

Chatham Township Trustee Meeting
Chatham Township Community Center
Regular Meeting of December 27, 2016

Chairperson Rick Dumperth called the Records Retention Meeting to order at 6:50 PM.

A Motion was put forth by Fiscal Officer Sarah Poling, duly seconded by Trustee Dumperth to retain the records and not dispose of any at this time. All in favor

A Motion was made to adjourn to the Regular Trustee Meeting beginning at 7 PM. All in favor

The Pledge of Allegiance was recited.

Roll Call: Trustee Dumperth and Trustee Jurkowski were present. Trustee Arters (absent)

The Fiscal Officer certified the requirements of the Sunshine Law were met by notification and posting. This is an unapproved, unsigned copy of the proposed minutes of December 27, 2016 Trustee Meeting of Chatham Township Trustees. Once approved and signed, they will become the official minutes of record. The Township assumes no liability and does not certify that this is a true copy of the minutes; likewise balances provided may not have been reconciled to the Bank Statement and are subject to change, until financial statements have been signed and approved by the Board of Trustees.

All guests were asked to please sign in:

The Regular Meeting Minutes were tabled as they did not have the Executive Session added from the end of the Meeting of December 13, 2016.

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski, to approve the Financial Reports, as presented. All in favor

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski, to approve Purchase Orders, and Pay Bills, as presented. All in favor

Correspondence: Fiscal Officer Sarah Poling read the following:

Christmas cards from: Mann's Mobile, DS Architecture, Life Force, Assure-Vault, Chris, Rebecca, and Kayla.

A Legal Disclosure from Colleen Swedyck, from the County Recorder's Office, regarding legal changes according to Ohio revised code, as cited as a formal notification to record any Zoning amendments, changes, etc. with the Recorders' Office.

Care Works Comp organization including an Invoice in the amount of \$680.00 stating we are qualified for the 2018 workers comp program, with the current premium that expires 7/1/2017. This is due with the review of the form to update information to Workers Comp.

Temporary Ohio Public Association of Treasurers from Comp Management LLC, reviews to be received by 5/24/17. (A Solicitation) for managing the Workers Comp Program.

The Christmas Card w/gift cards will be researched by Trustee Dumperth to find out if they are valid.

Public Invitation to Speak: Nothing to Report

Auditors Report: Nothing to Report (see New Business)

Fire Department: Chief Bill Disbrow was present and gave the following report:

Chatham Twp Calls: MVA: 3 Rescue/Squad: 2

Mutual Aid Calls: Fire: 2 (actually 1 that rekindled), Rescue/Squad: 1

Purchases: Isaac Siman reported to Mr. Disbrow that the Twp Drug License expires soon, to renew it. It can be renewed through a credit card or electronic check that is due on January 13th. The information was given to Sarah Poling to research if it can be paid without using Isaac's credit card.

A Findley Fire Invoice given to Sarah to check into.

EMS: deposits are coming in regularly for EMS calls noted by Mrs. Poling.

Roads Report: Road Superintendent Ted Arters was present and gave the following report:

TreeMasters contacted Ted with a tentative date for tree removal between mid January and the end of January. No specific date at this time.

A local Municipality contacted Ted regarding a possible sale of the Plow from the old Truck which is a 2002 model year. They would like to look at it and estimate a value and possibly make an offer.

Stone Purchase: Ted spoke about a possible Stone purchase, whether or not to purchase additional stone at this point, as the cost of it is increasing by .40/ton. He felt the department was stocked at this time, but depending on usage he may or may not need it.

- Plowed/salted Roads (6 times)
- Plowed /salted Fire House (4 times)
- Plowed/salted CTCC (5 times)
- Plowed/salted Store Parking Lot (2 times)
- Picked up a deer on Garver Rd
- Spread #57 on Richman (between Richman/Shaw rd)
- Checked all Roads for issues

Zoning Dept: Chuck Porter was not present/required, but submitted the following report:

Permits: 8139 Chatham Rd (Klink) pavilion

Many phone calls were received, but nothing much to report about them.

CTCC Report: Janet Newcomer was not present/required to be.

Thanks were extended to Ron and Carolyn Shaw for their care of the CTCC facility. Carolyn requested that a Bulletin (Trustee contact list?) regarding the use of the Facility be displayed. Some of them were placed, and

the remaining will be. She also reported that the Christmas decorations were removed in the Gym and elsewhere for the SCBA Volleyball with the Fire Department training.

