Chris is to keep bringing them to their meetings for signatures and note the minutes accordingly with resolutions.

Trustee Kazmierczak motioned to have Matt Stout approve normal ROW permits. This is already policy. Maintenance takes care of driveway and ROW permits.

Motion withdrawn.

**198-16** Trustee Kazmierczak motioned to amend the employee handbook, adding the Medical marijuana policy, 2<sup>nd</sup> by Trustee Holdeman

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

Discussed the non-performing resolution for Harding Dr. OPWC project, annexation provision in ORC previous to 2001, the annexation agreement cannot be found. Discussed the terms improvement vs. maintenance. The attorneys are working on. Hold off until they receive a legal opinion for the definitions. Harding Drive would become ineligible for OPWC for ten years if it is taken off this OPWC project.

Discussed meeting with Kinder Morgan for ROW permits. Trustee Kazmierczak will ask that the meeting date be after November 1<sup>st</sup>. Will discuss them paying for ROWs.

**Old Business**

Salt & maintenance building update: Discussed a stand-alone structure. Trustee Holdeman suggested putting an addition on the southwest corner of the building. Discussed knock out wall for future addition. Will contact Seth. Discussed OPWC loan 0% interest for \$80,000. Will discuss maintenance building.

Capital Equipment Update - Review & verify accuracy on updated listing. Current status of equipment: Discussed Terex, take a look at in the beginning of the year. Discussed 52" Ferris mower, possibly trade in 48". Wait until season ends, might be able to get an even better price.

Status of Winding Way drainage issue/ headwall, etc: No rush to put in headwall. Wait until Spring. Move to Long Term on agenda.

Discussed Co. Rd. 4-1 junk motor vehicle violation. Trustee Kazmierczak reviewed his site inspection and took pictures. He will email Scott Haselman to instruct to dismiss case.

Administration office slider window/security buzzer (Update): Leever Brother's was in on Friday. Discussed pass through on the window and a talk through area. Waiting on quote.

Chris discussed her safety training seminar and creating an EAP (Emergency Action Plan). She talked to Tina Whalen about some security plans she will be implementing.

OPWC (Update): Winding Way and Briar Lane are done.

Swanton Cemetery Title (Update) - Annexed Roads Maintenance Responsibility (Update): Nothing yet. Trustees are holding a special meeting with the Village of Swanton at 10:00 a.m. on Wednesday.

Delta Conforming Boundaries Revenue/Concession (Villages/Twp) (Update): Commissioner's meeting is 10-13-16.

**Zoning**

- Property Standards Officer (Update): Chris is to email Tena Bastian to ask if she wishes to resign from the Zoning Commission due to the conflict of interest.

Trustees received the Zoning Inspector's reports for the last three months.

**Fire/Rescue**

Discussed York Fire/EMS contract. Want to know the Trustees opinion on paying the township's sharing costs portion for mutual aid. Trustee Wiland stated that the township is already paying it, it is a line item in their budget, costs incurred. Discussed calculating on total runs. Wait to receive the contract.

**Cemetery**

Swanton Cemetery Survey (Update): Joe needs a resolution.

**199-16** Trustee Wiland motioned to authorize Fulton County Surveyor, Joe Fenicle to work with David Chamberlin, Attorney, to prepare all documents relating to the boundary issue in Swanton Cemetery, 2<sup>nd</sup> by Trustee Kazmierczak

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

Trustees extended Tom Tober's contract until October 31<sup>st</sup>.

Deeds: None

**Maintenance:**

**Employee Reports:**

- Chris Lauch, Administrative Assistant: None

**Trustee Meeting Reports**

- **Trustee Holdeman:** Reviewed FCRP meeting. Elevator in York Twp.
- **Trustee Kazmierczak:** Nothing further.
- **Trustee Wiland:** Nothing further.

**Public Forum - Pipelines or Water Line Project:** Renee Walker will get with Chris to purchase a cemetery lot.

Trustee Kazmierczak motioned to adjourn, 2<sup>nd</sup> by Trustee Holdeman: 9:01 p.m.

**Swanecreek Township Board of Trustees**

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**Attest:** Jo Stultz, Fiscal Officer  
Swanecreek Township  
October 17, 2016

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Trustee Rick Kazmierczak, Chairman

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Trustee Ron Holdeman, Vice Chairman

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Trustee Phil Wiland