

SWANCREEK TOWNSHIP
BOARD OF TRUSTEE SPECIAL MEETING
AND
BOARD OF TRUSTEE REGULAR MEETING
Monday, May 7, 2018

Chairman Kazmierczak called the meeting to order at 6:00 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

SPECIAL GUESTS:

Frank Onweller and Hayley Dockery- Fulton County Engineers Office

Kim Bradford and Jason Bradford- Bradford and Associates

GUESTS: See Sign In Sheet

097-18 Trustee Kazmierczak motioned to approve the 2018 Asphalt Resurfacing bid awarded to Gerken Paving in the amount of \$52,898.00 2nd by Trustee Wiland.

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

Hayley Dockery from the Fulton County Engineers Office talked to the Board on different options they have for Ohio Public Works Commission (OPWC) Round #33. The initial estimated cost is \$808,040.00. Discussion was \$350,000.00 difference between enclosing the ditch and setting it back, with the setback being the least expensive of the two. Discussion was also had about breaking the project into 2 years and what would be the best way to approach the work. Ms. Dockery went through the scoring of different scenarios and informed the Board if they were going to split the project over two years, it was more beneficial for Swancreek Township to apply for OPWC Round #33 grant money for County Road C between County Road 3 and County Road 5 with ditch set back. Ms. Dockery estimates the cost for this project would be \$428,000.00. If the Board applies now it will be awarded July 1, 2019. Trustee Kazmierczak asked about adding Lee High Drive to it. Ms. Dockery explained to the Board what OPWC looks at for scoring purposes (traffic count, etc) and money is awarded on the lowest scoring project. Due to that scenario she does not recommend including Lee High Drive in with the application as it will not qualify for enough points to be awarded any money. Trustee Kazmierczak states we will have to do more research on what to do about Lee High Drive and the road condition. Ms. Dockery will put together a check list for Fiscal Officer Stultz for OPWC Round #33 so that the Board can pass a Resolution.

Jason Bradford from Kim Bradford and Associates distributed to the Board paperwork on the Township's renewal for health care. The premium for Vision insurance stayed the same, there was a slight increase in Dental, but Major Medical increased by 46.62%. They shopped other carriers and their recommendation to the Board was to become members of Toledo Chamber of Commerce and use their Medical Mutual COSE plan. With the annual membership fee of \$450.00 and per employee fee of \$3.75 per month the cost to the Township for healthcare benefits will remain approximately the same.

098-18 Trustee Kazmierczak motioned to move Swancreek Township's Major Medical to Medical Mutual COSE plan, 2nd by Trustee Weigel.

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

099-18 Trustee Kazmierczak motioned to join Toledo Chamber of Commerce to be able to utilize their health insurance, 2nd by Trustee Weigel.

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

100-18 Trustee Kazmierczak motioned to pay the Medical Mutual COSE fee of \$3.75 per month per employee, 2nd by Trustee Weigel.

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

101-18 Trustee Kazmierczak motioned to approve increase Swancreek Township's employee contribution towards deductible to the first \$750.00/\$1500.00, with a 20% co-pay from \$750.00/\$1500.00 to \$2,000.00/\$4,000.00, 2nd by Trustee Weigel.

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

102-18 Trustee Kazmierczak motioned to increase the employee contribution to healthcare premiums from 11% to 12%, 2nd by Trustee Weigel.

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

Trustee Kazmierczak motioned to adjourn the Board of Trustee Special, 2nd by Trustee Wiland 7:01 p.m.

Trustee Chairman Kazmierczak called the Swancreek Township Regular Board of Trustee meeting to order at 7:01 p.m.

103-18 Trustee Weigel motioned to approve the minutes from the Regular Board of Trustee Meeting from 4-16-18, 2nd by Trustee Wiland.

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

104-18 Trustee Weigel motioned to approval of expenditures in the amount of \$61,695.92, 2nd by Trustee Wiland. Trustee Wiland asked Fiscal Officer Stultz what the "Cleared Withholding" meant on the payment listing. She explained that per the Auditor's request at the last audit, all payroll withholding should be cleared out of payroll and posted through on the accounting side of UAN. The "Cleared Withholding" shows that the Township is paying these invoices as instructed by the Auditor of State.

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

Public Forum:

Sharon Niedzwiecki from the audience addressed the Board with her concern and displeasure with Swancreek Water Board's, and the new project they have started, and wants the Trustees to "shut it down". Trustee Wiland informed her that the Board has no control over the Water Board except for appointing its members. Ms. Niedzwiecki states the Water Board didn't have its yearly audit last year. Trustee Wiland recommended that Ms. Niedzwiecki place a Public Record's request asking for a copy of it.

