

**SWANCREEK TOWNSHIP
REGULAR BOARD OF TRUSTEE MEETING
Monday May 5, 2025**

Chairman Meyer called the Regular meeting of the Board of Trustees to order at 7:00 p.m.

Board of Trustees present: Brian Meyer, Chairman, Marvin Green, Vice Chairman, Rick Kazmierczak, Trustee

Absent: Fiscal Officer - Jo Stultz, Zoning Inspector - Lisa Wylie

Present: Maintenance Crew Chief: James Ehram, Office Manager: Dawn Wheatley

Guests: See sign in sheet

051-25 Trustee Kazmierczak motioned to approve the Special/Regular Board of Trustee meeting minutes from 4-7-25, 2nd by Trustee Green.

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

052-25 Trustee Kazmierczak motioned to approve expenditures in the amount of \$169,715.96 2nd by Trustee Green.

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

Special Guest:

Deputy Lumbrezer reviewed April's report of incidents in Swancreek Township as well as gave a hard copy to the Trustees.

Representatives from NORTA (Rails to Trails) spoke to the Trustees about their plans to expand the parking area at the Fraker Mill Bridge to accommodate the extra visitors that use the trail. Crew Chief Ehram stated that the maintenance department has grindings to give them to aid with the expansion.

Zoning: None

Public Forum:

Mr. Lennox Mitchell, the township resident asked what the OTALA Certification that Fiscal Officer Stultz was receiving in Washington DC was. Trustee Kazmierczak explained that she had put in extra time and completed all the necessary training to receive the Ohio Township Association Leadership Academy certification. They had a ceremony in Washington DC that she was able to attend and receive recognition for her accomplishment.

Fiscal Officer:

While Fiscal Officer Stultz was not here Office Manager Wheatley presented the bank reconciliation and reports for the Trustees' review and signatures for her.

Crew Chief Ehram presented the requests for motions.

053-25 Trustee Meyer motioned to dispose of the attached list of records per the records retention schedule, 2nd by Trustee Kazmierczak.

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

054-25 Trustee Meyer motioned to dispose of a laptop that is no longer usable, 2nd by Trustee Kazmierczak.

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

Maintenance Report:

Crew Chief Ehram reported on what work has been accomplished and any work done since the last meeting. He also reviewed items that have been done per the agreement with the Water Board.

Road 2 will have closures between Road D North to the Bridge for the resurfacing part of the OPWC project and limited traffic between the Bridge and Road E for the mill and fill part. Once we have a start date we will have it placed on the webpage and social media.

Looking at possible sites for the salt building on the Township property.

The driveway/lawn permits that come in from the County could sit for over a month until a meeting. It was suggested to give the Crew Chief approval to sign them to allow a speedier turnaround for the residents.

055-25 Trustee Kazmierczak motioned to put a process in place that the Township Crew Chief can approve and sign as a representative the drive /lawn permits that come in after a 2-day email review to the Trustees considering any suggestions they submit, 2nd by Trustee Meyer.

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

The office manager will email the driveway/lawn permit to the Trustees and Crew Chief and after the 2 days have the Crew Chief sign after adding any changes or requirements and then the office manager will email it back to the County. Once the approved permit is sent back to the Township with the County Engineers signature it will be scanned/electronically filed and then given to the maintenance department clerk for filing.

056-25 Trustee Kazmierczak motioned to accept the seal coat application and fog seal application (improvement) bid amount of \$55,498.86 from Ward Construction Co. and authorize the Fulton County Engineer to proceed to complete the improvement, also to sign the joint resolution provided by the County Engineer’s office., 2nd by Trustee Myer.
Roll Call: Trustee Meyer -Yea, Trustee Wilson-Yea, Trustee Kazmierczak-Yea (Joint Resolution Attached)

057-25 Trustee Kazmierczak motioned to accept the reclamation and deep repairs milling, leveling and surface overlay (improvement) bid amount of \$626,377.25 from Gerken Paving Inc. and authorize the Fulton County Engineer to proceed to complete the improvement, also to sign the joint resolution provided by the County Engineer’s office., 2nd by Trustee Green.
Roll Call: Trustee Meyer -Yea, Trustee Wilson-Yea, Trustee Kazmierczak-Yea (Joint Resolution Attached)

Cemetery:

As of 05-05-25 50 Hours have been spent on entering Cemetery info into the UAN Software. Office Manager Wheatley is working on Section H of Swanton Cemetery but there has been on hold to the office painting, moves and organizing after the furnace installation.

The Year-to-Date Grave Status is as follows:

- i. **Sales: Grave:** Resident – 4 Non-Resident – 2 **Niche:** - Non-Resident - 0
Resident – 4
- ii. **Interments: Burial Full:** Resident – 1 Non-Resident - 6
- iii. **Interments: Burial: ½ Size or Cremains:** Resident – 0 Non-Resident – 1
- iv. **Entombment: Columbarium Niche:** – 2
- v. **Foundations Poured:** Foundation orders are in and maintenance will be forming and pouring this month.

New Business:

Trustee Kazmierczak inquired as to whether the employees received the answers to their questions at the meeting with the new AFLAC representative. Crew Chief Ehram was not at the meeting. Office Manager Wheatley stated that the new rep was informative and willing to answer any questions. She reviewed items that the employees asked about and made changes if needed. She will set a meeting closer to October renewal and gave us her contact information in case we have any questions before then. She also met with Fiscal Officer Stultz after the employees were done.

