

CHATHAM TOWNSHIP

Chatham Trustee Meeting Minutes
Chatham Township Community Center
Regular Meeting of June 27, 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 June 27, 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 Dumperth, duly seconded by Trustee Arters to approve meeting minutes of June 13, 2017. All in favor

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

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

Public invitation to speak:

Judy Arthur- Identified a Flag along State Route 162 that needed to be taken down due being tattered.

AnnMarie Brasty- Stated that she was not pleased by being told 'to be quiet' by a trustee at the last meeting in regards to conversation about a Cemetery Deed. She reported that she looked up Robert's Rules of Order, and she was permitted to speak if it was in order and on the topic being discussed. AnnMarie asked for clarification about where Township records are kept. Trustee Jurkowski reported that there are records at the Township Garage, CTCC, Fiscal Officer's Home, and the Cemetery Sexton's Home. AnnMarie asked about the process of minutes from Trustee Meetings being posted on the website, citing the last ones posted were May 23, 2017. Trustee Dumperth reported that they are available online after they are approved at the Trustee Meetings therefore there is a couple of week delay. She also inquired about Ohio Checkbooks, and the posting

process. Fiscal Officer Poling reported that it is to be submitted monthly, but there has been formatting issues between reports sent and the Ohio Checkbooks Program. Poling reported that the issue should all be resolved within two weeks per conversations with the Ohio Treasurer's Office today. AnnMarie identified concerns about the acquisition on the VFW, and how it has been handled. She stated that there was reference to the VFW starting March 22, 2016, and again May 10, 2016 and then nothing really until the deed was signed November 22, 2017. Trustee Dumperth reported the Post Commander's concern about the property being taken by the state after the closure, the trustees were asked if there was interest in the property all identified yes. Trustee Dumperth identified that the transition has not been ideal, but all are working together for the future of the building/property. AnnMarie then asked why the Fire Department was responsible for the VFW. Trustee Jurkowski clarified that it was the Fire Association, and it was due to the Sugar Bush event being taken over by the Fire Association, and that being the event that pays the bills for the year. AnnMarie stated that she wants to see the Township be responsible not the Fire Association. Trustee Dumperth clarified that the Fire Association has agreed to one year to be revaluated at that time; he also explained how the community will continue to benefit from financial donations and the facility. She then inquired about who was reporting to the Township what goes on at the VFW. Trustee Dumperth identified that there is a committee within the Fire Association, and if no one else attends Trustee Meetings he is on that committee and can report. Chief Disbrow identified that he is not involved with the committee, and this committee is separate from the Fire Department. He reported that if this in anyway conflicts with the department or members participation in the Department he will make it known to the Trustees. Lastly, AnnMarie reported concern about the obvious tension between Trustees during meetings, and identified that she wants to see a more cohesive board. Also, she would like to see Trustees take on special projects outside of the Trustee Meeting attendance.

Denise Lenhart- Stated that she lives at the corner of State Route 162 and Rice Road. She reports that she received a Certified Letter from the Township concerning rocks interfering with the right of way. Denise reported that there was hole on the edge of the roadway which people were avoiding by driving into their yard. Therefore, they placed rocks in their yard to discourage people from driving into their yard. She reports not trying to disrupt traffic. Denise reported that the rocks had been moved, and asked for the Trustees to sign the letter stating that it was done. Trustee Arters thanked her for their removal, and signed the letter. She also reported concern that ODOT had been contacted for a tree on their property. Trustee Dumperth reported that he had called about the tree due to a resident having concern about visibility. Denise reported that ODOT had been out and cut the branches in question. Denise stated that she was upset that she was not contacted prior to a certified letter from the Trustees, and if she had been aware of a problem she would have taken care of it.

Trustee Dumperth – Dumperth reported that he had contact from resident Molly Matejka, who lives between Richman Road and 162; she would like the water loop extended. He reported that there will soon be a meeting scheduled with Representative Darrell Kick, Residents, a Trustee, and the Medina County Sanitary Engineer.

