

SWANCREEK TOWNSHIP BOARD OF TRUSTEES

Regular Meeting

Monday December 02, 2013

The regular meeting of the Board of Trustees was called to order at 7:00 p.m.

Prayer

Pledge

Board members present: Pamela Moore, Chairman, Phil Wiland, Vice Chairman, Ron Holdeman, Trustee

Employee: Chris Lauch, Administrative Assistant/F.O. Asst., Matt Stout, Maintenance Supervisor, Walt Hallett III Zoning Inspector

Fiscal Officer: Dawn Wheatley

Guests: Mr. Rick Kazmierczak, Mr. Ron Moore, Mr. Vince Marinelli,

224-13 Trustee Holdeman motioned to approve the 11-18-2013 regular meeting minutes 2nd by Trustee Wiland.

Roll Call: Trustee Wiland-Yea, Trustee Holdeman-Yea, Trustee Moore-Yea.

Trustee Wiland asked who did the minutes. Dawn said she had done them. He then commended her on how they were done.

There was a question on the payment register as to 2 checks made out to Matt Stout that were voided. Dawn explained there was an error in the check (it had shorted Matt pay by taking Child support out of his comp check also) and so she had to reissue then found out that she had to leave it as it was and issue a check for the difference so she had to void the 2nd check and make out 1 for the original amount and a 2nd one for the difference. There was also an error with *the payroll direct deposit that it didn't transmit*. The payment register still showed the child support checks that had not been voided in the system yet but would be once she cleared it with the bank. The Trustees asked Dawn to put a written explanation together for them.

225-13 Trustee Moore motioned to table expenditures until next meeting when they have the written explanation to go with the payment register 2nd by Trustee Wiland.

Roll Call: Trustee Wiland-Yes, Trustee Holdeman-Yea, Trustee Moore-Yea.

Trustee Wiland asked if the payment register could be in date order instead of by electronic payments and then written warrants. Dawn said she thought she could do that so the next payment register will reflect that.

Mr. Vince Marinelli of Stapleton Ins.: was at the meeting to review the renewal of health insurance.

226-13 Trustee Moore motioned to go into executive session to discuss employee compensation and benefits 2nd by Trustee Wiland. 7:26pm

Roll Call: Trustee Wiland-Yes, Trustee Holdeman-Yea, Trustee Moore-Yea

7:26pm Trustees invited Mr. Marinelli in.

227-13 Trustee Moore motioned to come out of executive session and into regular session 2nd by Trustee Wiland. 8:15pm

Roll Call: Trustee Wiland-Yes, Trustee Holdeman-Yea, Trustee Moore-Yea

There will be a special meeting Monday December 9th at 9:00am for insurance and to meet with the Providence and Swanton Village Fire Chiefs. Mr. Marinelli will be there at 10:00am.

Chris is to contact the Fire Chiefs and ask them to meet with the Trustees.

228-13 Trustee Wiland motioned to ask for a legal opinion in regards to dropping the Township insurance plan and reimbursing the individual for getting their own plan with a maximum limit and or offering a HRA. Can we legally do a reimbursement for individual plans and offer a HRA 2nd by Trustee Holdeman.

Roll Call: Trustee Wiland-Yes, Trustee Holdeman-Yea, Trustee Moore-Yea

Mr. Kazmierczak stated that Clinton Twp. had dropped their insurance and then gave a raise to the employees to help cover their premiums.

EMPLOYEE REPORT

• **CHRIS LAUCH:**

- Zoning Commission tabled the lot split issue for now. So the Trustees want Walt to go to the regional planning meeting on Tuesday or do they just want Chris to have Tammy send her over the info. The Trustees stated that the info was fine Walt did not need to go to the meeting.
- The Driveway permit requirement was added to the zoning permit.
- The BZA is scheduled to meet on 12-19-2013. Chris is confirming she has a quorum before she puts the ad in the paper.
- Chris is making new ID tags if there is a picture you have please get it to her.
- No legal opinion as of yet on the Signs.
- There is an email from Sally Wylie on the Trustee desk.

