

SWANCREEK TOWNSHIP
SPECIAL AND REGULAR BOARD OF TRUSTEE MEETING
Monday, November 2, 2020

Chairman Weigel called the Special Board of Trustee meeting to order at 6:05 p.m.

192-20 Trustee Kazmierczak motioned to go into Executive Session to discuss discipline and compensation per O.R.C. 121.22 (G) (1) and purchase of land per O.R.C. 121.22 (G) (2) at 6:06 p.m., 2nd by Trustee Wilson.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea
Meeting adjourned

193-20 Trustee Kazmierczak motioned the meeting back into order at 6:56 p.m., 2nd by Trustee Wilson.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

194-20 Trustee Kazmierczak motioned to accept the easement offer from resident Green for the OPWC Project Round #34, 2nd by Trustee Wilson.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

195-20A Trustee Wilson motioned to give Administrative Assistant Ford a \$1.00 raise effective immediately, 2nd by Trustee Weigel. Discussion was had about duties that Ms. Ford has taken on and an adjustment in the raise amount. Trustee Wilson rescinded his motion.

195-20B Trustee Wilson motioned to give Administrative Assistant Ford a \$3.00 raise effective immediately, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

Chairman Weigel recessed the meeting until 7:00 p.m.

Chairman Weigel called the meeting to order at 7:06 p.m.

Prayer

Pledge of Allegiance

Roll call - Board of Trustees present: Travis Weigel-Chairman, Rick Kazmierczak- Trustee, Gene Wilson-Trustee

Fiscal Officer: Jo Stultz

Administrative Assistant- Tiffany Ford

Zoning Inspector- Natalie Pallitta

GUESTS: See Sign In Sheet

196-20 Trustee Kazmierczak motioned to accept the Regular Board of Trustee meeting minutes from 10-19-20, 2nd by Trustee Wilson.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

197-20 Trustee Kazmierczak motioned to approve expenditures in the amount of \$43,187.39, 2nd by Trustee Wilson.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

Special Guest: Becky Thatcher- Ms. Thatcher introduced herself to the Board and audience as a candidate for Fulton County Commission in tomorrow's election. She gave a history of her professional career, charities she is involved in, and that she has the time to dedicate to the job of Fulton County Commission if elected. She thanked the Board for the opportunity to speak.

Chairman Updates:

Chairman Weigel asked Trustee Kazmierczak to report on the following items:

Tree Trimming- Still in progress- Trees that were safety issues are complete and the rest will be finished determined by weather.

Chairman Updates (continued)

6735 Co. Rd. 2- The grass is filling in very well. Trustee Kazmierczak will ask Dan Carmean about the tree at the property line. The Board asked Administrative Assistant Ford to find out from Maintenance Supervisor Stout if stone was placed at the designated areas of the property.

Drainage Projects- Trustee Kazmierczak is sending Fulton County Engineer Creager bi-weekly emails reminding him of the need to get the requested information.

Update of County Road C between Roads 1 and 2- Maintenance is waiting to start this project until roadside mowing is done.

Road 2 south of Rd D-Update/Hampton property- No update

Comp Time Discussion- Trustee Kazmierczak advised Maintenance Supervisor Stout that comp time had only been approved by the Board for Township Clean-Up day. If employees work over they can either leave early at the end of the week or be paid overtime in the pay period it was earned. Maintenance Supervisor Stout will relay this to his team.

Cemetery Fence- Trustee Kazmierczak states the Township is waiting on Fulton County to survey Swanton Cemetery, but the fencing is purchased.

The Board discussed Maintenance projects for the upcoming week. It was decided to wait on seeding Mr. Etter's property until the ground settled.

Chairman Weigel informed the audience that Maintenance Supervisor Stout's son was having surgery this upcoming week and asked to keep the family in prayers.

Zoning:

Fee for Demolition- Zoning Inspector Pallitta proposed to the Board a fee for Demolition. She explained what was involved with a demolition and what the protocol was with the Health Department. Her recommendation was \$50.00. Trustee Kazmierczak asked her if this covered her time. She thought it did for most cases.

198-20 Trustee Kazmierczak motioned to add a Zoning fee of \$50.00 for Demolition Permit, 2nd by Trustee Weigel.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Nay

Fee Waiver- Zoning Inspector Pallitta asked the Board if she could waive fees due to hardships brought on by COVID19. The Board decided to keep the fees as they are and not waive them.

Desktop Computer- Zoning Inspector Pallitta requested a new desktop computer.

199-20 Trustee Kazmierczak motioned to approve the purchase of a desktop computer for Zoning, 2nd by Trustee Weigel.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

Public Forum:

Renee Walker from the audience asked the Board if a person was cremated were they required to be interred in the columbarium. The Board informed her no, that there could be up to four cremains placed in a cemetery plot.

Fiscal Officer:

None

New Business:

Administration Building Cleaning- Regular Basis- Administrative Assistant Ford informed the Board that she and Zoning Inspector Pallitta have been cleaning the Administrative building since Tina Whalen stepped down. She has gotten some quotes on having a professional company come in and clean and recommends Classy Cleaning. The company charges \$25.00 per hour and Administrative Assistant Ford feels 2 hours every other week would be needed.

200-20 Trustee Wilson motioned to hire Classy Cleaning at \$25.00 per hour, for two hours every other week, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

Kramer Property- approval and easement- Trustee Kazmierczak reported to the Board on the proposed lot split by Kramers and of the 8 inch tile and catch basin that is at the road. He recommends to the Board approval of the lot split with the provision that the Township receives an easement from the catch basin east to the ditch, over the tile.

