

CHATHAM TOWNSHIP

Chatham Trustee Meeting Minutes
Chatham Township Community Center
Regular Meeting of May 9, 2017

Meeting was called to order by Trustee Chair Jurkowski at 7:00pm

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 May 9, 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

Public invitation to speak: Frank Keeling from the Chatham Fire Association came to state that the association was taking over the Sugarbush event previously put on by the VFW starting in 2018. A committee was created within the association and money was given to the Association for their help in 2017 and also seed money to purchase supplies for the 2018 event. Keeling identified that there had been some talk of the Fire Association 'running the hall', and he stated that the Association wanted no part in the rentals, clean up, paperwork etc.. that goes with hall. They are willing to rent the hall in an amount that will assist with the yearly bills of the building due to the history being that the Sugarbush paid for utilities and maintenance of the VFW for the hall for the year. Norm Bistline from the Chatham VFW stated that utilities were under \$500 per month so, about \$6,000 for the year. Fiscal Officer Poling asked to have the financial records for future planning. Bistline stated he would turn them over in a more private meeting. Trustee Jurkowski asked about plowing, maintenance of the baseball fields, plowing and building maintenance. She was concerned that some of those things were favors to the VFW. Bistline stated that was true for some of the maintenance tasks and they did receive discounts due to being a veteran's hall. Denise Gumbita encouraged the Trustees to just charge the Fire Association rent for the month, create a contract between them and township for that rent and rent amount. Gumbita also stated that the Township not a 501C3 should manage the operation of the building. Trustee Arters stated he would like to see all of the Township activities moved to the VFW and use the gym as needed in the summer. Trustee Dumperth stated that reasoning for the 501C3 was for the community to have to opportunity to run the building and also to continue the donations that the

VFW gave from the proceeds of the Sugarbush. Keeling stated that the Fire Association would be running the Sugarbush and all of the money including the donations as the VFW had in the past. Fiscal Officer Poling stated that she did not see a need for the 501C3. Marlene Galaszewski stated that her concern is that she wants to see the money for the VFW and current CTCC to stay separate. Fiscal Officer Poling clarified that line items have already been created to keep them separate. Trustee Jurkowski stated that she feels that the township took on a liability without any information. Bistline stated that he would share finances in a more private meeting. Gumbita identified that it was a public matter due to the Township owning the building. Arters stated that this was a similar deal to taking over the school. Susan Arters stated that Cloverleaf did share financial information with the township prior to the Township taking it over. Trustee Jurkowski stated a work session need to occur to look at finances and identified the path that the Township was going to take with the building and the management of it. It was asked that 5 years' worth of financials, a list of activities that have historically have occurred at the VFW, and 5 year history of expensed for the CTCC be brought to the meeting.

Byron Fike brought a concern about the intersection of State Route 162 and Rice Roads and moving agricultural equipment through it. He stated that there is a right of way concern: rocks and metal rods are reducing the right of way to less than 60 feet. Also, trees and shrubs at the intersection are reducing visibility to make that intersection unsafe. Trustee Arters is going to draft a letter and have the prosecutor review it. Trustee Dumperth stated that it should be sent certified.

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Arters to approve meeting minutes of April 25, 2017. All in favor

A Motion was put forth by Trustee Arters, duly seconded by Trustee Jurkowski to approve meeting minutes of April 27, 2017. All in favor

A Motion was put forth by Trustee Arters, duly seconded by Trustee Dumperth to approve meeting minutes of May 4, 2017. All in favor

A Motion was put forth by Trustee Arters, duly seconded by Trustee Jurkowski to approve meeting minutes of CCTC May 4, 2017. Motion passed, Arters abstained.

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

Correspondence: Southeastern 60 Anniversary invitation; email from Debbie Jennings about family history, and cemetery records; Medina County Emergency Management; OSU grant writing opportunity

Auditors Report: None

Fire Department/EMS: Chief Bill Disbrow submitted the following report:
Chatham Twp Calls: 1 cancelled fire alarm; 2 squad rescue calls; 1 call about wires down;
Mutual Aide calls: 1 fire

He reported that there were some parking charges from the Fire Conference that they attended he would be submitting; Also, that Tyler Arters applied for a grant from LMRE and received it for Jaws and Battery Packs. The Grant was for \$3,000 and total of \$9,000 is needed. He stated they are waiting to hear about another grant, but may have to ask the Trustees for funding or lose the \$3,000 grant towards it.

