

## SWANCREEK TOWNSHIP BOARD OF TRUSTEES

Regular Meeting

Monday March 4, 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: Administrative Asst. Chris Lauch

Fiscal Officer: Dawn Wheatley

Guest: Ron Moore, Kim Bradford

Absent: Matt Stout Maintenance Supervisor

**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. He reviewed the health ins. as well as going over some different types and plans. He also gave us vision ins. quote. There will be a special meeting on April 8<sup>th</sup> at 1:00pm to go over all the options.

### Administrative

- Financial reports were reviewed. Dawn added the regular vs. overtime report as requested.
- Purchase Orders and Blanket Certificates were signed by the Trustees

**65-13** Trustee Wiland motioned to void check # 26082 2<sup>nd</sup> by Trustee Holdeman.

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

- Trustee Wiland suggested possibly asking for an advance on the Township tax disbursement from the County. He also asked Dawn to get the total figure of what was paid out in tax collection fees for 2012.
- Dawn went over the Direct Deposit requirements and charges. Trustees would like to know if Farmers and Merchants Bank charges for doing this.
- Reminder that Dawn needs copy of the Handbook signature sheets from Matt and Damon as well as their HepB waiver or record and physical form. Trustees said to send out a reminder memo.
- CPR class still needs scheduled. Chris to call Fire Chief Chad Smith to inquire if they can do it. Trustee Wiland mentioned a possible training for the maintenance to Aid the Fire Dept. also.

### Old Business

- Homewood Park: In process will post as there is updates.
- Maintenance Cell Phone: Trustee Wiland received pricing it has no texting. Dawn mentioned a lot of communication is done by text and that Matt had told her that Village of Swanton got a better deal. Trustee Wiland is going to check into it as well as the texting.
- Twp. Road Mileage: Dawn spoke to the Engineers and nothing from ODOT yet.

### New Business

- Trustee Moore asked why the Twp. was doing ditch setbacks instead of enclosures for the OPWC project. Trustee Wiland told her that the cost is considerably different.

### Employee reports:

- Chris Lauch:
  - Nothing new
- Matt Stout:
  - Absent

### Zoning

- the zoning report was reviewed
  - Trustee Wiland questioned Walt on the Reed violation. He asked why there were charges for the same offence. This lead to a question of what to do with consistent repeat offenders.
- 66-13** Trustee Wiland motioned to get a legal opinion on what can be done to expedite the violation process for repeat offenders.
- Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.

### Fire

- Trustee Wiland pointed out that the number of runs used to determine our contract is 2 years old but the budget they use is current. The Trustees feel that the contract needs renegotiated to address this issue. Trustee Moore spoke to Mr. Gochenhour and he said nothing will be done until contract renewal which is the end of this year. Dawn to request Mr. Gochenhour start negotiations by September to give the Twp. time to gather information needed. She is to also request reports from the Swanton Fire & Rescue Budget. She will get with Chris to see what reports. Dawn will put a draft in the office for the Trustees to review and once approved a copy will go to Village Administrator, Fiscal Officer, Council and Safety Committee.
- Levy: It was noted that the levy when put on the ballot will have to be an increase as to keep up with the increased charges.

**Cemetery**

- Flood Plain: Survey is done it is being mapped then it will be staked out.
- Fence: WODA said they would entertain the thought of sharing the cost. Trustee Wiland to send over the quotes to the contact person.

**Trustee Reports:**

- Trustee Moore:
  - Mr. Jacob Wyckhouse (part time employee) probation is coming to an end. Discussed Supervisors comments and employee performance.
- 67-13 Trustee Moore motioned to inform Mr. Wyckhouse that his services were no longer needed as of 3-4-2013 2<sup>nd</sup> by Trustee Wiland.  
Roll call: Trustee Wiland – yea, Trustee Holdeman – yea, Trustee Moore – yea.
  - Will be having surgery tomorrow so she will be out for about 4 weeks at the least, `hopes to only miss one meeting.
- Trustee Holdeman: Planning Commission meeting was canceled
- Trustee Wiland:
  - Spoke to Gross electric regarding upgrading the light fixtures to conserve energy and because some of them are no longer being made.
  - There was discussion of where we would get money to do anything other than the OPWC project this year for roads, equipment etc. Trustee Moore told Trustee Wiland not to stop looking into things but not to get too excited until we can get the Twp. budget to stay within its limits. Trustee Wiland stated he thought this year would be the last for decreases and that things should start looking up. Dawn to check with PNC on the Bond rates for 200,000.00. Also check into rates for possible leasing of equipment. Trustee Wiland asked if the invoice to Mr. Mulcher was sent. Dawn informed him that last Tuesday Matt gave her the correct spelling and billing information and it was sent out that day.
  - Truck windshield: Chris to send the police report to Conrad as well as the invoice. Dawn will get Chris the invoice.
  - There was garbage on road side: Chris to send out memo to Maintenance Dept. stating that the Sheriffs dept. should always be involved.

**Public Forum**

None

- Trustee Moore motioned to adjourn 2<sup>nd</sup> by Trustee Holdeman
  - Adjourn 9:17pm

Swanecreek 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