- **MATT STOUT**

- Road 1 drainage (Richardson Ditch): Received a letter from Fulton County Engineer stating that he spoke to Lucas County and Lucas County is putting that ditch on maintenance list.
- Salt Shed: Nothing has been done yet. Matt stated that he will call Mr. Leininger and if he cannot get to it soon he will have another company do it. We need it repaired before we put more salt in it.
- Matt left messages for Rod Crieger re: Road 2 ditch maintenance responsibility and has not heard back. Ron will see him at Regional Planning meeting and will ask him. Chris will also send a letter as follow up.
- Road 2 & C intersection: Sherriff has been observing and found that people are missing the STOP sign. Matt asked if another STOP sign could be put on the left side of the road so people will see it back further.
- The Roland ditch will be looked at next year for some maintenance.
- Road C ditch has had more wash ins. The ODOT specs. Permit how the ditch was laid out and it is a natural occurrence so the contractor is not responsible for it. The Township will just have to fix what they can and adjust it in a year after the maintenance bond is up. Trustee Wiland will speak to Hayley about it.

ADMINISTRATIVE

- Financial Reports tabled with the payment register.
- Trustee Moore asked to have all reports on Friday before the meeting. She would prefer them on Wednesday. Dawn said that she could not have all done by Wed. because of bills and banking and sometimes like today when the 1st of the month is on a Sunday she cannot do the bank reconciliation until after the 1st of the month so reports were done today. She suggested maybe changing the meetings to 2nd and 4th so she had time to do the bank reconciliation. That won't work for everyone so it will stay how it is and Dawn will wait on the bank reconciliation until after the 1st meeting on the ones that area so close to the beginning of the month.

OLD BUSINESS

- The water district contract states that the cost will be looked at during the organizational meeting. So resolution 218-13 cannot be done.

229-13 Trustee Moore motioned to ask Township legal counsel to rewrite the Township contract with Swancreek Water District to state a flat rate of \$150.00 per month to be revisited at the Organizational meeting yearly 2nd by Trustee Wiland.

Roll Call: Trustee Wiland-Yea, Trustee Holdeman-No, Trustee Moore-Yea

230-13 Trustee Moore motioned to rescind resolution 218-13 2nd by Trustee Wiland.

Roll Call: Trustee Wiland-No, Trustee Holdeman-Yes, Trustee Moore-Yea

NEW BUSINESS

- OTA Conference: Trustee Moore finished the leadership academy and will be recognized at the conference this year. She would also like to see Matt Stout go this year. She feels he could benefit from some of the classes and the trade show. Chris will make hotel reservations for Rick, Pam, Ron, Dawn and Matt to ensure they get rooms the conference is February 12th through the 15th.
- OTA Fulton County meeting is Dec. 10th Prosecuting attorney Scott Haselman will be there to swear in new officials so make sure you have your bonds. Dawn gave each person there bonds today.

ZONING

- The Zoning Inspector reviewed what he has done over the past quarter. There are a couple of violations that he will be acting on. He is in the middle of some pending court cases and fishing up some other violations so he can move on to some new ones.
- The next quarterly review will be in April.
- Trustee Moore told him that there will be a Christmas party on December 22nd at 5:00pm at her house spouse welcome and please R.S.V.P.

FIRE & RESCUE

- Levy in May:
 - Waiting on numbers from the County Auditor. Right now a 1mil renewal would generate 159,398.00 and a 1mil replacement would generate 159,759. We will review at organizational meeting when we have all the figures.

CEMETERIES

- Fence to go up this week.

TRUSTEE REPORTS

- Trustee Moore
 - Went on ride along with Matt and reviewed some of the drainage issues.
 - Christmas party December 22nd,2013 5:00pm
- Trustee Holdeman
 - Will be attending Regional Planning meeting tomorrow.
- Trustee Wiland
 - OPWC for next year likely to get the grant monies to be released in July 2014. How much of the Township share should we get the 0% loan for? The Trustees agree to try to get the whole amount to enable the Township to free up some money for other projects.
- *Chris is concerned that since she now has the title of F. O. Asst. she should have training for the position. The Trustees asked if she wanted to go to UAN training and she said she had been to those and they were not very beneficial since it was more of setting it up. Dawn said as of now there isn't anything she has her doing that would require training except that an excel course could be beneficial. She said that she would train Chris on the UAN system if there was something she asked her to do in the UAN system but as of now there is nothing for her to do. The cemetery software cannot be moved over as of yet with the new software. The UAN is working on it.*

PUBLIC FORUM

Trustee Moore motioned to adjourn 2nd by Trustee Holdeman.
 Adjourn at 9:31 PM

Swan creek Township Board of Trustees

 Trustee Wiland

Attest: Dawn Wheatley
 Fiscal Officer Swan creek Township
 December 16, 2013

 Trustee Holdeman

 Trustee Moore