Correspondence: Helping Hands June/July 2017 newsletter; LMRE Board of Trustees Election ballot; Ohio Department of Transportation, Local Technical Assistance Program Newsletter and upcoming events; Lorain County Engineer OPWC District 9 – Round 32 Application Forms; Thank you from the Chatham Historical Society for VFW Post and VFW Auxiliary items that were donated; Ohio Emergency Medical Services Announcement for changes that have been made and are effective June 15, 2017; US Census Bureau encouraging participation in the CBAS Survey; Aeration Septic Inc. advertisement; Elan City advertisement for EVOLIS Radar Speed Sign; Tim Lally Chevrolet letting us know that they are a GM authorized Business Elite Dealer; Armstrong asking for help identifying Veterans who maybe ‘Danger Close’ for a rescue dog program; Ohio Environmental Protection Agency, final National Pollutant Discharge Elimination System permit No: 3PT00092*ED

Auditors Report: Denise from the Medina County Auditor’s Office reported that they were going to be doing CAUV audits; Taxes for the 2nd half are due July 14, 2017; and reported there was Fix it Fund money available through Westfield Bank at 2% below bank rates.

Fire Department/EMS: Chief Bill Disbrow submitted the following report:
Chatham Twp. Calls: 1 MVA; 1 cancelled Fire; 3 and 1 cancelled squad/rescue calls
Mutual Aide calls: 1 Squad/Rescue

Chief also reported that Lisa Mokos passed all of her EMT exams; also, that she works a day job, but will have availability in the evenings and weekends. He reported taking 91-1 and 91-2 in to General Maintenance for maintenance and the outcome was more then he initially thought for 91-1 needing brakes and a new exhaust.

A motion was set forth by Trustee Dumperth, duly seconded by Trustee Arters for repairs on 91-1 in the amount of \$2500.00. All in favor.

Chief also reported following up about response and/or times which was questioned at the June 13, 2017 meeting. He reported that Chatham did respond and Spencer came for mutual aid; also that the response time to that call fell within normal. There was one Life Force Resident Waiver request, which Trustees signed off on.

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

- Mowed parks, cemetery, CTCC, Township garage, and fire house twice
- Spread #9 stone on bleeding spots on various roads
- Replaced drive culvert on Rodgers Road
- Mowed roads sides on various roads
- Checked roads

Roads Superintendent Arters stated that the dump Truck needs a new fuel tank. Also, that he priced them and was currently looking for an aftermarket fuel tank due to the cost of a new one.

CTCC Report: Trustee Jurkowski reported that movie night was well attended.

Cemetery Report: Sexton Jurkowski reported that there was a burial Friday, and two deeds were issued.

Zoning Report: Zoning Inspector Porter submitted the following report:

PERMITS: New Home, Avon Lake Rd, Pappas; Deck, Spencer lake rd., Von Deak; Contacts; Continue to try and work with home owner on Spencer Lake rd. to clean up his property; Received phone call about trash at home on Chatham rd., across from general store, stopped and spoke to resident, he agreed to clean up; as of this writing not done. Follow up required. Many phone calls about zoning. FYI, I will be out of town from July 5th thru the 19th, as always will have township phone with me.

Items of old business:

- Crossroads- Trustee Arters reports that they are having testing done on the emulsion application. Also, that he talked to Dan Becker about the performance bond, and was told that Chatham Township should have the original. Trustee Dumperth is going to check with the Brian Richter at the Prosecutor's office about the performance bond due to being told different information. Trustee Arters stated that he asked Dan Becker about a third party inspector and was told 'Ted can do it' and that there was 'no need' for a third party inspector.

- Pick-up truck- Fiscal Officer Poling reported that the invoice was slightly higher than previously approved due to title and documenting fees.

A motion was made by Trustee Arters **Resolution #01-06272017** referencing **Resolution #01-04112017** to increase the amount for the 2017 F-250 4x4 from \$3,774.00 to \$3889.00 due to the documentation fee being \$100.00 and \$15.00 for the Title. Roll Call: Arters, yes; Dumperth, yes; Jurkowski, yes.

