

SWANCREEK TOWNSHIP
REGULAR BOARD OF TRUSTEE MEETING
Monday September 9, 2024

Chairman Meyer called the Regular Board of Trustees meeting to order at 7:00 p.m.
Board of Trustees present: - Brian Meyer-Chairman, Rick Kazmierczak-Vice Chairman, Marvin Green- Trustee
Fiscal Officer: Jo Stultz Absent
Employees: Crew Chief James Ehram, Zoning Inspector Lisa Wylie, Office Manager Dawn Wheatley

100-24 Trustee Kazmierczak motioned to accept the Special and Regular Board of Trustee meeting minutes from 8-12-24, 2nd by Trustee Green.

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

101-24 Trustee Kazmierczak motioned to approve expenditures in the amount of \$149,303.80, 2nd by Trustee Green.

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

Zoning:

Zoning Inspector Wylie gave her report.

Zoning Inspector Wylie also stated that there have been resident calls asking for an update or the status of blight issues. Lisa asked the Board where they were on the blight issues she gave them to act on. Trustee Kazmierczak stated that they haven't moved on them and that it should go on next month's agenda.

The next Zoning Commission meeting is 08-25-2024 at 6:00pm. This is not the usual date, so Lisa has notified Delray to post it on the web and social media.

Public Forum:

None

Fiscal Officer:

102-24 Trustee Kazmierczak motioned to void warrant #37112, 2nd by Trustee Green.

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

The Board approved having the Board of Elections use the Township's Administrative Building for the Election November 5th. The maintenance department will open the building.

The iWorQ annual fee will be paid half out of the Road & Bridge repairs and maintenance fund 2031-330-323-0000 and half out of the General Other fund designated for IT 1000-190-599-0019.

Maintenance Report:

Crew Chief Ehram reviewed the maintenance budget and said that they will be carrying over at least \$150,000.00 into 2025.

Maintenance has worked on the drainage along road 2 south of D. They repaired or replaced the tile from the basin to the fire hydrant and flushed everything out. Trustee Kazmierczak spoke to a State Forest representative (Don) regarding their tree roots causing the blockage in the tile. Don said he would kick it up to the powers that be but, it is highly unlikely they will pay for any of it.

All road chip and fog seal have been completed.

Maintenance is trying to reach out to the Doule property on road C with no reply so they will back fill int the area they left for the property owner.

A Hope to get a basin installed in the right of way in front of the Arnos property on road I. The plan is to split the space between to allow for easier clean out.

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Maintenance has been mowing roadsides, but it has only been one pass with the smaller tractor because we haven't borrowed a larger one. Trees are still being trimmed back and we have been able to get a few tiles cleaned out.

The 2007 Chevy pick-up needs replacing. The floor is rusting out, it is losing water, and the key takes fines to get it to turn. The Trustees said not to use it if not needed and maybe look at purchasing one next year. A question was asked if it had to be new. James replied that they have looked at used ones, but nothing has met our needs in the price range we like. Josie had been looking at some vehicles none in the price range though.

103-24 Trustee Kazmierczak motioned to approve the Water District agreement for employee use with the addition of a clause allowing either party to end the agreement in writing 30 days prior to the termination date requested 2nd by Trustee Meyer.

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

James gave an FYI that the water district has found out that the EPA is requiring them to have the geolocation coordinates for each tap. That is over 400 customers. Tom had started before he was diagnosed. The maintenance department has been locating some using a metal detector but there is no rhyme or reason on where they were placed so it is a slow go. He located the taps in the subdivisions.

There was a discussion of a tap book that Tom kept with locations on it handwritten. Dawn W. mentioned that it sounds like the book that Dawn H. has with maps and notes drawn on the back stating so many paces from the oak tree and such. Trustee Kazmierczak mentioned that he suggested that Dawn H at the water District contact the EPA and let them know that the inspector that did all the work is in stage 4 cancer and that they will not be able to make the deadline, but they are working at getting the taps located as quick as possible considering the only person that knew locations is incapacitated and that she is new.

