

**SWANCREEK TOWNSHIP
REGULAR BOARD OF TRUSTEE MEETING
Monday April 17, 2023**

Chairman Wilson called the meeting to order at 7:00 p.m.

Board of Trustees present: - Gene Wilson-Chairman, Brian Meyer-Vice Chairman, Rick Kazmierczak-Trustee

Fiscal Officer: Jo Stultz_Absent

Administrator- Dawn Wheatley

Zoning Inspector: Lisa Wylie

Maintenance Employee: James Ehram

GUESTS: See Sign in Sheet

056-23 Trustee Kazmierczak motioned to accept the Regular Board of Trustee meeting minutes from 3-20-23 and Special Board of Trustee Meeting from 04-13-23, 2nd by Trustee Meyer.

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

057-23 Trustee Kazmierczak motioned to approve expenditures in the amount of \$66,307.32 2nd by Trustee Meyer.

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

Zoning:

Zoning Inspector Lisa Wylie gave her report. She discussed a concern that came in regarding junk motors in the unzoned area. The Trustees said that they take care of that. It would fall under O.R.C. 505.871. Dawn is to give the concern when it comes to the Trustees then they will discuss it at a meeting. Lisa does not need to do anything about this.

Public Forum:

Resident Renee Walker of Road 3 commended the maintenance department on how she sees things being done in the Township.

A resident had asked a Trustee if they would be allowed to borrow the Township backhoe to fix their drainage. This is not an option. If it is a Township drainage issue the Township will evaluate the issue and come up with a fix if needed. The area in question is already on the list to be done on road 1 so they will just need to be patient.

Administrator Wheatley informed the Trustees that the live stream is not showing up on YouTube. She asked Delray to post that we are having technical difficulties. The Trustees asked her to get prices on different internet options.

Fiscal Officer:

058-23 Trustee Kazmierczak motioned to accept voided warrants #36519 and #36445 2nd by Trustee Meyer.

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

Maintenance:

Dawn will get James the letter she sent to Mr. Blain regarding the site issue at the stop sign North bound on road 5 at road C. They will work on another letter to see what can be done to correct the issue.

Discussed crack seal.

Discussed the berm box.

059-23 Trustee Kazmierczak motioned to approve the purchase of a berm conveyor in the amount of \$8,876.28, 2nd by Trustee Wilson.

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

Discussed a track machine (skid Steerer) will put on the agenda for next regular meeting when Josie is here.

The guardrail quote was reviewed.

060-23 Trustee Kazmierczak motioned to approve the guardrail work to be done by Great Lakes in the amount of \$3,600.00, 2nd by Trustee Meyer.

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

Maintenance proposed instead of pouring a whole row of ribbons in Swanton Cemetery that they pour 2 ribbons at Swanton 1 at Shiloh and 1 at Raker. James and Administrator Wheatley discussed this and feel it would aid in selling the graves as well as help when it comes to foundation pouring.

061-23 Trustee Kazmierczak motioned to approve the pouring of 2 foundation ribbons in Swanton Cemetery as well as 1 ribbon each in Raker and Shiloh Cemeteries, 2nd by Trustee Wilson.

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

James spoke to BJ at the County, and they will be hydroseeding specific areas for the Township and then will bill us for it. This should alleviate the need for reseeding, and we will not have to straw it.

Maintenance is painting railroad crossings on the pavement of the roads that needed it.

They are putting chevron signs up at the curves on Road 4-1 between roads B and C

The Homewood Park area that maintenance cleared out is looking nice. This will help with projects

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on that side of the Township.

We received the cutter heads for the vac truck. Just waiting on the part. They said it is in route way.

James spoke with BGSU regarding an intern to locate catch basin in iWorq. If we pay 14.00/hr. for 8 weeks, it will cost us around \$4,000.00. Just need to put a job listing together and post it with them.

They discussed the possibility of a part time maintenance person that would shadow Tom Tober to learn the cemetery mowing routine.

Maintenance has been busy, did berming at some of the intersections and have cut some road edges to allow better drainage. Plan to berm an area of road 2 between road A and B next.

They were able to drain the standing water on road 5-1 between C and D. The County has surveyed the area so they can get an estimate for the drainage project.

They discussed OPWC and road 2. The Trustees asked James what area he would start with. He replied with Road 2 between Roads D and F.

The Trustees asked James to look at Road C ditch by the Jennings farm to see what could be done. James also mentioned another area that could use work on road C.

With the bid coming in under the estimate the Trustees decided to chip and fog seal another mile of road.

062-23 Trustee Kazmierczak motioned to add Road 4 between Roads C and D to the 2023 chip and fog seal project with Center and Edge Lines 2nd by Trustee Meyer.

Roll Call: Trustee Meyer – Yea, Trustee Wilson – Yea, Trustee Kazmierczak – Yea.

063-23 Trustee Kazmierczak motioned to participate in the ODOT Road Salt contract to be awarded in 2023 and sign the supplied resolution 2nd by Trustee Wilson.

Roll Call: Trustee Meyer – Yea, Trustee Wilson – Yea, Trustee Kazmierczak – Yea.

James stated how outstanding Blake and Damon have been working on things and knocking them off the list.

They discussed the spending limit for maintenance and asked for it to be added to the 5-1-23 Agenda.

James will take the maintenance department out when road 4-1 is being chip and fog sealed so they can learn how to supervise a project following it from start to finish.

