

SWANCREEK TOWNSHIP BOARD OF TRUSTEES  
Regular Meeting  
Monday February 25, 2013

The regular meeting of the Board of Trustees was called to order at 7:00pm

Prayer by Trustee Moore

Pledge

Board members present were Chairman, Pamela Moore, Trustee Ron Holdeman, and Vice Chair Phil Wiland

Employee: Matt Stout Maintenance Supervisor, Administrative Asst. Chris Lauch

Fiscal Officer: Dawn Wheatley

Guest: Ron Moore, Kim Bradford

Minutes will be reviewed and approved at the next meeting.

**64 – 13** Trustee Moore motioned to approve expenditures in the amount of \$7,872.86 2<sup>nd</sup> by Trustee Holdeman.

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

**Mr. Kim Bradford** insurance broker gave an update on what he has collected so far.

**Administrative**

- Financial reports were reviewed.
- Dawn to look into printing an overtime v regular wage report.
- 57-13** Trustee Moore motioned to approve the permanent appropriations 2<sup>nd</sup> by Trustee Holdeman.  
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.
- Trustees signed Purchase Orders and Blanket Certificates
- Board of Elections asked permission to use the Township Building for the May 4<sup>th</sup> special election. The Trustees gave permission.
- 58-13** Trustee Moore motioned to approve the risk insurance renewal 2<sup>nd</sup> by Trustee Holdeman.  
Roll call: Trustee Wiland – yea with deduction of \$127.00 to decrease the 1994 pick up to liability only, Trustee Holdeman – yea, Trustee Moore – yea.
- 59-13** Trustee Moore motioned to sign Right of Way Permit 2<sup>nd</sup> by Trustee Holdeman.  
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.
- The Twp. received a letter from Lowes regarding WSCA program asking if we would like someone out to talk about the program. Dawn to call the Contact and see what it is about.
- OTA Sourcebooks: Dawn will order 1 Fiscal Officer and 1 Trustee book

**Old Business**

- Maintenance Cell Phone: Dawn talked to Verizon but Trustee Wiland got through to the Government contact person. He sent a sheet regarding the WSCA program. Dawn asked if it was part of the Cooperative Purchasing program. Trustee Wiland said He would stay in contact with Verizon.
- 60-13** Trustee Moore motioned to approve the Sub Contractor agreement 2<sup>nd</sup> by Trustee Holdeman.  
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.
- Easements: Put 1.00 in the amount on the easement and send out with a letter. Trustee Wiland has a letter he will get with Chris to get out.
- The information from the Engineers meeting is on the Trustee Desk.

**New Business**

- Proclamation:
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- 61-13** Trustee Moore motioned to sign the proclamation making the month of March in Swancreek Township Multiple Myeloma Awareness Month.  
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.
- 62-13** Trustee Wiland motioned to pay the 600.00 EMA fees 2<sup>nd</sup> by Trustee Moore.  
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

**Employee reports:**

- Chris Lauch:
  - Fish Fry: April 4<sup>th</sup> at St. Casper's in Wauseon. Went over who can volunteer and came up with some company names to give Vicki for asking to donate.
  - This morning there was a problem with the Administrative Asst. PC. There was a suspicious file that appeared on the cemetery flash drive when she plugged into her computer. The Sheriff was called as well as a PC repairman to check it out. It was found that there was a virus that was making up files to get someone to click so it could infect more of the computer. The PC guy went over everything cleared out all the viruses and suggested a new virus protection since the one on the computer was not strong enough to fight the virus. He also checked over the maintenance PC and Trustee PC. Chris asked if she could purchase a new virus protection. The Trustees granted her request.
- Matt Stout:
  - 1884 Rd. E by Homewood Park has some trees that need trimmed.
  - Matt asked about Direct Deposit. Dawn will get the information from the bank.
  - He received an email with some grant information on it.

- Test drove a truck that Providence fire department wants to sell. It is a 2006 has 72,000 miles on it and is very clean. Trustees said to send a letter asking them what they want for the 2006 F-350.

**Zoning**

- The zoning report was reviewed Trustee Wiland questions one of Walt’s previous reports.
- Trustees will send out a letter stressing the importance to the Board of Zoning Appeals of responding timely to Chris’ requests when she sends out the information on an upcoming meeting.

**Cemetery**

- Flood Plain: Surveyor will be out once he gets a chance.
- Cemetery Deed needs to be changed to Right to Interment

**63-13** Trustee Wiland motioned to ask a legal opinion from the Prosecutor on changing the “Deed” to Right to Interment.

**Trustee Reports:**

- Trustee Moore:
- Trustee Holdeman:
- Trustee Wiland: Received information on trading in the backhoe. As of now a new one would be 24,000.00 with new bucket but he is still working on trying to get a better trade-in value.

**Public Forum**

Mr. Ron Bechstein has property on road 5-2 between rd A and B that has drainage issues. Asked for permission to go under the road to put in a new tile to help alleviate the problem. The maintenance dept. will ask the Engineer to come up with a plan to help. Matt will get with Mr. Bechstein to see what can be done.

- Trustee Moore motioned to adjourn 2<sup>nd</sup> by Trustee Holdeman
  - Adjourn 8:48pm

Swan creek Township Board of Trustees

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Pamela Moore

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Attest: Dawn Wheatley, Fiscal Officer  
Entered: March 18, 2013

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Ronald Holdeman

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Phil Wiland