

CHATHAM TOWNSHIP

Chatham Trustee Meeting Minutes
Chatham Township Community Center
Regular Meeting of December 12, 2017

Meeting was called to order by Trustee 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 December 12, 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

Trustee 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 November 28, 2017 adding **Resolution #02-11282017** for the executive session decision to increase Joseph Aungst, Roads, Assistant Roads Superintendent wages by \$1.00 per hour with back pay to his probation date for the increase. All in favor

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Arters to approve December 5th, 2017 meeting minutes. All in favor

A Motion was put forth by Trustee Dumperth, duly seconded by Trustee Jurkowski to approve CTCC meeting minutes of December 7th, 2017. Motion passed, Arters abstained.

A Motion was put forth by Trustee Arters, duly seconded by Trustee Dumperth to approve Financial Reports. 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: Jeff Schreiber from Cloverleaf Board of Education asked if CTCC or MH would be an option to set up new wrestling mats for them to cure for 30 days. Trustee Jurkowski wanted to be sure that the temperatures of the buildings would be okay for the curing process. Trustee Arters wanted to clarify how much room would

be needed. Trustees agreed that this would more than likely be fine, and there would be room at CTCC.

Sue Arters representing the Chatham Township Bicentennial Committee reported that there was a Chili cook off coming up in January and they are still looking for chili cooks and tickets to attend are \$10. Also there will be a Sock Hop February 10th.

Correspondence: OSU Extension Academy on Leadership and Government upcoming opportunity January 4-March 29th, 2017; Holiday greetings from Medina Materials; Letter of interest for Zoning Board from Jo Murr; Letter from Larry Obhof regarding state bond funding; ARAQMD newsletter; Christmas greetings from LMRE; Holiday greetings from Great Lakes Portable Toilet Rental; Invitation to join OAPT and Compmanagment for 2019 BWC group rating; Medina County Prosecutor paperwork for Munz right of way.

Auditors Report: MaryBeth Guenther came to review the Fire Levy expiring end of 2018 and Fire Levy expiring end of 2019 each of which are 2 mils and generate \$106,000. Trustee Dumperth inquired about options due to the currently planning to build a new fire station. MaryBeth suggested talking to Litchfield, Hinckley, and Granger due to them recently building fire stations. She explained that there are three options: Construction Bond, Levy, or Loan. MaryBeth reported that mostly likely Renew or Renew/Increase would be best. Also, that election expenses are less in November, but suggested getting them on the primary for two chances to put them before the voters to pass.

Fire Department/EMS: None

Roads Report: Road Superintendent reported the following:

1. Checked roads several times from high winds
2. Checked all road signs
3. Cut up fallen trees in right of way
4. Filled pot holes on Garver at RR tracks
5. Graded Richman and Rice roads
6. Picked up some wood in right of way
7. Washed trucks

Roads Superintendent Arters requested purchasing a rack and lights for the 2017 Ford Truck for safety in the amount of \$850. There was a motion set forth by Trustee Arters, duly seconded by Trustee Dumperth to purchase a rack and lights for the 2017 Ford Truck in the amount of \$850. All in Favor. Asked about financial status of being able to Chip Seal Richman Road. He reported the amount would be about \$30,700.00 and the County wants to get everything in order to put it up for bid. This will require a resolution he reported.

Zoning Report: Fiscal Officer Poling reported that there was an appeal filed, based on a deposit that was made. Trustee Arters reported that he knew it was coming, but had not

heard it had been filed. Trustee Arters reported that he would have to go over Secretary duties with Heather, due to her resignation. Also, that he would get the Appeal Scheduled and contact interested residents for the Zoning Boards.

CTCC Report: CTCC Scheduler, Janet Newcomer reported that there had been a new rental for later this month; Movie Night would be December 16th; the Opry would be January 6th. Also, that there had been inquiries about volleyball and wrestling. Janet asked for clarification about the last Post article regarding MH. Trustees clarified the Township was given property and contents by the VFW, and the Fire Association is leasing the building from the township and has agreed to pay bills related to the MH with the income received. Janet thanked Trustee Jurkowski and Trustee Dumperth for their support of CTCC. Janet reported that she was approached by the Cloverleaf Girl Scouts about using the gym and kitchen for a movie night. A motion was made by Trustee Arters, duly seconded by Trustee Dumperth to have them pay the deposit fee, and if the facility was clean to return the deposit.

