

**SWANCREEK TOWNSHIP
BOARD OF TRUSTEE
REGULAR MEETING
Monday, December 5, 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

221-16 Trustee Wiland motioned to approval of minutes of 11-17-16 Regular Meeting, 2nd by Trustee Holdeman

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

222-16 Trustee Holdeman motioned to approve the expenditures in the amount of \$26,267.22, 2nd by Trustee Wiland

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

GUEST: Fulton County Sheriff Roy Miller's Deputy Sheriffs:

Two deputy sheriffs were in attendance on behalf of Sheriff Miller to offer any guidance they could and asked if there were any concerns in the township. A few concerns were discussed.

Public Forum other than pipeline or water line project: None

Fiscal Officer:

- Commissioner Hearing for Ditch Assessments: Discussed paying for ditch #2124 in full, not making payments.

223-16 Trustee Holdeman motioned to pay the assessment in full, 2nd by Trustee Wiland

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

Discussed an email she had received from Conrad Beck regarding towing of resident vehicles. Prefer Matt not tow anyone. Matt is aware of this policy and knows if a vehicle is towed he has a form to fill out and have the owner of the vehicle sign. He will need copies of the forms for each maintenance vehicle.

- Employee Handbook Legal Opinion: Discussed previous legal opinion.
- Review Reports: None
- Sign B.C. & P.O.: None
- Resolutions: None
- 2017 Budget meeting w/ Trustees: Not discussed

New Business

- Trustee Appointments for Calendar Year 2017: Chris is to print 2016's for the Trustees before the next meeting. This will be discussed at the 1-2-17 Organizational Meeting.

- Eng. Permit to Occupy ROW - Co. Rd. 5-2: This was already done at a prior meeting. Take off agenda.

- RUMA (Road Use Maintenance Agreements) Kinder Morgan/Utopia – Update on request for legal opinion: Discussed Trustee Kazmierczak's email from Kinder Morgan. The project is not on hold.

Trustee Wiland looked into easements. Discussed request for legal opinion and an easement on an easement. He will give the legal opinion request to Chris to type.

- Employee Reviews: Add Walt Hallett to be reviewed. Special meeting on Monday, Dec. 12, 2016 at 9:00 a.m. to conduct employee reviews.

Discussed Trustee's duty to evaluate township employees.

224-16 Trustee Kazmierczak motioned for Josie Stultz, Fiscal Officer, to be a part of the special meeting to evaluate Walt Hallett, Chris Lauch and Matt Stout, 2nd by Trustee Wiland

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

Discussed pavement maintenance projects and deadlines. Take a look at striping needs at the same time. Put on next agenda.

Old Business

- Salt & Maintenance building (Update): Discussed estimate comparisons, quote details and prevailing wage requirements. Check on if cooperative purchasing is needed for total amount of job or not if job is pieced out and each is under \$50,000.00

- OPWC (Update)–Final Numbers: Hayley Dockery emailed the final numbers.

- Swanton Cemetery Title (Update) - Annexed Roads Maintenance Responsibility (Update): Have not received anything from legal counsel yet.

- Delta Conforming Boundaries Revenue/Concession (Village/Twp) (Update)

Commissioner's was meeting 10-13-16: Bob Trowbridge, York Township Trustee was in attendance. The Commissioners are on docket on Thursday at 9:00 a.m. to decide on conforming of the boundaries.

Discussed new agreements and comprehensive feasibility study.

- Joint Fire District –Resolution to proceed with study conducted by Ohio Fire Chiefs Association

Discussed joint Fire/EMS district costs.

225-16 Trustee Kazmierczak motioned to complete a comprehensive feasibility study to determine the viability of a joint Fire/EMS district within eastern Fulton County at no cost to the entities, 2nd by Trustee Holdeman

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

- Ohio Plan Risk Management Forms (Update): Waiting on estimate from Jason for HVAC system. Discussed septic system and permit from Fulton County Health Department. Discussed replacement of lighting.

Zoning

- Property Standards Officer – define parameters & standard operating procedures: Tena Bastain has given some reports to the Trustees for review. She wants an ID and business cards. Trustee Wiland has parameters and operating procedures for review. Discuss at January 2nd Organizational Meeting.

226-16 Trustee Wiland motioned to send Ohio Revised Code letters to the properties, by registered return receipt mail, 2nd by Trustee Kazmierczak

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

- Zoning Comm. Alternate: Chris is to advertise in the Key for one week in the December 12th edition. Applications shall be in by December 26th.
- BZA - Eaton case - Appeal in Common Pleas Court filed: Take off agenda.
- Send letters of interest to Walt Lange, Zoning Commission, and David Smith, BZA and send evaluation sheets to the other board members.

Fire/Rescue

Above

Cemetery

- Complaints regarding realtor signs in our right of way: Send letters to the realtors to remove signs at Swanton Cemetery.

Maintenance:

- Initial Salt Order with a minimum of 20 tons due by 12/31/2016: Trustee Kazmierczak put on the agenda as a reminder.
- Maintenance Employee Physicals: It is too late to get physicals for this year now. Maintenance employees need a note from their physicians stating they are in good health. Discussed employee time off request sheets not being turned in. To be discussed during employee review and documented. Trustee Kazmierczak will type up a memo to them. Discussed time off request after the fact. There is no form for this and it is not on the time off request.

Employee Reports:

- Chris Lauch, Administrative Assistant: Will not be here on January 2, 2016 for the meeting due to the holiday. She is to print the 2016 Organization meeting minutes for the Trustees. Chris is to email Bill to put past minutes of 2013 to 2015 to also be put on the website.

Trustee Meeting Reports

- **Trustee Holdeman:** Discussed stop sign & stop ahead sign on Co. Rd. 4 citizen complaint. Discussed placing a sign southbound. Need to ask legal counsel.
- **Trustee Kazmierczak:** Water District discussed infrastructure. They would like to invite the Trustees to attend a meeting on January 6th. Matt Stout gave him welder information that welds stainless steel. The welder quote from Baker is \$1600.00
- **Trustee Wiland:** Discussed the water heater.

227-16 Trustee Kazmierczak motioned to pay Mr. Holtz for damage done to his car due to tar on the road, 2nd by Trustee Wiland

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

Public Forum - Pipelines or Water Line Project: None

Trustee Kazmierczak motioned to adjourn, 2nd by Trustee Holdeman: 9:21 p.m.

Swancreek Township Board of Trustees

Attest: Jo Stultz, Fiscal Officer
Swancreek Township
January 2, 2017

Trustee Rick Kazmierczak, Chairman

Trustee Ron Holdeman, Vice Chairman

Trustee Phil Wiland