

**SWANCREEK TOWNSHIP
BOARD OF TRUSTEE MEETING
Monday, April 2, 2018**

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

Prayer

Pledge of Allegiance

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

Fiscal Officer: Jo Stultz

GUESTS: See Sign In Sheet

073-18 Trustee Weigel motioned to approve the minutes from the Regular Board of Trustee Meeting from 3-19-18, 2nd by Trustee Wiland.

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

074-18 Trustee Wiland motioned to approval of expenditures in the amount of \$41,055.54, 2nd by Trustee Weigel.

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

Public Forum:

Deputy Stillman from the Fulton County Sheriff's department introduced himself to the Board. The Sheriff's department is going to start to randomly attend the county's government meetings and answer any questions that might arise. The Board thanked him and told him that they welcome the visit.

Fiscal Officer:

Fiscal Officer Stultz presented the Board a copy of Verizon's invoice for Maintenance Supervisor Stout's cell phone. She was not sure what the Township's policy was on paying for new phones. Discussion was had about personal vs business use of the phone. Rebecca Clark from the audience states that she has called Maintenance Supervisor Stout numerous times.

075-18 Trustee Kazmierczak motioned to pay the total cost of Maintenance Supervisor Stout's cell phone invoice, 2nd by Trustee Wiland.

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

Fiscal Officer Stultz brought to the Board's attention that the Village of Swanton had a .25% resident income tax increase effective 1/1/18 which she didn't realize until she went to pay the 1st Quarter taxes. It effected herself and Maintenance Supervisor Stout. She has notified Maintenance Supervisor Stout, and the Village of Swanton. The error will be corrected on the pay dated 4/6/18.

New Business:

Trustee Kazmierczak brought up the email sent by Mike Burkholder of the Fulton County Engineers Office discussing the possible increase from .35 gallons per square yard bituminous material application to .40 gallons. Discussion was had about the additional cost (roughly \$1,000.00 an average mile).

076-18 Trustee Wiland motioned to keep Swancreek Township's application at .35 per square yard, 2nd by Trustee Kazmierczak.

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

Trustee Kazmierczak reminded the Board the Township Clean-Up day will be by May 19, 9:00 a.m. to 2:00 p.m. He will have the administrative assistants post it on the website and also advertise it in the Key Shopper's News.

Unfinished Business:

Employee Handbook- The Employee Handbook first draft is ready for review. Trustee Kazmierczak had copies for the entire Board and asked them to review it for corrections or additions. He also stated the Board may have to hold a Special Meeting with HR Systems, the creator of the document, to go over it.

Newsletter- Trustee Kazmierczak reminded the Board that the newsletter articles are now due. Trustee Weigel has his completed and Fiscal Officer Stultz will have hers done by Wednesday. Trustee Kazmierczak states that the new Administrative Assistants will have pictures and Bios for the newsletter as well. Trustee Wiland asked about possibly making a two page newsletter so that we could go to larger print.

Unfinished Business (Newsletter) continued

Trustee Kazmierczak can find out a price from Tomahawk Printing. Trustee Kazmierczak would like an article in the newsletter about Nexus' start date on the pipeline, and Trustee Wiland would like to see an article about the Fire Levy included. Discussion was had about possibly having a newsletter in the fall as well.

Fleet Update- Trustee Kazmierczak informed the Board that the tandem axle truck was not operational again due to an electrical problem. The Board is going to contact Palmer Truck to see if they are going to come and get the trucks we will be trading in or if we will need to deliver them.

Excavator- Trustee Kazmierczak had forwarded a quote of \$91,197.00 from Southeastern Equipment for a new excavator. Trustee Wiland questioned the employee's safety on the ditch work that needs to be done on County Road 2 since the Township doesn't have a protective trench box and the ditch is 14 feet deep. He suggested possibly bidding the job out. Trustee Weigel asked about financing for the excavator and Trustee Kazmierczak informed the Board it would be a Municipal Lease for 5 or 6 years with a \$1.00 buy-out at the end.

Website- Trustee Kazmierczak informed the Board that Charlie Turner is working on the website. Our Office Administrators are working on the history of Swancreek Township to be placed on it as well.

Ditch #2122 Update- The Commissioners have a hearing date of April 26th at 10:00 a.m. for Ditch #2122. The Fulton County Engineers Office will be sending out new assessments. Trustee Wiland asked what the township's portion was and Trustee Kazmierczak outlined the dimensions. Trustee Kazmierczak will contact Doug Keil to find out the name of the private contractor he is going to use.

Document Reader Update- None

Driveway Permit- Trustee Kazmierczak talked about Parker's driveway permit and limitations on moving them. Trustee Wiland asked if they were on two parcels and Trustee Kazmierczak states yes they are. Trustee Kazmierczak informed the Board that the township can specify which driveway the trucks can use. **077-18** Trustee Kazmierczak motioned to approve Robert Parker's permit for two driveways on County Road 5-1 with the understanding that the Fulton County Engineers Office will specify the haul route and the southern drive will be used to haul any materials from the site, 2nd by Trustee Wiland.

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

Fiscal Officer Stultz had the permit and the Trustees signed it.

Township Emails- Trustee Wiland still is unable to access his township email. He states he will have that functioning by May 1st.