James mentioned there are quite a few maintenance items that need done on hydrants and valves as well.

James discussed the Water District shared services agreement for iWorQ and with it not being much maybe we should just eliminate it. Trustee Kazmierczak made a motion to eliminate the agreement. The question was asked of how much it is. It is \$385.00 of the \$6800.00 that they pay us annually then they pay the \$2,500.00 for their module directly to iWorQ annually. Office Manager Wheatley explained that the cost was figured by taking the percentage of water district customers in the Township by the core (Work Order Management) part of the system that was required this does not include the pavement analysis part of the iWorQ. This is an annual payment to be reviewed every November. Office manager Wheatley asked for a second to Trustee Kazmierczak's motion. There was none. Motion failed due to lack of a second.

James asked to set a budget meeting date to discuss next year's budget and not to forget that insurance renewal will be coming up. Discussion was had that a meeting by end of September should be had to get a good start on the details of each fund.

Office Manager Wheatley mentioned that if they are looking at shopping insurance and want different agents to get quotes it would be better to change them before the agent does all that work to get you quotes then you change it on them. Mrs. Walker asked why we had to change agents. Office Manager Wheatley stated that they were told that to get the other insurance agents to get quotes from insurance companies we had to change our agent of record. Mrs. Walker said that their insurance agent does not require that. She will contact her agent and give the Township the information.

Cemetery:

The Township was awarded a \$2500.00 grant from the State Department of Commerce to put in a new fence at Raker Cemetery.

Crew Chief Ehram stated he was waiting on the quotes for pouring the ribbons at the cemeteries.

Office Manager Wheatley spoke with Fiscal Officer Stultz about the excel sheets she has for the cemeteries. Mrs. Stultz stated we should have a printout of these, and Mrs. Wheatley agreed.

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When she went to print it out the amount of information was too big and would take like 160 sheets of tabloid sized paper just for Swanton Cemetery. Is this something we should do just once a year then? The Trustees asked if there was another way to store it. Dawn said it is on the One Drive, on the server and backed up by wasabi and an external drive that is swapped out weekly. We could put it on a thumb drive and keep it in the record room safe just as added security and it is at Josie's access if she needs it. The Trustees said we are backing it up already, correct? Dawn responded yes but this drive will only have the cemetery excel on it so it will be specifically for that alone. The decision is to put a flash drive in the records room safe with only the Cemetery Excell information on it.

There was discussion of the Chamberlain property next to Swanton Cemetery. Trustee Meyer received a call from Linda Chamberlain who said the property is now in her name and we are to stay off the property. Trustee Kazmierczak asked Trustee Meyer to ask her to send it in writing

New Business: None

Fire/Rescue:

Renee Walker, a member of the Swancreek Township's Fire Committee reported discussed some of the fire service concerns. She mentioned that Delta Fire said they raised the budget because they had to pay for the new truck. The Trustees said that Fire Chief Gillen stated that they got a grant to pay for that truck. The next Fire Committee meeting will be a Trustees Special meeting on 09-18-2024 with other area Township Trustees invited.

Unfinished Business: Nothing to discuss.

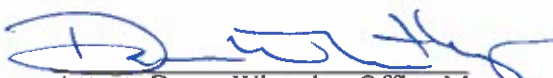
Elected Officials:

The Trustees will give Josie their certificates once they finish their training. Trustee Meyer mentioned he had one more section to finish.

Committee Meetings- Trustee Green stated that on 09-19-2024 at 6:30pm the Tri-County Farm Bureau will be having a meeting.


Trustee Meyer motioned to adjourn at 8:12 p.m., 2nd by Trustee Kazmierczak

Swancreek Township Board of Trustees


Attest: Dawn Wheatley Office Manager
Created Minutes On behalf of
Jo Stultz Fiscal Officer
Swancreek Township
October 4, 2024


Trustee Brian Meyer, Chairman


Trustee- Rick Kazmierczak, Vice Chairman


Trustee Marvin Green