

SWANCREEK TOWNSHIP BOARD OF TRUSTEES

Board of Trustees
2008 Organizational meeting
Monday December 17, 2007

The meeting of the Board was called to order at 6:00 p.m.

Pledge of allegiance

Board members present were Chairman Ron Holdeman, Vice chairman Phil Wiland, and Trustee Randal R. Ruge

Guests: Jim Leu, Phillip VanSkyock.

Public Forum

Mr. Paul Kennedy addressed the board to let them know that Roger Nagel is not running for County Prosecutor and that he will be running in the March primary for the Republican Party representation. He informed the board of his experience and that if elected he would keep the communication between the township and his office open.

Employee Report

Road:

- The salt used for the calendar year as of 12-17-07 was 377 ton. Last season the township used 293 ton and so far this season we have used 84 ton.
- Work for hire rate: Would the Trustees like Tim to come up with a rate for estimating the cost of jobs to be done for the Township? Trustee Ruge feels they should use their salary and cost of equipment instead of having a rate.

Cemetery:

Tim gave a report of how many burials there had been in the Township cemeteries. Total were 42 burials; Swanton Cemetery – 32, Shiloh Cemetery – 5, and Raker Cemetery – 5.

Administrative/ Financial

160-07 Trustee Wiland made a motion to change the meeting dates from every other Monday to the 1st and 3rd Monday of the month.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea.

Meeting Dates will be Jan. 7 & 21, Feb. 4 & 18, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 16, July 7 & 21, August 4 & 18, Sept. 1 & 15, Oct. 6 & 20, Nov. 3 & 17, Dec. 1 & 15.

161-07 Trustee Holdeman made motion to pay the Trustees and Fiscal officer at the end of each month 2nd by Trustee Wiland.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea.

162-07 Trustee Wiland moved to give the employees a 3% pay increase starting January 1st 2008 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea.

163-07 Trustee Wiland moved to pay the employees bimonthly starting January 2008 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea.

164-07 Trustee Wiland moved to continue with Windstream as our internet provider 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea.

165-07 Trustee Wiland motioned to pay the Trustee salaries out of the general fund to an amount not to exceed the maximum permit by O.R.C. # 505.24 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea.

166-07 Trustee Wiland motioned to pay the Fiscal Officer salaries out of the general fund to an amount not to exceed the maximum permit by O.R.C. # 507.9 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

167-07 Trustee Wiland motioned to pay the Ohio Township Association dues for elected officials and employees 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

168-07 Trustee Wiland moved **Effective January 1, 2008**, Swancreek Township will change to a dual product offering with our current insurer Medical Mutual of Ohio. Township employees and elected officials starting their term of office on or after January 1, 2008 will enroll in the Medical Mutual Ohio health Pool product series. The medical plan is named SuperMed Plus 1000/3000. In addition, the Township has entered into a Health Reimbursement Arrangement (HRA) with Medical Mutual to provide administrative services for partially self-funded claims determined by Medical Mutual to qualify under the SuperMed Plus 1000/3000 deductible. The administrative fee for this service is \$2.00 per employee per month. Medical Mutual will notify the Township as needed to fund the HRA account. The Medical Mutual Health Reimbursement Account Amendment to their group contract and the Health Reimbursement Employee Summary Plan Description (HRA-SPD) are a part of this resolution. Also to include insurance coverage to include vision, dental, life and cancer/disability pursuant to O.R.C. 505.60

This HRA funding arrangement replicates the Township's current Medical Mutual SuperMed Plus 10100. It is the intention that this arrangement is a more cost effective method to fund current benefits.

