

**SWANCREEK TOWNSHIP
BOARD OF TRUSTEE
ORGANIZATIONAL MEETING
Tuesday, January 2, 2018**

Vice Chairman Wiland called the meeting to order at 8:00 a.m.

Prayer

Pledge of Allegiance

Roll call - Board of Trustees present: Phil Wiland Vice Chairman, Rick Kazmierczak- Trustee, Travis Weigel, Trustee

Fiscal Officer: Jo Stultz

GUESTS: See Sign In Sheet

Vice Chairman stepped down as Vice Chairman and turned the meeting over to Fiscal Officer Stultz.

001-18 Trustee Wiland motioned for Trustee Kazmierczak to be 2018 Chairman. Trustee Kazmierczak asked Trustee Wiland if he wanted to be Chairman as he was Vice Chairman in 2017. Trustee Wiland stated that no he did not want it as he has some things coming up this year. Trustee Weigel 2nd the motion.

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

002-18 Trustee Wiland motioned for Trust Weigel to be 2018 Vice Chairman, 2nd by Trustee Kazmierczak.

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

Trustee Wiland suggested that all the following motions, 2nds, and Roll Calls for the Resolutions be done at the end as one, the Board agreed to proceed that way.

Fiscal Officer Stultz presented the Board with Purchase Orders and Blanket Certificates to sign. Trustee Wiland asked Fiscal Officer Stultz to check on the Guardian Alarm Purchase Order in the amount of \$4,000.00 as he was sure the quarterly payment was around \$270.00. Fiscal Officer Stultz agreed with this statement and will check.

003-18 Approval of Temporary Revenues. Discussion was had about moving \$27,000.00 out of the General Fund into Zoning to make it solvent for 2018. Discussion was also had about moving \$17,000.00 out of the General Fund into Permissive Motor Vehicle License Tax for the possible purchase of a new vehicle.

004-18 Approval of Temporary Budget reflection the additions to Zoning and Permissive Motor Vehicle License Tax.

005-18 Approval of O.R.C. Sections 505.24 and 507.09 2018 Compensation recommendations to pay all elected officials monthly out of the General Fund.

006-18 Approval of I.R.S. mileage reimbursement of \$.54.5 recommendation.

007-18 Approval of meal reimbursements up to \$56.00 per day with paid receipt, alcohol not included.

008-18 Approval of allocating \$3,000.00 for elected official's training.

009-18 Approval of all employees and elected officials that choose to use the Township's Health Care package to pay 11% of the Premium costs.

010-18 Approval of renewal of State of Ohio Purchasing membership.

011-18 Approval of expenses for production and mailing of Township Newsletter. Discussion was had about asking Tomahawk Printing formatting our newsletters. Trustee Kazmierczak will ask them.

012-18 Approval of the Chairman of the Board be the Ohio Public Works Commission Representative. For 2018 it will be Chairman Kazmierczak. We will have on the 1-15-18 Agenda Round #32 and 2018 Road Construction deadlines for 2018.

013-18 Approval of Trustee Kazmierczak representing the Township on the Emergency Management Agency (E.M.A.) Board. Trustee Kazmierczak told the Board that funding was being cut for E.M.A. and that they were looking for a new director. Trustee Kazmierczak explained that we don't have to be members of E.M.A. but if we are not, we would have to create our own, and it is cheaper to pay the dues and be members. Fiscal Officer Stultz told the Board that she had not received an invoice from them yet. Trustee Kazmierczak states they have been sent out and he will ask for another one to be sent to the Township.

014-18 Approval of Trustee Wiland representing the Township on the Health Department Board.

015-18 Approval of Trustee Weigel representing the Township on the Regional Planning Board.

016-18 Approval of Trustee Kazmierczak being the Board's Records Retention Trustee. Fiscal Officer Stultz would like to work with Trustee Kazmierczak and go through the Township's files this year and bring them up to date.

Discussion was had about long term/short term planning for equipment. Trustee Kazmierczak had the inventory list with him and Trustee Wiland discussed planning and rotating equipment out. It was decided to discuss this more at the 1-15-18 Board of Trustee meeting.

Discussion was had about the need for a new Employee Handbook and how does the Board want to proceed with one. Trustee Kazmierczak will look at OTA to see if they have one. He would like to have this on the agenda for the first meeting in February.

Trustee Wiland asked if any more had been discussed about selling the Township's quonset hut to Ted Haselman. Trustee Kazmierczak states no.

Discussion was had about selling the 550 and single axle truck. Trustee Wiland states we can have a truck built to our specifications by Tom Riegsecker.

Trustee Kazmierczak gave the Board a list of free educational programs that Ohio Risk Plan provides. He would like to set up regular times to have these programs provided to the employees. He will contact Wendy Jaqua from Hylant Group to see about this.

Trustee Kazmierczak said that information that is placed in the "To Be Initialed" box will remain in there for 10 days. After that time it will be filed or if it has no administrative value it will be disposed of.

017-18 Trustee Kazmierczak motioned to go into Executive Session per to discuss the possibility of hiring an employee per O.R.C. 121.22 (G) (1) 2nd by Trustee Wiland.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wiland-Yea
Adjourned 9:12 a.m.

018-18 Trustee Kazmierczak called the meeting back in order at 10:44 a.m., 2nd by Trustee Wiland

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

019-18 Trustee Kazmierczak motioned to offer Suzanna Chandler a position at the Township Monday through Thursday 8-1 at \$12.50 per hour and Tiffany Ford a position at the Township Thursdays 12-4 and Fridays 8-4:30- at \$12.50 per hour, 2nd by Trustee Wiland.

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

020-18 Trustee Kazmierczak motioned to accept all the above Organizational Resolutions, 2nd by Trustee Wiland.

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

Items to be discussed at the January 15th Board of Trustees Meeting-

Salt Building- Design is still not done

Roads

Employee Evaluations and Compensation

Hiring of Cleaning Company for Township Building

021-18 Trustee Wiland motioned to obtain a legal opinion from the Fulton County Prosecutor on offering Part Time Employees health benefits, the right to waive benefits, seasonal employee's options, restructuring part time benefits, 2nd by Trustee Kazmierczak.

Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wiland-Yea
Trustee Kazmierczak will contact the Prosecutor's Office about this.

Trustee Kazmierczak motioned to adjourn, 2nd by Trustee Wiland: 10:49 a.m.

Swanecreek Township Board of Trustees

Attest: Jo Stultz, Fiscal Officer
Swanecreek Township
January 15, 2018

Trustee Rick Kazmierczak, Chairman

Trustee Travis Weigel, Vice Chairman

Trustee Phil Wiland