Michael Wise from the audience asked the Board if they had any objections to his variance request to split a parcel of land to build a home. Trustee Kazmierczak informed him that the Board doesn't have a problem with it and will let the Planning Commission know.

Opening of Sealed Bids for Parcel #26-052256-00.000 by Chairman Kazmierczak- Trustee Chairman Kazmierczak opened five sealed bids. Robert J. Stultz won the bid with the highest amount \$15,102.00. Walt Lang from the audience informed the Board that the advertisement in the paper states the property is zoned commercial. Mr. Lang is on the Zoning Board and states it is not commercial. Trustee Kazmierczak states the Fulton County Auditor has it listed as commercial and the Board will contact the Auditor's Office.

105-18 Trustee Kazmierczak motioned to award the winning bid to Robert J. Stultz, 2nd by Trustee Weigel.

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

Fiscal Officer:

Fiscal Officer Stultz asked the Board for a Resolution approving the voiding of a warrant.

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

Voting will take place at the Township Administrative Building tomorrow, May 8th.

Fiscal Officer Stultz contacted the Fulton County Auditor to see how much a 1 mill levy would generate for Swancreek Township. The reply was approximately \$186,000.00. A lengthy discussion amongst the Board and also the audience about fire coverage, a possible substation, the Village of Swanton's increased contract, and more (for complete conversation please visit our website under Board of Trustees Meeting Audio).

New Business:

Security System- The Township is having some trouble with Guardian Alarm and access codes. A quote was obtained from General Builders for a key-pad entry for the Administrative and Maintenance Building of \$2500.00 due to the type of door at the Administrative Building. Damon Mattimore from Swancreek Maintenance doing research on other companies and bids for a security system.

ODOT Winter Salt Contract- The Township is eligible for \$16.00 per ton savings by contracting with Ohio Department of Transportation (ODOT). We will be required to take 90% of what we contract for and can not exceed 110%.

106-18 Trustee Kazmierczak motioned to contract with ODOT for 300 tons of road salt, 2nd by Trustee Weigel.

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

Trustee Kazmierczak informed the Board of a discovery Administrative Assistant Ford made while working with a resident. There is a "Contact Us" button with inappropriate "Priority" options listed. Fiscal Officer Stultz feels as a Public Entity we cannot allow for a vendor to post unprofessional content on our website and she asked the Board for a Resolution to terminate Swancreek Township's contract with Breakaway Advertising.

107-18 Trustee Weigel motioned affective immediately for Swancreek Township to terminate their contract with Breakaway Advertising, 2nd by Trustee Kazmierczak.

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

Trustee Kazmierczak will have the Administrative Staff formulate a letter for all of the Trustees to sign and send to Breakaway Advertising.

Unfinished Business:

Employee Handbook- The Employee Handbook first draft was done for the Special April 20th but there wasn't a quorum. Trustee Kazmierczak and Fiscal Officer Stultz reviewed the first draft with HR Systems and they have sent out a second draft (email). Trustee Kazmierczak asked the Board to review it and be prepared to make final recommendations at the May 21st Board of Trustee meeting.

Newsletter- Trustee Kazmierczak informed the Board that the newsletter was at Tomahawk and was to be going to the post office today for mailing. Walt Lang from the audience asked the Board if he could help make some suggestions in the formatting of the next letter. Trustee Kazmierczak reminded the Board of Township Clean Up Day May 19th rain or shine.

Excavator- Trustee Kazmierczak asked the Board if they wanted to rent or buy an excavator. Discussion was had about the work that needed to be done with the excavator, County Road 2 specifically. Trustee Weigel asked about storage of the excavator. Trustee Kazmierczak states we are still waiting on a quote for blue prints from Thomas Construction on an addition to the existing Maintenance Building. Discussion was had about contacting other companies for a quote. It was decided to wait on buying an excavator

Ditch #2122 Update- The Fulton County Commissioners had their hearing and decided to clean Ditch #2122. They will be sending out new assessments letters. Per Trustee Kazmierczak Swancreek Township's portion of the assessment increased \$700.00.

Document Reader Update- Trustee Wiland states that Administrative Assistant Ford thinks she has it working.

Township Emails- Trustee Wiland states he still is unable to access his township email.

