

SWANCREEK TOWNSHIP
REGULAR BOARD OF TRUSTEE MEETING
Monday February 1, 2021

Chairman Wilson called the meeting to order at 7:04 p.m.
Pledge of Allegiance

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

Fiscal Officer: Jo Stultz

Zoning Inspector: Natalie Pallitta

Administrative Assistant: Tiffany Ford

GUESTS: See Sign In Sheet

022-21 Trustee Kazmierczak motioned to accept the Regular Board of Trustee meeting minutes from 1-18-21, 2nd by Trustee Wilson.

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

023-21 Trustee Kazmierczak motioned to accept the Special Board of Trustee meeting minutes from 1-28-21, 2nd by Trustee Wilson.

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

024-21 Trustee Kazmierczak motioned to approve expenditures in the amount of \$10,889.73, 2nd by Trustee Weigel.

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

Chairman Updates:

Drainage Projects- The Board will ask Fulton County Engineer Hayley Dockery about future OPWC Funding and tying in Co. Rd. 2 into that.

Update on Co. Rd. C between Co. Rds. 1-2- start date- Trustee Wilson states that Maintenance was to start it last week but due to the weather and snowfall they didn't get to it.

Co. Rd. 2 south of Co. Rd. D-Hampton property-No update. Trustee Kazmierczak will call DGL tomorrow.

Upcoming Schedule-Maintenance- Trustee Wilson wanted to publicly thank Maintenance for the great job they did keeping the Township roads cleared of snow. He stated that the Township roads looked better than the County ones.

Road Checklist- Trustee Kazmierczak is willing to sit down with Maintenance Supervisor Stout and go through the worksheets. He will set up a meeting with him. The Board advised Fiscal Officer Stultz to send the Resolution for requested 2021 Road Maintenance estimates to Fulton County Engineer Mike Burkholder.

Trustee Weigel asked if Maintenance Supervisor Stout was going to start attending the Board of Trustee meetings to report on the Maintenance Department once a month. Trustee Kazmierczak doesn't think it's necessary unless there is something special that needs addressed.

Zoning:

Zoning Inspector Pallitta gave a report on Zoning activity since the last meeting. She is working on one complaint. Discussion was had about a citizen concern about a flag being flown with profanity on it. This is out of the realm of Zoning or the Township jurisdiction.

Zoning Inspector Pallitta also wants to publicly thank Maintenance for the great job they did keeping the roads cleared.

Discussion was had about identification for the Zoning Truck and for Zoning Inspector Pallitta. Administrative Assistant Ford states that the Township does not have the magnetic Zoning signs for the truck and that they don't stay on in the winter anyway.

Zoning (continued)

The Board would also like to see Zoning Inspector Pallitta to have an identification badge. They asked Fiscal Officer Stultz to reach out to Fulton County Township Association secretary Karen Miller to see if she has some suggestions on where to get one made.

Trustee Wilson received quotes from Maintenance Supervisor Stout for a light bar for the Zoning truck. Discussion was had and Trustee Kazmierczak requested that a decision would be tabled until the next Board of Trustee meeting.

Public Forum:

None

Fiscal Officer:

025-21 Trustee Kazmierczak motioned to approve all statements made below and to forward them to the Fulton County Engineers Office for OPWC Round #34, 2nd by Trustee Weigel:

Swan creek Township understands that there are two easements not yet signed and that the catch basin work at Sta. 37+24.5, Sta. 40+15 and Sta. 106+23 may not be able to be completed by the contractor if these easements are not signed.

Swan creek Township understands there will not be a 6' shoulder built on the project.

Swan creek Township is requesting the completion date will be September 3, 2021.

Swan creek Township understands the shoulder berm and driveway stone is to be limestone only.

Swan creek Township understands that each catch basin will have a 12" minimum sump.

Swan creek Township understands any milled asphalt material from Swancreek Road C shall be hauled to the Swancreek Township building located at 5565 County Road D.

Swan creek Township authorizes the Fulton County Engineer's Office to proceed with the bidding of the project.

