

SWANCREEK TOWNSHIP  
BOARD OF TRUSTEE  
**REGULAR MEETING**  
Monday, June 6, 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

Fiscal Officer: Jo Stultz

Employees: Chris Lauch, Administrative Assistant

**GUESTS:** See Sign In Sheet. **Meeting Guest: None**

**132-16** Trustee Wiland motioned to approve the May 13, 2016 Special Minutes, 2<sup>nd</sup> by Trustee Holdeman

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

**133-16** Trustee Wiland motioned to approve the May 16, 2016 Regular Minutes, 2<sup>nd</sup> by Trustee Holdeman

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

Trustee Wiland referenced the discussion regarding ORC 505.20 at the May 16, 2016 meeting. He apologized for the explanation he gave. After looking into it further, ORC 505.20 allows the Trustees to place a levy on the ballot to fund drilling a well, not to allow the Trustees to tax a well.

**134-16** Trustee Wiland motioned to amend the discussion to reflect this clarification and not to proceed, 2<sup>nd</sup> by Trustee Kazmierczak

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

**135-16** Trustee Wiland motioned to approve the May 20, 2016 Special Minutes, 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 (F.O.):**

Josie had financial packets for the Trustees review.

- The Trustees reviewed and signed the reports and bank reconciliation for April.
- Signed Then & Now purchase order for D & P Equipment rental and Gerken Pavement.

Discussed bid packet figures. The figures do not match. Trustee Kazmierczak will talk to Mike Burkholder. Discussed project bids.

**New Business**

Discussed the purchase order for Ward. Gave Chris the revised Fiscal Officer certificate.

**136-16** Trustee Kazmierczak motioned to rescind Resolution #30-16 for Ward for \$49,326.50, 2<sup>nd</sup> by Trustee Holdeman

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

**137-16** Trustee Kazmierczak motioned to approve the 2016 seal coat program for \$47,290.85

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

**138-16** Trustee Kazmierczak motioned to approve the expenditures in the amount of \$19,013.82, 2<sup>nd</sup> by Trustee Holdeman

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

- Transfer funds from General Fund to Zoning Fund – Zoning Inspector wages:

**139-16** Trustee Wiland motioned to transfer funds from the General Fund to the Zoning Fund in the amount of \$10,300.00, 2<sup>nd</sup> by Trustee Holdeman

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

Discussed which fund account pays for ditch assessments and creating a sub fund. This will be paid out of the drainage fund.

Josie inquired about making a donation to the Corn Festival. The Trustees, as a public body, do not feel this is in best interest.

- OPERS meeting June 17, 2016 1:00 p.m.: Discussed educating employees. Trustee Kazmierczak will email the Maintenance employees and Walt Hallett and get back to Josie.
- Deferred Compensation: Josie has everyones signed form, except for Maintenance Department's.
- Direct Deposit: Talked to Farmers & Merchants Bank. There are approximately \$30-\$40 fees involved, per payroll. Discussed changing payroll to every two weeks, because it would be easier for Josie. Leave direct deposit on agenda. Discussed why the township switched from PNC. There we fees involved to do direct deposit.
- Previous F.O. printer: Dawn Wheatley offered to purchase it for \$75.00.

Matt Stout wants it. His old printer and another old printer will be put into the County auction.

**Old Business**

• Administration office slider window/security buzzer (Update): No update. Discussed Guardian Alarm camera system. Trustee Kazmierczak will discuss with Tina Whalen, Water District.

• OPWC (Update): Trustee Kazmierczak is going to talk to Mike Burkholder. Cannot start without a resolution and Fiscal Officer certificate.

- **Maintenance Employee Physicals (Update):** The maintenance employees will be required to get an annual physical. It is left up to the employee as to what type of physical they get. The results will not be given to the Trustees. A certificate of completion will be required and kept on township file. Chris will type up this policy with an employee signature required. Amend Employee Handbook.

Trustee Kazmierczak will let Matt know that they all need to obtain a physical for 2016.

**140-16** Trustee Kazmierczak motioned to require annual physicals, with certificate to be turned in by October 1<sup>st</sup> of each year, 2<sup>nd</sup> by Trustee Holdeman

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

**Zoning**

- Chris reported that Walt Hallett has sent cases to the Fulton County Prosecutor’s office for compliance. Trustee Kazmierczak would like better communication from the Zoning Inspector. He would like the Trustees to meet again with him.

**Fire/Rescue**

- None

**Cemetery**

- Columbarium/pavers (Update): No update.
- Deeds: Larry Baumgartner – Swanton Cemetery & Nancy Clingaman – Raker Cemetery
- Fence (Update): The local representative from Paige Lynn has a call into the corporate office. If the Trustee do not hear back, they will send a letter.

Trustee Kazmierczak will be attending the Planning & Zoning meeting at the Village of Swanton at 6:30 p.m. to see if they were required to build a fence when the subdivision was built.

- Discussed property lines. Joe Finicle will be out in the next few weeks to take a look at the issue.

**Maintenance**

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**Employee Reports:**

Chris Lauch, Administrative Assistant: Baun footer discussed. Chris referred the attorney to Matt Stout and Scott Haselman. She will send Scott all of the information.

Discussed a public records request that incurred copy fees. Discussed the Public Records Policy Article 2.2A, and requiring paper media to be given. Chris will try to email the large files and make copies if it does not work. She will refer Article 2.2A to Scott Haselman for clarity.

**Trustee Meeting Reports**

- **Trustee Holdeman:**
- **Trustee Kazmierczak:** Attended a meeting with the Mayor and Administrator of the Village of Swanton. Received a summary from the Fulton County Auditor with figures of revenue the township will lose if the villages leave the township. Trustee Wiland stated the conforming boundary revenue loss will need to be made up.

Discussed the traffic study on Co. Rd. 2. The study has inconsistencies. It does not qualify for a traffic signal, it does qualify for a left turn lane East to West. Rosanna, Swanton Village Administrator will handle it with Proudfoot and Mike Stormer, ODOT.

Swanecreek Township is in the top 100 in the State of Ohio for crashes.

- **Trustee Wiland:** Inquired why there is no incident reports being filled out. There was a tombstone incident that has no report. Trustee Kazmierczak will talk to Matt Stout.

Inquired about fuel, electric and propane reports that use to be done to track usage.

Inquired about Co. Rd. 4-1 Junk Motor violation. Chris sent the violation pictures and information to Luke Jones. Trustee Holdeman signed the court papers.

Discussed the invoice for TriCounty Block. Discussed why there is no Engineer recommendation for Winding Way.

He received a letter from OPERS stating they need a form that he went back to work. Josie will look into.

Discussed a person helping with zoning; non-conforming certificates. Tena Bastain offered to volunteer.

Chris is to send her a letter to meet with the Trustees.

- **Public Forum - Pipelines or Water Line Project:** None

Trustee Holdeman motioned to adjourn, 2<sup>nd</sup> by Trustee Kazmierczak: Adjourned at 8:43

**Swanecreek Township Board of Trustees**

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**Attest:** Jo Stultz, Fiscal Officer  
 Swanecreek Township June 20, 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