064-23 Trustee Kazmierczak motioned to have a working meeting at 12:00pm on the Thursday of the week between each regular meeting week, 2nd by Trustee Meyer.

Roll Call: Trustee Meyer – Yea, Trustee Wilson – Yea, Trustee Kazmierczak – Yea.

The dates are as follows.

05-11-2023, 06-15- 2023, 07-13-2023, 08-17-2023, 09-14-2023, 10-12-2023, 11-16-2023, 12-14-2023

This will be posted in the Liberty Press and on the Township website as well as the Township Building Bulletin Board.

The dumpsters for cleanup week will be delivered on Tuesday 04-25-23. Clean up week starts 04-26-23.

Administrator:

The Township is switching phone service. It will save 23.40 a month. Will not see the savings until into 2nd year because of installation cost.

Discussed the streaming not working and the reason being that in the evening it is peak time and so the upload speed slows down considerably. Dawn is to get pricing.

Jeff Crissenberry will be on the Agenda for the May 15th meeting.

New Business:

Mr. Scott Hess (Mobile Home Park on road 5-2 North of Airport Hwy has requested temporary parking on the roadside while the parking lot is paved. Dawn spoke with the County Engineer, and he stated they had no issue we would just need to make a resolution to allow and send it to them and the County Sheriff. He suggested giving them extra days in case the weather does not cooperate.

065-23 Trustee Kazmierczak motioned to give temporary permission to park along road 5-2 north of Airport Hwy. starting Wednesday 04-19-23 until Monday 05-01-2023 to allow the mobile home park to have their parking lot paved 2nd by Trustee Meyer.

Roll Call: Trustee Meyer- Yea, Trustee Wilson – Yea, Trustee Kazmierczak – Yea.

Dawn will send the letter to the County engineer and to the Sheriffs Dept. Tuesday.

Discussion was had regarding bicyclists on the trail running the stop signs at the roads.

A voluntary annexation notice was received. The Trustees discussed it and had no issue with the request.

066-23 Trustee Kazmierczak motioned to not oppose the annexation request from Mr. and Mrs. McCaw owners of petitioned parcel # 26-050328-00.000 2nd by Trustee Wilson.

Roll Call: Trustee Meyer – Yea, Trustee Wilson – Yea, Trustee Kazmierczak – Yea.

Dawn will send a letter to Swanton Village Solicitor informing them that the Township is not opposing it.

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Fire/Rescue:

Discussion was had about Fire coverage and the levy. They will discuss it more when Josie is here.
Discussed need for looking at the land purchase for a potential department or substation.

Cemetery:

Discussed that the Cemeteries do not generate enough income to be able to maintain them in a consistent manner as well as the normal day to day.

Reviewed the cemetery stats for March there was 1 full and 1 cremation burial in Swanton Cemetery and 3 sales in Swanton 1 in Raker Cemetery.

Unfinished Business:

Clean Up Day- Starts 04-26-2023.

Road 6-3 Drainage Petition- next meeting is in August.

The washouts were fixed.

Road Surfacing or Drainage Projects-

Road 4 bid came in at \$273,793.85.

The Chip and Fog Seal Bid came in at \$60,493.81.

Policy and or form changes/updates

The Trustees discussed PTO and will wait until Josie is back. They asked that a motion be put on the agenda to give a new hire 40hrs if they are hired PTO if hired in quarter 1 of the year, 30hrs if hired in quarter 2, 20hrs if hired in quarter 3 and 10 hours if hired in the 4th quarter. It would be given after the 90-day probationary period.

The tile and catch basin policy was discussed as well as the permit to occupy road right of way. Dawn and James are putting something together to coincide with what the County does. There will not be any forced water allowed to be put into Township tiles. It will have to be gravity fed with restrictions on who does it and how it is fed into the tile. For example, the homeowner will need to pay for a catch basin to be installed by Township employees and then it will have a tile that will be gravity fed into the Township tile. The cost will be \$1,000.00 for this.

They discussed the zoning and BZA Board training policy. They mentioned they would like to send 1 from each but possibly up to 2 from each depending on the logistics. Dawn to get with Josie to put a motion for May 1st meeting together to allow covering 2 rooms up to 4 board members to go to OTA.

The maintenance storage building was discussed. The Maintenance Dept. staked out layouts for the Trustees to review. Discussed the price cutoffs for bidding and Cooperative purchasing. The first thing needed will be to get prints. Gene will talk to Mike Row.

Land Use Plan- Trustee Kazmierczak would like the Board to send him thoughts on Land Use plans- he thinks there may be a possibility of getting grant money for this. Renee Walker spoke to someone at the OTA conference and will get Rick their information.

067-23 Trustee Kazmierczak motioned to give a \$1.00 per hour raise to Blake Parker and James Ehram retractive to 04-10-2023 as per suggested by Fiscal Officer Stultz 2nd by Trustee Wilson.


Roll Call: Trustee Meyer – Yea, Trustee Wilson – Yea, Trustee Kazmierczak – Yea.

068-23 Trustee Kazmierczak motioned to extend the Administrators position to 05-08-2023 to give them time to put the job description together 2nd by Trustee Wilson.

Roll Call: Trustee Meyer – Yea, Trustee Wilson – Yea, Trustee Kazmierczak – Yea.

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

Swan creek Township Board of Trustees


Attest: Jo Stultz, Fiscal Officer
Swan creek Township
May 1, 2023


Trustee Gene Wilson, Chairman


Trustee- Brian Meyer, Vice Chairman


Trustee Rick Kazmierczak