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

New Business:

Digital Computer Back Up- Administrative Assistant Ford has done research for backing up the Township computers since EK Computer will no longer be offering that service. She has priced some companies that do it, but feels that the Township can do it internally and store the back up in the Fiscal Officer's fireproof safe.

026-21 Trustee Kazmierczak motioned for Administrative Assistant Ford to research and purchase an external backup system not to exceed \$400.00, 2nd by Trustee Wilson.

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

Charging the Water Board a set fee for utilities- Fiscal Officer Stultz states she was the one that wanted this added to the agenda. Instead of fluctuation prices on phone and internet services just have one set fee per month that encompasses everything. Trustee Kazmierczak is concerned over the hard feelings this could cause with the Water Board members. Trustee Wilson is willing to talk to the Water Board members individually and Trustee Kazmierczak is willing to go to a Water Board meeting.

Ad for Water Board member- The Board asked Administrative Assistant Ford to place an ad in the Liberty Center Press advertising for applications for the Water Board.

New Business (continued)

Spraying Guard Rails- Page Irrigation

027-20 Trustee Kazmierczak motioned to approve Page Irrigation proposal of \$420.00 per application for spraying Township guard rails, 2nd by Trustee Weigel.

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

Revisions to Employee Handbook- The Board went through the handbook and Trustee Kazmierczak documented the revisions. Administrative Assistant Ford states she has the cd to be able to do the revisions.

Trash Service Providers- Maintenance Supervisor Stout was to get the Board some quotes- Trustee Kazmierczak will have him get them to the Board.

Inventory- Insurance- Trustee Wilson will sit down with Maintenance Supervisor Stout and update the Inventory list for Beck Insurance-Ohio Plan.

Office Hours- Administrative Ford states since she was out with COVID, she is willing to stay on until the end of February to train Dawn Wheatley for the Administrative Assistant job.

Pod Bean Subscription- The Township recorder is broken. Administrative Assistant Ford will look for another one. Trustee Kazmierczak would like one that transcribes to help with the typing of the Board of Trustee minutes.

Unfinished Business:

OPWC Update- Road C- Trustee Wilson referenced the email that Fulton County Engineer Hayley Dockery just sent out stating that Phase 1 of the Township's OPWC project will be funded at 90%. Fiscal Officer Stultz question if that would change the funding for Phase 2. Trustee Kazmierczak questioned if the Township could just pay their portion instead of getting a loan for it. Fiscal Officer Stultz will contact Fulton County Engineer Dockery and ask her these questions.

Metalink Contract- Administrative Assistant Ford states that work with Metalink has already been started for the Township.

Fire/Rescue:

None

Cemetery:

Cemetery Fence- Trustee Wilson states Swanton Cemetery fence is complete.

Discussion was had about opening and closing fees for the Columbarium.

Maintenance Supervisor Stout and Administrative Assistant Ford had quotes for tree trimming in Swanton Cemetery for the Board to review.

028-20 Trustee Kazmierczak motioned to hire Amber & Stykemain Tree Service to remove 21 trees, haul wood, and grind stumps for \$5,800.00 providing the have proof of liability insurance, 2nd by Wilson.

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

Miscellaneous

029-21 Trustee Kazmierczak motioned to approve all of the revisions that were discussed and documented by himself in the existing handbook and for Administrative Assistant Ford to update Swancreek Township's Employee Handbook to reflect those revisions, 2nd by Trustee Wilson.

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

Miscellaneous (continued)

030-21 Trustee Kazmierczak motioned to approve Page Irrigation proposal of monthly spraying the Township parking lot and Administration building for \$50.00 per application, 2nd by Trustee Wilson.


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

Trustee Weigel motioned to adjourn at 8:36 p.m., 2nd by Trustee Wilson


Attest: Jo Stultz, Fiscal Officer
Swancreek Township
February 15, 2021

Swancreek Township Board of Trustees


Trustee Gene Wilson, Chairman

Trustee Rick Kazmierczak, Vice Chairman

Trustee Travis Weigel