Cemetery Report: Sexton Sue Jurkowski was present and gave the following report:

Not much was new in regards to Cemetery requests etc. The only request made of Ted was if he needed a copy of the year end summary for the cemetery. ~~She is looking for more information regarding the Plats and requested information from Ted Arters.~~

New Business:

Requests for all available tax advancement for 2017: A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to approve the request. All in favor Resolution #10-12272016 was issued to document the request. Roll Call: Trustee Dumperth: Yes and Trustee Jurkowski: yes. Trustee Arters: absent.

A Request for approval of actual revenue figures for Certificate of Estimated Revenue to County Auditor. A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to approve the request. All in favor Resolution #20-12272016 was issued to document the request to the Auditors' Office. Roll call: Trustee Dumperth: yes, Trustee Jurkowski: yes. Trustee Arters: absent.

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to approve Appropriations based on actual Revenues. All in favor Resolution #30-12272016 was issued to document the request. Roll Call: Trustee Dumperth: yes, Trustee Jurkowski: yes, Trustee Arters: absent

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to approve closing all unused balances and zero balances of all Purchase Orders. All in favor Resolution #40-12272016 was issued to document the request. Roll Call: Trustee Dumperth: yes, Trustee Jurkowski: yes, Trustee Arters: absent.

Health Insurance Benefits: Fiscal Officer Sarah Poling indicated that she called Delta Dental regarding the billing for Alex, and Sue Arters to remove them from the policy. It had already been done previously, but she was instructed not to pay the premium. She had also called regarding the Vision Care, and the credit was in process.

Zoning Board Member Terms: The last Zoning Board meeting information will indicate the changes to the expired terms of the members, and that information will be updated via Russ Arters at the January 3rd organization.

Workers Compensation: A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to allow Fiscal Officer Sarah Poling to pay Workers Compensation premium via the EFT advanced system on account prior to the next meeting so it is not late. All in favor

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to appropriate funds sufficient to cover the Bureau of Workers Compensation amount, due January 3rd 2016. All in favor Resolution #50-12272016 was issued to document the request. Roll Call: Trustee Dumperth: yes, Trustee Jurkowski: yes, Trustee Arters: absent

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to allow Fiscal Officer Sarah Poling to temporarily appropriate funds to pay bills the first quarter of 2017. All in favor Resolution #60-12272016 was issued to document the request. Roll Call: Trustee Dumperth: yes, Trustee Jurkowski: yes, Trustee Arters: absent

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to reallocate funds sufficient to cover Trustee Salary/Cemetery Salary for wages. All in favor Resolution #70-12272016 was issued to document the request. Roll Call: Trustee Dumperth: yes, Trustee Jurkowski: yes, Trustee Arters: absent. Discussion ensued with regards to this need as the appropriate funds should have been in the line item.

Old Business:

Fiscal Officer Record's storage/backup: Fiscal Officer will back up UAN records, rotating one flash drive at home with a second flash drive in the records storage room on a Monthly Basis, also a backup is sent to UAN for 2016 year ending. She also mentioned that she had to update a disaster plan to have in place for the New Year.

Ohio Township Association: A Motion to approve funds for the Winter Conference for the members who are attending the Conference due by January 20, 2017 was put forth by Trustee Dumperth, and duly seconded by Trustee Jurkowski. All in favor

Fiscal Officer Training Request: Fiscal Officer explained additional Training costs from traveling Fiscal Officer costs \$25.00/hr plus travel expenses/mileage, and requested approval for it, on an as needed basis. Resources were suggested for contacting those who are willing to assist her from retired Fiscal Officers Network.

Ohio Checkbook: Fiscal Officer, Mrs. Poling attended the Ohio Township Association Meeting with Trustee Jurkowski and determined that the data will be uploaded Monthly and also 2014 records should be uploaded to Ohio Checkbook per prior resolution passed. Also, the "blank" category needs to be checked into.

Cemetery Levy record search: Trustee Arters to contact the Board of Elections regarding the language.

Fire Levy Language: Research is needed for wording on a possible Fire Levy

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to adjourn the meeting at 9 pm. All in favor

Announcements/Upcoming Meetings:

Firemen's Association New Years Eve Party:	New Years Eve
Trustee Organizational Meeting:	Tuesday, January 3 rd 2017 at 7 PM
CTCC Dept Work Session Meeting:	Tuesday, January 5 th 2017 at 7 PM
Trustee Regular Meeting:	Tuesday, January 10 th 2017 at 7 PM
Bicentennial Meeting:	Monday, January 2 nd 4* 2017 at 7 PM

Trustee Arters

Date

Trustee Dumperth

Date

Trustee Jurkowski

Date

Fiscal Officer Poling

Date

Date Signed