

**CHATHAM TOWNSHIP**  
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**Chatham Trustee Meeting Minutes**  
Chatham Township Community Center  
**Regular Meeting of February 28, 2017**

Meeting was called to order by Trustee Chair Jurkowski at 7:05pm

Roll Call: Trustee Arters, Trustee Dumperth and Trustee Jurkowski were present.

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 February 28, 2017 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.

Pledge of Allegiance

Chair Jurkowski reminded all guests to sign in

A Motion was put forth by Trustee Jurkowski, duly seconded by Trustee Arters to approve meeting minutes of January 24, 2017. All in favor

A Motion was put forth by Trustee Jurkowski, duly seconded by Trustee Dumperth to approve meeting minutes of January 31, 2017. All in favor

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to approve meeting minutes of February 2, 2017. Passed Trustee Arters obtained

A Motion was put forth by Trustee Jurkowski, duly seconded by Trustee Arters to approve meeting minutes of February 14, 2017. All in favor

Minutes for February 24<sup>th</sup> were tabled.

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

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

**Public invitation to speak:** No Participation

**Correspondence:**

ARAQMD Newsletter; NACE Conference Invitation; CORE, Pipeline Safety Invite; Medical Mutual Update about diabetic supplies; Medina County Economic Development Corporation Annual Meeting Invitation; Made In Medina County request for sponsorship; Amended Certificate of Estimate Resources as of February 17, 2017; Medina Board of Elections Notice; Letter of interest for the Zoning Board of Appeals from Don Nichols; Letter of Interest for the Zoning Board of Commissioners from Bradley A Romano; Road Mileage Certificate; U.S. Census; E –Check Reminder; Invoice for CY 2017 Medina County Sheriff Communication Center Services

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to pay the invoice for CY 2017 Medina County Sheriff Communication Center Services in the full amount of \$5,540.00. All in favor

**Auditors Report:** None

**Fire Department/EMS:** Chief Bill Disbrow submitted the following report:

Chatham Twp Calls: MVA: 1      Rescue/Squad: 3

Mutual Aid Calls: Rescue/Squad: 1

Chief reported that Fire Trucks were repaired and in good working order. Also, that he looked at a fire truck in Richfield to help make future plans.

**Roads Report:** Road Superintendent Ted Arters was present, and submitted the following report:

- Checked the roads
- Filled pot holes
- Salted roads
- Spread 57 lime stone on gravel roads

**Zoning Report:** Zoning Inspector Chuck Porter submitted the following report:

Permits: Chatham Road, Klink Deck

Contacts:

- Inquiry about horse shows in a barn on Chatham Road, Ag or not? Talking to the prosecutor about this, small gray area, and also brought up a commission meeting.
- Complaint about the house at the corner of Chatham Road and State Route 83. Stopped, left my card, went back the next day, no one was there. Garbage was everywhere. Will follow up, the house is in Sheriff sale.

**CTCC Report:** CTCC Coordinator, Janet Newcomer submitted the following report:

There were 5 new rentals; No cancelled events; there is one upcoming rental on March 7<sup>th</sup>; No new long term rentals; Rental fees collected in January were \$295; Upcoming: Caananland Opry March 4<sup>th</sup> and Movie Night March 18<sup>th</sup>; also, with the nice weather softball will be moving outside soon.