Meller Ditch- Trustee Kazmierczak read portions of Fulton County Prosecutor's legal response to the Township's enquiry of helping residents with ditches. Trustee Kazmierczak states that the Village of Swanton is willing bring brick from the Swanton Middle School demolition to help with the banks and wold assist with the tile and water flow. Trustee Wiland states there are many homeowners that have problems and he would like to take a look at Meller's before making a decision. Trustee Kazmierczak asked for this to be put on the May 21st Agenda and for the Board to be prepared to make a decision.

Public Record's Training- Administrative Assistants Chandler and Ford along with Trustee Kazmierczak are registered for Public Records Training June 1st at NOWESC.

Maintenance Performance Review- Fiscal Officer Stultz informed the Board that HR Systems was going to get the Township some examples of Performance Evaluations.

Fuel Report- Trustee Wiland had copies of a Fuel Report that had been in use at the Township previously. The Fuel Log has places to log date, odometer readings, times, purpose, driver, refueling, and inspections.

108-18 Trustee Wiland motioned to have Maintenance implement the proposed Fuel log, 2nd by Trustee Weigel.

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

Trustee Wiland also had a two week time slip that he had the Administrative Assistants create that had 33 sub categories to track work done. Discussion was had about the use of the document. Sally Wylie from the audience stated that at their business they had a dry erase board that was used for the same purpose that showed goals and completion dates.

109-18 Trustee Wiland motioned to put into use for a 3 month trial the two week time slip he had created, 2nd by Trustee Weigel.

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

Zoning

Inspector Review to be a Special held at 6:30 prior to the Regular Board of Trustee meeting May 21st. Trustee Kazmierczak will have the Administrative Assistants reach out to Zoning Inspector Hallett to insure that he will be able to attend.

Walt Lang from the audience states that nothing has been done in a year to the Tressler property that he filed a complaint against. Sally Wylie from the audience asked who filed the original complaint on the Wylie property. She has been subpoenaed to testify and she did not make the original complaint.

Trustee Wiland asked what was going on with the Chamberlain property next to Swanton Cemetery. Trustee Kazmierczak informed him that the Fulton County Prosecutor had contacted their attorney and hasn't had a response back yet.

Fire/Rescue- No Updates

Cemetery

One deed signed.

The Administrative Assistants found a 2016 Cemetery Price Guide that was not enforced and Trustee Weigel states it was never sent to the funeral homes.

110-18 Trustee Kazmierczak motioned to rescind Resolution # 089-18:

Trustee Weigel motioned new price structure for non-residents. New lot fees raised from \$500.00 to \$625.00, Swanton Cemetery North East portion from \$670.00 to \$840.00, Open and closing fees for non-residents from \$475.00 to \$600 and weekend rates from \$575.00 to \$700.00 effective 5/1/18, 2nd by Trustee Wiland.

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

111-18 Trustee Weigel motioned to enforce the 2016 Cemetery Price Guide with the following increases. Weekdays opening and closing before 2:00 p.m. for nonresidents to be increased to \$600.00, and \$700.00 after 2:00 p.m. Weekday half size/cremations before 2:00 p.m. increased for nonresidents to \$400.00, and \$450.00 after 2:00 p.m. Two side by side openings at the same time for nonresidents raised to \$675.00 and columbarium burials for nonresidents raised to \$100.00, 2nd by Trustee Kazmierczak.

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

Trustee Kazmierczak states Swanton Cemetery still has not been surveyed.

Maintenance Reports:

Trustee Kazmierczak referenced the email Rod Creager from Fulton County Engineers Office sent out about the ditch in Scenic Circle asking for a meeting to discuss possible ditch enclosure.

Employee Reports:

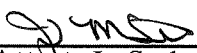
Trustee Weigel talked to Zack Porter from ODOT about reducing the speed zone on County Road 2 between County Road A and County Road B to 40 miles an hour. The Township can pay for a Road study which would cost \$3,500.00.

Trustee Wiland:

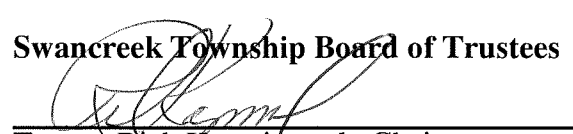
Trustee Wiland states the road sign on Rainbow Drive and County Road 5-2 has been run over twice. He would like Maintenance Supervisor Stout to find a different place to put it.

Trustee Kazmierczak motioned to adjourn, 2nd by Trustee Wiland: 9:38 p.m.

Swanecreek Township Board of Trustees



Attest: Jo Stultz, Fiscal Officer
Swanecreek Township
May 21, 2018



Trustee Rick Kazmierczak, Chairman



Trustee Travis Weigel, Vice-Chairman



Trustee Phil Wiland