The Township reserves the right to change to another insurance carrier and HRA administrator upon the receipt of the March renewal of the Medical Mutual plan. 2nd by Trustee Ruge.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

169-07 Trustee Wiland moved **Effective January 1, 2008**, Swancreek Township will continue with the Medical Mutual of Ohio SuperMed Plus 10100 plan. or any other insurance carrier whose level of coverage duplicates the above reference plan, for those elected officials in office prior to January 1, 2008. In addition, the Township reserves the right to include these elected officials in the Medical Mutual Ohio Health Pool product series SuperMed Plus 1000/3000 plan and the Township's Health Reimbursement Arrangement at a future date if such plan qualifies them under Ohio Revised Code Section 9.833 and Ohio Constitution . Article II § 20. Also to include insurance coverage to include vision, dental, life and cancer/disability pursuant to O.R.C. 505.60 2nd by Trustee Ruge.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

170-07 Trustee Wiland moved pursuant to O.R.C. 505.60, if any township officer or employee is denied coverage under a health care plan procured under division (B) of that section, or if any township officer or employee elect not to participate in the township's health care plan, the township may reimburse the officer or employee for each out-of-pocket premium that the officer or employee incurs for insurance policies described in division (A) of that section that the officer or employee otherwise obtains, but not to exceed an amount equal to the average premium paid by the township for its officer and employees under policies it procures under division (B) of that section. 2nd by Trustee Ruge

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

- Trustee Wiland moved to table audit committee until after the 1st of the year 2nd by Trustee Holdeman. All Agree

- Trustee Wiland moved to table the inventory until the after the 1st of the year 2nd by Trustee Holdeman. All Agree

- Disposition of inventoried items Shelves inventory #'s 115,116,117,118 will be donated; the Cannon S9000 printer # 127 will be put in the county auction in the fall; # M0004 work bench, and #M0005 table from the maintenance dept. will be destroyed.

- Non inventoried item to go to auction in the fall are a Lexmark forms printer, monitor stand and TV mount.

171-07 Trustee Wiland motioned to donate the shelves to Shiloh church 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

172-07 Trustee Wiland moved to keep the mileage amount paid for travel outside the township the same as last year at .40 a mile 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

173-07 Trustee Wiland moved to charge \$1.00 for per CD for any records requested on that form of media 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

- Trustee Wiland moved to table employ handbook until after the New Year 2nd by Trustee Holdeman. All Agree.

- Dawn asked what policy was for pay raises were. Policy is to do pay raises at anniversary date and then at the start of every calendar year after that.

- We are to put an advertisement in the paper looking for individuals interested in being on the zoning board.

- Driveway permit is to stay the same with no charge.

174-07 Trustee Wiland moved to accept the changes in the record retention manual 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

175-07 Trustee Wiland moved to set the maximum allowed for Blanket Certificates at \$5,000.00 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

Zoning

176-07 Trustee Wiland moved to keep the zoning fees and inspectors rates the same as last year with reserving the right to revisit this topic at a later date if needed 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

Zoning Fees are as follows

Permit: \$50.00 (fees double for construction without permit)

Variance: \$125.00

Fence Permit: \$25.00

Amendments: \$750.00

Conditional Use: AG/RE Residents - \$125.00 All other districts - \$200.00

Non Conforming: \$30.00

Inspector pay schedule

On site inspection to include 1 letter relating to inspection if needed: \$40.00

Non-Inspection related matters: \$15.00 per hour

- Trustee Wiland motioned to table the final occupancy permit until the trustees can discuss this with the zoning inspector Walter Hallett III 2nd by Trustee Holdeman. All Agree.

177-07 Trustee Wiland moved to charge \$150.00 for an administrative appeal 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

Cemetery

178-07 Trustee Wiland moved to keep the same formula of 2 sizes of footers

Single 40"X20"X24": ½ yard concrete = (current market value) + \$110.00 labor

Double 80"X20"X24": 1 yard concrete = (current market value) + \$180.00 labor

Special pour \$50.00 per hour + cost of short load of concrete + price of size poured

2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

179-07 Trustee Wiland motioned to keep the opening and closing fees the same as last year 2nd by Trustee Holdeman.

Roll Call: Trustee Holdeman – Yea, Trustee Ruge – Yea, Trustee Wiland – Yea

- Mowing Bids for 2008 mowing season. The Township will put an advertisement in the paper for sealed bids to

Be turned in by February 4th and opened at the regular board of trustees meeting at 7:00pm on the 4th.

Trustee Wiland motioned to adjourn2nd by Trustee Ruge
All agree
Meeting Adjourned at 7:00pm

Swan creek Township Board of Trustees

James Leu

Ronald Holdeman

Phil Wiland

Attest: Dawn Wheatley, Fiscal Officer
Entered: January 7th 2008