

**SWANCREEK TOWNSHIP
SPECIAL AND
REGULAR BOARD OF TRUSTEE MEETING
Monday Oct 18, 2021**

Chairman Wilson called the meeting to order at 6:00 p.m.

Roll call - Board of Trustees present: Gene Wilson- Chairman, Rick Kazmierczak Vice Chairman, Travis Weigel, Trustee
Fiscal Officer: Jo Stultz
Administrator: Dawn Wheatley
GUESTS: See Sign In Sheet

Discussed 2022 Appropriations for the General Fund

Chairman Wilson recessed the meeting around 6:50 p.m.

Chairman Wilson called the meeting back to order at 7:00 p.m.
Pledge of Allegiance

159-21 Trustee Weigel motioned to accept the Special and Regular Board of Trustee meeting minutes from 10-4-21, 2nd by Trustee Kazmierczak.

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

160-21 Trustee Kazmierczak motioned to approve expenditures in the amount of \$58,658.31, 2nd by Trustee Wilson.

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

Special Guest: Deputy Sheriff Kevin Bogner reported on activity in the Township from Aug 2-Oct 18, 2021. While they had 174 calls for Swancreek Township the numbers are down. Trustee Kazmierczak asked for additional enforcement on Co. Rd. C now that the road work is complete.

Zoning: Zoning Inspector Wylie reported on the upcoming variances. She also approved of the proposed lot splits and asked the Board if they had any objections, which they did not. Administrator Wheatley will contact Regional Planning and let them know of the Board's approval.

There are 20 revised Zoning books at Tomahawk printing. A copy is also on the Township's website online. If people request a hard copy the Township will charge the normal fee of a Public Record's request.

Administrator Updates:

Administrator Wheatley reported on the continuing education course that Maintenance recently completed on trench box safety. She has a quote for a new trench box for the Township and is applying for a grant through Bureau of Worker's Compensation that will pay \$4.00 to every \$1.00 the Township spends on a trench box.

Swancreek Water Board has asked that the Township has an extension for them on the Township phone line- the Board has no problem with this.

The Board asked Administrator Wheatley to research a company to clean up the phone wiring and outlets.

Ongoing Projects-

General: No Updates

Cemetery: No Updates

Employee:

Employee Handbook- No Updates

Board Reappointment- No Responses from Water District Members

Administrative Updates (continued)

Employee- Board Reappointments (continued)

161-21 Trustee Kazmierczak motioned to reappoint April Welch to Swancreek Township's Zoning Commission, 2nd by Trustee Wilson.

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

Employee Evaluations: Administrator Wheatley has put together an evaluation form and will sit in on Maintenance Supervisor Stout's evaluations of employees. She will give the Board evaluation forms for the Administrator and Zoning Inspector's evaluations. For Maintenance Supervisor Stout's evaluation the Board Chairman will sit in on Administrator Wheatley's review of him. Administrator Wheatley will set up dates for all of these.

Road/Maintenance:

Rainbow Drive: No Updates

Equipment:

Durapatcher- No Update

Harley Rake- Administrator Wheatley feels this is something that would benefit Maintenance and the Township and it would fit on the John Deere.

Gate Dividing the front from the back of Township lot: No decisions made

06 F350 and Lawn Mower- Administrator Wheatley would like to sell both of these with sealed bids.

162-21 Trustee Kazmierczak motioned to sell the '06 F350 effective immediately with sealed bids, 2nd by Trustee Wilson.

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

163-21 Trustee Kazmierczak motioned to sell the lawn mower effective immediately with sealed bids, 2nd by Trustee Wilson.

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

Inventory: Administrator Wheatley gave an updated list to the Township's insurance Carrier

2022 Potential Updates- No Updates

Ground/Maintenance:

Security Lights- No Updates

Building- Options- No Updates

Grants:

ARP Monies- Administrator Wheatley contacted Fulton County Prosecutor Haselman for guidance on using the ARP money for the Co. Rd. 2 Project- he advised her to just follow the guidelines.

ODOT Grant- Administrator Wheatley thinks that the Township may possibly be able to use OPWC and ARP for the Co. Rd. 4 and Co. Rd. 2 projects.

Salt Contract- The Township received a contract from Morton, but is going to check and make sure we have a submitted and approved contract with ODOT.

Public Forum: None

Fiscal Officer:

Fiscal Officer Stultz is recommending that the Zoning Inspector has her own credit card for Zoning expenses.

164-21 Trustee Kazmierczak motioned to approve a credit card with a \$1,000 limit for Zoning, 2nd by Trustee Wilson.

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

Fiscal Officer Stultz reports that the monies appropriated for wages in the Cemetery Fund are depleted and she would like to reallocate \$10,000 from Improvement of Sights in the same fund.

165-21 Trustee Kazmierczak motioned to reallocate \$10,000 from Improvement of Sights in the Cemetery fund into Salaries, 2nd by Trustee Wilson.

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

Fiscal Officer (continued)

Trustee Kazmierczak wants Administrator Wheatley to have her own credit card.

166-21 Trustee Kazmierczak motioned to approve a credit card with a \$5,000 limit for Administrator Wheatley, 2nd by Trustee Wilson.

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

New Business:

Jason Bradford presented the renewal for the Township's medical insurance. There is a 26% increase. He presented the Board with 4 options with the same carrier. Trustee Weigel asked him to have the employees complete Form Fire and put the Township's insurance out for bid. Jason will meet this Friday with the employees to complete the Form Fire.

Unfinished Business:

OPWC update: Per Ward's representative they state they didn't damage the mailbox in question and moving mailboxes is not listed on the bid.

Fiscal Office Stultz informed the Board that Fulton County Engineer Hayley Dockery states the OPWC Co. Rd. C project is complete and she sent the final payment amount of \$152,713.05. The Board approved the payment.

Water District Request: No Update

Fire/Rescue:

Advisory Board will meet this upcoming Wednesday and start preparing for updating Fire contract.

Cemetery:

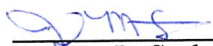
1 Deed signed

Swanton Cemetery Driveway Approaches- Not started yet.

Discussion about Columbarium Sign

Trustee Kazmierczak has asked Pete Carr from Soil and Water to ask their Board to plant arborvitae at Raker Cemetery as their one grant project. Soil and Water have their Board meeting this evening.

Trustee Kazmierczak motioned to adjourn at 8:08 p.m., 2nd by Trustee Weigel



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

Swancreek Township Board of Trustees



Trustee Gene Wilson, Chairman



Trustee Rick Kazmierczak, Vice Chairman

Trustee Travis Weigel