The land use grant that was discussed. Trustee Kazmierczak had forwarded an email from Jacob Barnes of Zoning Solutions’ proposal to create/update the Township comprehensive plan. It includes having him locate and apply for grants that will fund the project. Jacob feels with the last Township Comprehensive Plan being done in 1996 that our chances of receiving funding will be greater.

Office Manager Wheatley asked the Board to start looking at revamping the board appointment interview questions. She mentioned that they will be appointing more board members in the last quarter of this year and should have the new questions set. She mentioned that the employment interview questions need reviewed as well. She suggested that a list of questions should be set for each type of employment possibly by the department. The Trustees asked for it to be put on the June agenda.

The Trustees reviewed a proposed code of conduct policy by Fiscal Officer Stultz. Trustee Kazmierczak stated that is was very nicely done but we would need to take the ORC that pertains only to Water and Sewer Districts out if they plan to use it for all Board Appointments. It was suggested to also have a signature page stating the appointee received and agrees to follow the code set. After discussion the Trustee felt that it should be reviewed by legal counsel to verify they can require this of water board appointees since they have their own set of bylaws and requirements. Put under old business on the June agenda.

058-25 Trustee Kazmierczak motioned to have Township legal counsel review the Board Appointment Code of Conduct proposal to make sure it is permissible, 2nd by Trustee Myer.
Roll Call: Trustee Meyer -Yea, Trustee Wilson-Yea, Trustee Kazmierczak-Yea

The Trustees discussed having a trustee attend water board meetings occasionally to have an open communication. The trustees will decide among themselves who will attend what months and report back at a regular trustee meeting.

Trustee Green discussed with the water board members that were in the audience (Lennox Mitchell and Bob Gilbert) fire hydrants and the possibility of rebuilding some instead of replacing them. There was discussion of risk insurance claims and who would it fall under for example if maintenance broke something on a hydrant while working on it. Would it fall under the water district because the maintenance is doing the work under the agreement with the district?
Trustee Kazmierczak discussed a question from the water district’s last meeting regarding in an emergency would maintenance be there or would they say it would be after township hours. He assured them that in an emergency that they would be there. That is why they have the agreement. The employees would not be reprimanded for tending to a water emergency during township hours. Protecting infrastructure in the Township is priority no matter who’s it is. There was discussion with the water board members about some taps that are under the road from roads being widened. The Trustees feel there should be a protocol for the taps being marked during preliminary road quotes and plans for moving the taps so they can be accessed when needed.

Fire/Rescue:

Discussion was had about York's fire contract. The trustees will be attending York's regular meeting on 06-11-2025.

Unfinished Business:

HVAC- Installation of the 2 furnaces and AC units are finished We are waiting on the UV lights for the air cleaner. Once those are in the contractor will be back to install them.

Road 1 Bike Trail- No Update

Homewood Park- No Update

Following SB 56- No Update

Proof of Posting procedure was given to the Trustees for review.

059-25 Trustee Kazmierczak motioned to approve the Proof of Posting Procedure, 2nd by Trustee Green.

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

The Trustees signed a letter to Mr. & Mrs. Valderrama thanking them for meeting with them and cleaning up the junk motor vehicles.

Trustee Kazmierczak has been trying with no success to contact Mrs. Zappone regarding the junk yard on Airport Highway by Road 5-2 she is selling on land contract that has the fencing coming off causing a potential safety issue. We have no phone number for the man that is purchasing it.

The Township did not receive the OHRAAB Grant. They had an overwhelming response.

Elected Officials:

Public Records Training- Trustee Kazmierczak will do the training in the next few months.

Office Manager Wheatley spoke to Mr. Dan Chambers regarding the possibility of buying some property behind Shiloh Cemetery. He said he would think about it.

He then asked her for the Trustees position on solar fields. She told him that the Trustees had responded to a letter from the County Commissioners request for feedback on solar fields. and that the Trustees felt there was no good area to put solar fields in Swancreek Township. He said that one that was going to go in Henry County cannot go there because of the zoning and was afraid that Swancreek may get them. Ms. Wheatley told him that she did not know what the zoning in Swancreek Township allowed but he could contact the Zoning Inspector.

060-25 Trustee Kazmierczak motioned to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code 2nd by Trustee Meyer at 8:32pm.

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

Trustee Kazmierczak invited Lennox Mitchell and Bob Gilbert into the executive session.

061-25 Trustee Kazmierczak motioned to come out of executive session and into regular session at 9:04 p.m., 2nd by Trustee Meyer.

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

Trustee Kazmierczak spoke on behalf of the board stating that the Board of Trustees wishes to go on record as condemning the unprofessional and unacceptable behavior that was demonstrated by a member of the Water District Board of Trustees. That type of behavior will never be tolerated and will be dealt with in an appropriate manner.

Trustee Kazmierczak motioned to adjourn at 9:05 p.m., 2nd by Trustee Meyer

Swancreek Township Board of Trustees**Attest to signatures:**

Jo Stultz, Fiscal Officer
Swancreek Township
June 2nd, 2025,

Trustee Brian Meyer, Chairman

Trustee Marvin Green, Vice Chairman

Trustee Rick Kazmierczak

Minutes Created By:

Dawn Wheatley Office Manager
Swancreek Township
June 2nd, 2025