201-20 Trustee Kazmierczak motioned to approve the lot split with the provision of easement to be given to Swancreek Township over the existing tile, 2nd by Trustee Wilson.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

Completion of Maumee Valley Planning Survey- Trustee Kazmierczak reported to the Board that there is a Swancreek Township resident who would like financial help with demolition. Every two years Fulton County Commissioners can award grant money from Maumee Valley Planning for such projects. For Swancreek to be eligible for this a survey must be completed. He asked the Board if he and Zoning Inspector Pallitta could fill out the survey and attend the Commissioner's meeting on November 16th. The Board has no objections.

Creation of Donation Policy- Trustee Kazmierczak would like a policy in place on how Swancreek Township would accept donations. Discussion was had about protocol.

202-20 Trustee Kazmierczak motioned to create a Donation Policy for Swancreek Township, 2nd by Trustee Weigel.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea
The Board will have Administrative Assistant Ford create the document.

203-20 Trustee Kazmierczak motioned to accept a desk from the Scott Haselman family for use in the Maintenance building, 2nd by Trustee Wilson.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

Procedures on work-orders- Administrative Assistant Ford addressed the Board on how they wanted Maintenance Work orders to be handled in the future. She gave a history on how it has changed. Trustee Weigel would like to be informed in the beginning, not just at completion. Administrative Assistant Ford informed the Board she has created a checklist spreadsheet that can be used.

204-20 Trustee Kazmierczak motioned to adopt the checklist spreadsheet for Maintenance Work orders for the Township's Policies and Procedure Handbook, 2nd by Trustee Weigel.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wilson-Yea

Unfinished Business:

COVID19-Cares Act Funding- The Board went through all the proposed purchases. Approved all but decided to wait on truck for Zoning until next meeting and not to pursue the radio equipment. Trustee Kazmierczak talked with Fulton County Auditor Brett Kolb about donating to Providence with CARES Act funding since they were in Lucas County. Auditor Kolb informed Trustee Kazmierczak that it was an acceptable donation. It was decided to reimburse Providence Fire Department for payroll in the amount of \$2,325.78 and turn out gear in the amount of \$20,701.75. Fiscal Officer Stultz informed the Board that Delta Community Fire Chief Smith had sent an email to York and Fulton Township asking for help on turnout gear. He gave a breakdown on the cost on what they were hoping to purchase and the number of members they would need to outfit. Trustee Kazmierczak asked Fiscal Officer Stultz to contact both Fiscal Officer Miller of York and Szabo of Fulton Township to see what they were going to do as well. Fiscal Officer Stultz asked Swanton Fire Chief Tony Schaffer if they were in need of any equipment and that if so the Board needed to know what immediately due to deadlines. The Board will need to discuss Cares Act Funding distribution again prior to the deadline.

Unfinished Business (continued)

OPWC Update Road C- Trustee Kazmierczak referenced the email sent to the Board on using rock to shore up where the abandoned ditch setback was to be. After discussion the Board decided not to add the additional rock work.

Fire/Rescue:

Levy Discussion with Village of Swanton/Fulton Township- No Updates

Providence Fire and Rescue Contract- Trustee Kazmierczak asked Chief Triggs who was in the audience for some more time before making a decision since the Board is awaiting a decision on EMS Levy from Fulton County Commissioners.

Delta Community Fire & Rescue Request- Discussed above

Cemetery:

Chamberlin Issue- The Board decided to stay with their original decision on the land swap. Trustee Kazmierczak will inform Fulton County Prosecutor Haselman of the decision.

1 deed signed

Inurnment Limit per grave- Discussion postponed

Special Guest: Swanton Fire Department Chief Tony Schaffer gave a report on Swanton Fire Department. He stated that EMS negotiation are still going on.

Trustee Kazmierczak gave a copy to the Board of a letter he received from Village of Swanton Mayor Neil Toeppe asking for a meeting to discuss the countywide EMS levy. It asks for contact information of the individuals that will represent our entity. Trustee Kazmierczak feels that all of the elected officials should attend.

Trustee Reports: None

Chairman Weigel called for a motion to adjourn. Richard Etter from the audience asked about the fence for Swanton Cemetery and his property. Trustee Kazmierczak stated that the fencing had been purchased and we were waiting on the survey. Mr. Etter informed the Board that it had been done. Mr. Etter told the Board he was meeting with the fence installation company next week. We would like to get with the Board so that he could his portion of \$6500.00 for the fence so he could pay them in full. The Board informed Mr. Etter that the Resolution for fencing not to exceed \$6500.00 passed at the last Board meeting was for the entire fence. The Board had agreed to reimburse Mr. Etter for what the cost of the split rail fencing would have been going across his property to help him offset the vinyl fencing he was putting up. Mr. Etter disagrees. Trustee Kazmierczak told him the Township would provide him with a copy of the audio from that meeting. Mr. Etter referenced the survey just done and that his property line extended into what was being used as Swanton Cemetery. Depending on what happened with the fence could determine what happens with the property.

Trustee Kazmierczak motioned to adjourn at 9:08 p.m., 2nd by Trustee Weigel


Attest: Jo Stultz, Fiscal Officer
Swancreek Township
November 16, 2020

Swancreek Township Board of Trustees


Trustee Travis Weigel, Chairman

Trustee Rick Kazmierczak

Trustee Gene Wilson