Trustee Arters will complete the paperwork at the dealership.

- Munz ROW- Trustee Arters stated that when he called to follow up he was told it was on the drafting table, and they were hoping to have it complete by the 2nd trustees meeting in July.

- Fire station plan review and budget – Trustee Dumperth stated that he needed to finish the letter.

- Comprehensive Plan update – on hold until Fall

- Roads employee/summer mowing- Trustee Arters stated that a baseball coach, Mike, was willing to mow the Memorial Hall, but does not have access to a mower. It was suggested that he would be able to use the township mowers. Trustee Jurkowski was concerned about insurance. Trustee Dumperth referenced having other unpaid volunteers in the township. Trustee Dumperth is going to check with the fire association

to see if they had a plan for mowing and spraying weeds at Memorial Hall, and Trustee Arters is going to check with Mike about his availability to mow.

- Township Clean Up Month- Vouchers are still available until July 29th
- Former VFW hall update, mowing, ins, utilities, etc.- Trustee Dumperth reported that previously the VFW did not insure the baseball fences or concession stand. Trustees stated that they would continue not to insure them.
- Audit Update- Fiscal Officer Poling stated that it is still going on, she was told it should be completed and a post audit meeting should take place by the end of July.
- Richman Road Culvert- The Township received the applications for the OPWC moneys; Trustee Arters will make sure that the county engineer's office will complete the applications as they have in the past for the OPWC funding.
- Coon Club – Fire Chief Disbrow reported that he contacted the Medina County Health Department about permits at the Coon Club; and a breakdown in communication about permits to the Fire Department was identified. The fire Department completed inspections, and there were two sheriffs in the area during the event this past weekend. Trustee Dumperth is going to contact the prosecutor about what the Coon Club was grandfathered out of zoning for.
- Rice Road and 162 – Certified letter was delivered as of 6/19/17 at 3:36pm per the tracking information.
- Fire Fund CD investment – Fiscal Officer Poling asked for this to wait until after the budget meeting.

Items of new business:

- LMRE voting – Trustee Arters stated that they historically have not voted on LMRE trustees.
- Domain name renewal – Trustee Dumperth reported that it is not up until November of 2018.
- Phone/Internet provider – Fiscal Officer Poling reported that Frontier services for Township Phone/Internet have been inconsistent, and customer service has not been helpful in compensating the township for days of service outage. Trustee Dumperth reported that he thought the contract was up soon with Frontier, and we would look into other providers.
- Life Insurance – Trustee Jurkowski stated that the form she sent to FO Poling regarding what should be included in employee personnel files should also include a life insurance acceptance/waiver form as the family of late Trustee Siman had not been informed of the life insurance that the township provided and is only now receiving it 1.5 years after his death. Trustee Jurkowski continues to request the passed resolution and wording about Life Insurance, and how it is to be offered. She was informed by the prosecutor that this should be made available. Fiscal Officer Poling gave dates that she found regarding life insurance, and stated that the wording of the resolutions would be filed in the minutes books from the prospective years in the records room at CTCC. Fiscal Officer Poling also stated that the township has not been paying on the late Trustee Siman's life insurance therefore the life insurance company was informed of his passing. Trustee

Dumperth identified that we are now offering Life Insurance in the new employee packet for elected officials and fulltime employees. He encouraged her to create a policy if that is what she wanted to see for the township moving forward.

Announcements / Upcoming Meetings

Trustee Budget Meeting: Thursday, June 29th, 2017, 7 pm

Bicentennial Meeting: Monday, July 3rd, 2017, 7 pm

CTCC Meeting: Thursday, July 6th, 2017, 7 pm

Trustee Meeting: Tuesday, July 11th, 2017, 7 pm

CTCC Movie Night: Saturday, July 15th, 2017, 9 pm, "Lego Batman"

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 _____