## **Cemetery Report: None**

### **Items of old business**

- Ohio Checkbook- Fiscal Officer , Sarah Poling reported that the site has been successfully updated and encouraged people to review the activity of the Township.
- Crossroads/Munz- A letter was drafted to Crossroads, and there was discussion that the letter had more detail then the minutes from the meeting, and the minutes may need to be amended to match more closely; Trustee Arters reports that he is waiting on the survey company to complete the work needed for the Munz property; Fiscal Officer Poling reported that there was another inquiry from the prosecutor about the Frontier Line that was hit this summer while ditching, Trustee Jurkowski stated she would follow up when she spoke to the prosecutor next.
- Zoning Appeals Board – Organizational Mtg - Trustee Arters reported that he had not heard about a meeting scheduled at this point and would follow up in a week.
- VFW operating entity/ Resolution # #20-11222016 Dec 13th minutes- The Resolution was found for the property acquisition of the VFW. Trustee Arters is going to find out how the People’s Fund at LMRE is configured to see if they can use that model for the VFW Board, and will email fellow trustees his findings; Trustees discussed and decided to move forward with the 5013C paperwork due to being advised that it could be a 6-12 month process.  
A motion was set forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to have Tax preparer, Pam Risko complete the necessary paperwork for the 5013C for a \$100 fee. All in favor.
- Fire station plan review and budget- Trustee Dumperth and Chief have a meeting with Moody and Boone Architects Thursday, March 2<sup>nd</sup> at 2pm to continue planning for the building of a new fire station
- Comprehensive Plan update- Trustee Arters stated that he will arrange a meeting for the week of March 19<sup>th</sup>.
- Roads employee- There was continued discussion on the hiring of an additional full time roads employee. Trustee Jurkowski is going to attempt to put a free advertisement in the paper in the 20 words or less area; Trustee Dumperth will post on facebook and put in on the sign; Fiscal Officer will add it to the Township answering machine message. The deadline for applications is April 11<sup>th</sup>. The part time position is currently on hold.
- Line Items appropriations for VFW- Fiscal Officer Poling was instructed to add line items similar to the CTCC line Items for the VFW
- B and R Septic- Trustee Arters met with them, and they are drafting a quote which he plans to have and present at the next meeting.
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### **Items of new business:**

- Appropriations- Fiscal Officer Poling requested a meeting to review and finalize 2017 Appropriations. A meeting was scheduled for March 13<sup>th</sup> at 7pm

- Approval of purchase orders and bill payment- Trustee Jurkowski stated that she would like to see Financial Reports, which have traditionally been presented to the Trustees the night of the meeting they are to be approved, prior to the meeting so that Trustees can review them. It was decided that Fiscal Officer Poling would email reports to Trustees starting next meeting.
- Force accounts- Trustees identified that Force accounts for the roads department are usually completed and approved this time of year. Fiscal Officer Poling stated that she supplies Roads Superintendent with requested information, but was unsure of where the process was. Trustee Dumperth will follow up with Roads Dept.
- Cemetery mowing- Trustee Arters is going to check with the most recent person who filled this seasonal position to see if they would like to continue. A part time position is on hold at this time.
  - Upcoming vacation: Road, Ted Arters will be on vacation March 6-10<sup>th</sup>; Trustee Arters will be on vacation March 6-10<sup>th</sup>
  - Community Survey- There was continued discussion on the community survey. CTCC scheduler stated that she had a draft letter that needed reviewed.
  - VFW scheduling- Trustee Dumperth asked if CTCC scheduler Janet Newcomer was interested in the additional responsibility of scheduling the VFW. She stated that she was open to the idea, but needed more details.
  - Fiscal Officer assistance- Trustee Dumperth reported that he had spoke with the insurance company about bonding Susan Arters to assist Fiscal Officer Poling as needed, and was told that there was already a \$5000 blanket that should be sufficient. Fiscal Officer Poling reported concern due to the ORC code specifying Bond. Trustee Dumperth will check with the prosecutor's office.

### **Announcements / Upcoming Meetings**

CTCC Meeting: March 2, 2017, 7 pm

Sugar Bush begins March 4th: Sat 12 – 6, Sun 9-3, first four weekends in March

Chatham Bicentennial Meeting: Monday, March 6th, 7 pm

Trustee Regular Meeting: Tuesday, March 14th, 7 pm

Chatham Township Movie Night: “Big Friendly Giant”; Saturday, March 18th, 7 pm

Trustee Regular Meeting: Tuesday, March 28th, 7 pm

A Motion was put forth by Trustee Arters, duly seconded by Trustee Jurkowski to adjourn the meeting at 8:00 pm. All in favor

TRUSTEES:

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Russ Arters

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Rick Dumperth

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Sue Jurkowski

FISCAL OFFICER

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Sarah Poling

Date Signed

Date Approved