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

- Checked roads
- Picked up a deer at Garver and Richman Roads
- Mowed parks, township garage, CTCC, and cemetery
- Issued a drive culvert permit on Richman Road
- Checked all Road signs
- Did 1000 hour service on backhoe
- Set up voting and took it down

CTCC Report: Reservations are coming for the pavilion, and the Bicentennial Committee is having a community event June 24th.

Cemetery Report: There was a request to open a casket to put ashes in it. Trustees noted that would be costly and the health department would need to be contacted first.

Zoning Report: None

Items of old business:

- Crossroads- Arters stated that the bond paperwork is holding it up. Dumperth stated that Brian Richter needed to review the letter, and then it needed sent to Jeremy to keep this project moving.
- Pick-up truck- No sealed bids have been received to this point.
- Munz- Trustee Arters stated the report is being drafted.

- Zoning Commission members- A motion was set forth by trustee Dumperth, duly seconded by trustee Jurkowski to accept Brad Romano as an alternate to the Zoning Board of Commissioners. All in favor.
- Fire station plan review and budget – Trustee Dumperth stated that there is a meeting scheduled for May 17th with the prosecutor to about ORC and hopefully drafting a letter.
- Comprehensive Plan update – Arters reported that there is continued work on the plan with the zoning boards
- Roads employee/summer mowing- Joe Aungst has been hired for the Full Time Assistant Roads Position with a 6 month probation. There was discussion about insurance. Trustee Dumperth stated that Chris Vanderzyden from the insurance company was coming next meeting to discuss further. Tyler Burkey is being hired for the summer mowing at \$9.00 per hour with 90 day probation.
- Township Clean Up Month- Clean up vouchers are available and can be used through July 29th.
- Life Insurance – Fiscal Officer Poling recommended creating a policy and looking to other township on how they do life insurance/ their policies.
- Policy Updates- one change needed made to the Roads policy and it will be ready to sign.
- Preparation for upcoming audit/audit committee-. A motion was made by Trustee Dumperth, duly seconded by Trustee Arters to create an Audit Committee of Trustees, Zoning Inspector, and Community Member Denise Gumbita. All in favor.
- Richman Road Culvert- Trustee Arters drafted a letter to submit for funding. Roads Superintendent Arters stated that Harrisville Township was not going to assist in the project and encouraged trustees to submit for another project. Trustees agreed to look at other areas for the funding. Trustee Arters is to draft the letter for the next meeting.
- Township Emails and business on personal computers- Zoning secretary Heather Osborne identified that she has concerns about these being on her personal computer. Trustee Dumperth reported that they had discussed this in the past, and he would assist in looking into this through Frontier.
- Resident Survey- A motion was made by Trustee Dumperth to create a community survey to get input on the VFW and CTCC buildings and properties. With no second the motion died.

Items of new business:

- Cemetery Appropriations – A motion was made by Trustee Jurkowski, duly seconded by Trustee Arters **Resolution#01-05092017** for the supplemental appropriations within the cemetery for the refund of overpayment of footers. Roll call: Arters, yes; Dumperth, yes; Jurkowski, yes
- Health Ins Renewal- Trustee Jurkowski stated that she was concerned about the way that health care reimbursement was being done. Trustee Dumperth encouraged her to ask when the insurance agent comes to the next meeting; and changes can be made at that time if needed.

- Resolution recording- Fiscal Officer Poling asked for assistance in creating an excel spreadsheet to record resolutions and make them easier to reference. Trustee Jurkowski stated that she would assist in the project, and would need current information recorded to create the sheet.

Announcements / Upcoming Meetings

Chatham Township Movie Night 'Trolls': Saturday May 20th 7pm at CTCC

Trustee Meeting: Tuesday, May 23rd 7pm CTCC

Memorial Day Ceremony: Monday, May 29th 10am

A motion to adjourn was made by Trustee Dumperth duly seconded by Trustee Arters.
All in Favor.

TRUSTEES:

Russ Arters

Rick Dumperth

Sue Jurkowski

FISCAL OFFICER _____

Sarah Poling

Date Signed _____

Date Approved _____