Meller Ditch- Trustee Kazmierczak states the Village of Swanton has already done some brushing on their side of the ditch. The Village also has rocky fill that they are willing to donate to help with shoring up the sides. Trustee Wiland asked if the State was willing to help with the expenses and Trustee Kazmierczak informed the Board that the State doesn't want to have any involvement and Fulton County doesn't either. Fulton County's estimate for the ditch repair is approximately \$30,000.00. Trustee Wiland asked the Board if they would be setting a precedent if the Township helped with this. Trustee Kazmierczak feels that the Township should help but that the resident would need to pay for the labor. Trustee Wiland would like a legal opinion on this.

078-18 Trustee Kazmierczak motioned to ask the Fulton County Prosecutor if it was legal for the Township to do work, specifically ditch restoration, on private property with the owner's permission, 2nd by Trustee Wiland.

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

Zoning

Inspector Review- Trustee Kazmierczak reminded the Board the Zoning Inspector Hallett's review is April 6th at 8:45 a.m. Trustee Kazmierczak would like the Board to review the Employee Handbook at that time as well. Trustee Weigel asked about a written job description for the Zoning Inspector. Trustee Kazmierczak will compile it and asked the Board to have their suggestions to him by Thursday, April 5th.

Fire/Rescue

Trustee Kazmierczak asked Trustee Weigel if he would spearhead research on a possible substation in Swancreek Township. Trustee Weigel agreed to this. Trustee Wiland referenced the letter from the Village of Swanton in regards to sending a Fire truck out on all rescue runs.

Fire/Rescue (continued)

Trustee Wiland states that it addressed the protocol of sending the Fire truck but not the reason why. Discussion was had about the run time reports and Trustee Kazmierczak requested run times on all departments.

Cemetery

Five deeds signed.

McPeck Deeds- Fiscal Officer Stultz informed the Board the McPeek's sold their lots back to the Township at the original sale price of \$75.00 per lot. She has already issued a warrant for \$300.00 to McPeeks paying for them.

Price Structure for Non-Residents- Trustee Weigel is exploring a possible 25% increase for opening/closing fees for non-residents. He will get a proposal together and send it to the Board for discussion.

Survey Western property boundary of Swanton Cemetery- Trustee Kazmierczak states he has gone through the Township's Resolution Log and a resolution has never been made to survey the western part of Swanton Cemetery.

079-18 Trustee Kazmierczak motioned to have Fulton County Surveyor Joe Fenicle survey the western property line of Swanton Cemetery and stake it every 75 feet, 2nd by Trustee Weigel.

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

Toledo Fence would like to start installing the fence in Swanton Cemetery. Trustee Kazmierczak will have them wait until the survey is completed.

Maintenance Reports:

Trustee Kazmierczak states the Maintenance Supervisor Stout would like to purchase a broom for the front of the John Deere tractor. Trustee Wiland asked about the landscaping blade and Trustee Kazmierczak states it is gone (stolen). Trustee Wiland thinks the equipment left outside should be chained down. Trustee Kazmierczak will talk to Maintenance about the possibility of that. Fiscal Officer Stultz asked if the township built a bay off of the existing maintenance building would that take care of equipment being outside. Trustee Wiland talked about the possibility of a lean to being erected off the salt building. Trustee Kazmierczak states the township could potentially add 37 feet to the north side of the maintenance building and that would hold all of the township's equipment.

Employee Reports:

None

Trustee Reports:

Trustee Kazmierczak:

Trustee Kazmierczak informed the Board that Fulton County Joint Economic Development meeting will be held April 12th, 7:30 p.m. at the township.

Trustee Weigel:

None

Trustee Wiland:

Trustee Wiland has the Administrative Assistants creating fuel report forms. He also asked Fiscal Officer Stultz if she has heard back from the Fulton County Auditor on the millage report that was requested. Fiscal Officer Stultz informed the Board that she was told that they were working on it but to date she didn't have the report.

080-18 Trustee Kazmierczak motioned to go into Executive Session to discuss Performance Evaluations per O.R.C. 121.11 (G) (1) to consider compensation and complaints made against a public employee and O.R.C. 121-22 (G) (2) to consider the purchase of property for public use at 8:07 p.m., 2nd by Trustee Wiland.

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

081-18 Trustee Kazmierczak called the meeting back into order at 8:40 p.m., 2nd by Trustee Wiland
Roll Call: Trustee Kazmierczak-Yea, Trustee Weigel-Yea, Trustee Wiland-Yea

Trustee Kazmierczak informed the Board that Mr. Rataski contacted the township about the trees on County Road 5-1 and County Road 5 being in the Right of Way. Trustee Kazmierczak will have Maintenance Supervisor Stout set up a meeting to talk to Mr. Farnsworth, the owner, to talk about this.

Trustee Kazmierczak motioned to adjourn, 2nd by Trustee Wiland: 8:43 p.m.

Swan Creek Township Board of Trustees

Attest: Jo Stultz, Fiscal Officer
Swan Creek Township
April 16, 2018

Trustee Rick Kazmierczak, Chairman

Trustee Travis Weigel, Vice Chairman

Trustee Phil Wiland