Memorial Hall: Trustee Jurkowski reported that the Prosecutor's office had not gotten back with about the lease. Trustee Dumperth is concerned about the tax exemption paperwork, due to not having lease completed. MaryBeth stated that she would check with Auditor Kovack, but suggested proceeding with paperwork. She stated it is not currently leased. A motion was made by Trustee Dumperth, duly seconded by Trustee Arters to complete Tax Exempt paperwork. All in Favor. Fiscal Officer Poling reported that she would complete 4th Quarter billing to Fire Association prior to the close of the year. Trustee Dumperth was concerned about plumbing with the below freezing temperatures. Trustee Arters stated that it has always been fine and also that the outside door reportedly broken and open has never locked and must have gotten blown open in the storm. Trustee Dumperth suggested that the door be fixed so that it locks.

Cemetery Report: Cemetery Sexton Jurkowski submitted update to Cemetery Policy. A motion was made by Trustee Jurkowski, duly seconded by Trustee Arters to approve Cemetery Policy as updated by Cemetery Sexton Jurkowski **Resolution #01-12122017**. Roll Call: Arters, yes; Dumperth, yes; Jurkowski, yes.

Items of old business:

- New Fire station RFQ meeting Dec. 5th - Trustee Arters reported that he called the firms that submitted and asked for their suggestions of whether design/build or design/bid/build in writing to be submitted prior to proceeding
- Munz ROW Richman Road Corner Stone – Paperwork was received from the Prosecutor and Trustee Arters will contact the property owner to get it signed and notarized. Trustee Dumperth reminded Trustee Arters of the OPWC money for this project as discussed with Medina County Engineer, Conrad a while ago.
- Zoning Board of Appeals- – 2 resignations Jan 1st – Jared Bohley and Jo Murr applied; Trustee Arters with contact them.

- Ash Tree Removal – Trustee Dumperth reported that the Historical Society took down the tree as previously approved. Trustee Dumperth asked Arters if he had contacted the Prosecutor on how to proceed with getting bids to take the other Ash Trees down.
- Historical Society Buildings – Trustee Dumperth reported that the Historical Society would like to get the Gas Station moved as soon as possible, and noted it had been re staked based on the recommendation of Trustee Arters. A motion was made by Trustee Jurkowski, duly seconded by Trustee Arters to approve the locations staked by the historical Society for the placement of the Gas Station and School Buildings. All in Favor. Trustee Dumperth reports that he will get the plans done with the Engineer.
- Cemetery Policy update – See Cemetery above

Items of new business:

- Year End procedures/issues – Fiscal Officer Poling continues to report that the 2015/2016 audit is not complete. Also, Fiscal officer Poling reported that the Computer previously used by her was replaced via the contract with UAN. This computer was given to Chatham Township for use or donation. Trustees agreed that the Township Garage could use the computer.
- Trash Bin Contracts-Trustee Dumperth reported getting Trash bids for the coming year. He will email for review.
- Township E-mail Address List – Trustee Dumperth will get email list for the township residents to Fiscal Officer for keeping. Trustee Jurkowski strongly recommended that the Trustees and other officials be issues emails to keep personal separate from Township. She suggested looking at our web host and the OTA annual meeting.
- Ohio Plan – Fiscal Officer Poling reported that Joel Bender will be attending January meeting to present insurance package. All Trustees and Dept. Heads need to review to be sure information is accurate. Trustee Dumperth suggested MH adjustment of 10%for property needs sighting kitchen equipment replacement value of \$75,000.
- Reallocation of Funds to pay bills due to appropriation being a little short at year end. A motion was made by Trustee Arters, duly seconded by Trustee Dumperth to approve the reallocation of money to pay necessary bills in 2017. **Resolution #02-12122017.** Roll Call: Arters, yes; Dumperth, yes; Jurkowski, yes.

Announcements / Upcoming Meetings

MCTA Thursday, Dec 14th, 6 pm

CTCC Movie Night, Sat Dec 16th, 7 pm, “Miracle on 34th Street”

Christmas Lighting Contest, winner TBA Dec 18th?

Trustee Meeting, Tuesday, Dec 26th, 7 pm

Firemen’s Association New Year’s Eve party

Organizational Meeting January 2 7pm at CTCC

A motion to adjourn was made by Trustee Dumperth duly seconded by Trustee Jurkowski. All in favor.

TRUSTEES:

Russ Arters

Rick Dumperth

Sue Jurkowski

FISCAL OFFICER _____
Sarah Poling

Date Signed _____

Date Approved _____