

RECORD OF PROCEEDINGS

Minutes of Jefferson Township Board of Trustees
 2119 St. Rt. 598, Galion, OH 44833

Regular Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10748

Held March 23 20 20

START TIME: 7:00 PM

END TIME: 8:05 PM

DRAFT

CALLED TO ORDER BY: Mr. Kevin Walker, Chairman of the Board

RECORD OF PROCEEDINGS

BOARD/FISCAL OFFICER ROLL CALL

NAME	PRESENT
Mr. Richard Eichhorn, Trustee	Present
Mr. Matthew Weber, Trustee	Present
Mr. Kevin Walker, Trustee	Present
Mrs. Kathryn Weber, Fiscal Officer	Present

IN ATTENDANCE

Mr. Lindy Rachel	Fiscal Officer Elect	
Mr. Cody Knapp	Visitor	Volunteer Fireman
Mr. Dave Link	Employee	Assistant Fire Chief
Mr. Michael Swick	Employee	Zoning Inspector

APPROVAL OF PREVIOUS MINUTES

MOTION TO APPROVE MINUTES OF	2/24/2020
TYPE OF MEETING	Regular
MOTION TO APPROVE BY	Mr. Weber
MOTION TO APPROVE SECONDED BY	Mr. Eichhorn
DISCUSSION	Approved as dispersed and dispensed with the reading
VOTING ROLL CALL	VOTE
Mr. Eichhorn	Yes
Mr. Weber	Yes
Mr. Walker	Yes
VOTING RESULTS	YES: 3 NO: 0

FISCAL OFFICER REPORT

REPRESENTATIVE'S NAME	Kathryn Weber
DISCUSSION	Township website is in final stages – will be up and running in April.

APPROVAL OF BILLS

MOTION BY	Mr. Eichhorn
MOTION SECONDED BY	Mr. Walker
DISCUSSION	<p>Warrants 15147 thru 15172 totaling \$ 30,996.20 for payment of monthly payroll and accounts payable.</p> <p>Supplemental Appropriations were approved as follows:</p> <p>From: 1000-110-599-0000 (other)</p> <p>To: 1000-120-323-0000 (R & M) \$ 1,000.00</p> <p>From: 2191-930-930-2005 (contingencies)</p> <p>To: 2191-230-360-0000 (contracted services) \$ 2,000.00</p>

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VOTING ROLL CALL	VOTE
Mr. Eichhorn	Yes
Mr. Weber	Yes
Mr. Walker	Yes
VOTING RESULTS	YES: 3 NO: 0

VISITORS

VISITOR NAME	No Visitors due to Stay-Home order by State Governor because of COVID-19 pandemic
DISCUSSION	

DEPARTMENT HEAD/OFFICIAL REPORT

DEPARTMENT	ZONING
REPRESENTATIVE'S NAME	Mr. Michael Swick
DISCUSSION	<p>Mr. Swick reported that he has two Building Permits Pending – he is out of Building Permit forms – Mrs. Weber will order a new supply from A-1 Printing and get them to Mr. Swick when available</p> <p>A new house is being constructed at 5631 Windfall Road, Galion, by Rinehart. 911 numbers need to be put up. A building permit will be issued as soon as the new forms are available.</p> <p>Another pending Building Permit may be issued for a greenhouse for Millenbaugh on County Road 330, Crestline. They are waiting on a construction estimate. A permit may not be necessary if the estimate is under \$ 500. This will be a Cottage Business.</p>

DEPARTMENT	FIRE DEPARTMENT REPORT
REPRESENTATIVE'S NAME	Assistant Chief Link
DISCUSSION	<ul style="list-style-type: none"> • Update on MARCS radio antenna for station – all invoices for the Grant have been paid and documentation sent to the Dept. of Commerce. • The insurance claim for damaged items has been submitted; awaiting a response from Claims Department. • It was approved for Mr. Cochran to order a UV mask sterilizer – this is an emergency purchase. The total is \$ 342.82 (Motion 2020-11) • The Department has been keeping all equipment sanitized per protocol.

LEGISLATION

NUMBER	JT 2020-10
TITLE	Addendum to JT 2019-20 listing Volunteer Fireman per Ohio Revised Code 4123.68
CLASSIFICATION	New Business Resolution
STATUS	Passage
MOTION TO	Approve
MOTION BY	Mr. Walker
MOTION SECONDED BY	Mr. Weber
DISCUSSION	Listing Volunteer Firefighters acquired by the Jefferson Township Volunteer FD since the passing of JT 2019-20
VOTING ROLL CALL	VOTE
Mr. Richard Eichhorn	Yes
Mr. Matthew Weber	Yes

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Mr. Kevin Walker	Yes
VOTING RESULTS	YES: 3 NO: 0

DRAFT

NUMBER	2020-11
TITLE	UV Mask Sterilizer
CLASSIFICATION	General
STATUS	Passage
MOTION TO	Approve
MOTION BY	Mr. Weber
MOTION SECONDED BY	Mr. Eichhorn
DISCUSSION	An Emergency motion to purchase a UV Mask Sterilizer while still available – Total cost \$ 342.82 – Credit Card purchase
VOTING ROLL CALL	VOTE
Mr. Richard Eichhorn	Yes
Mr. Matthew Weber	Yes
Mr. Kevin Walker	Yes
VOTING RESULTS	YES: 3 NO: 0
MOTION	Carried

NUMBER	2020-12
TITLE	Approval of and purchase of Township logo decals for road service vehicles
CLASSIFICATION	Old Business Motion
STATUS	Passage
MOTION TO	Approve
MOTION BY	Mr. Walker
MOTION SECONDED BY	Mr. Weber
DISCUSSION	Logo adopted for the Township, decals to be placed on Road Service vehicles – non reflective – cost will not exceed \$ 300
VOTING ROLL CALL	VOTE
Mr. Richard Eichhorn	Yes
Mr. Matthew Weber	Yes
Mr. Kevin Walker	Yes
VOTING RESULTS	YES: 3 NO: 0
MOTION	Carried

NUMBER	2020-13
TITLE	Cancel any/all Hall Rentals until further notice
CLASSIFICATION	New Business Motion
STATUS	Passage
MOTION TO	Approve
MOTION BY	Mr. Walker
MOTION SECONDED BY	Mr. Weber
DISCUSSION	Because of order by State Governor and in order to prevent potential spread of COVID-19 Virus via group gatherings there will be no rentals of the Township Hall until further notice
VOTING ROLL CALL	VOTE
Mr. Richard Eichhorn	Yes
Mr. Matthew Weber	Yes
Mr. Kevin Walker	Yes
VOTING RESULTS	YES: 3 NO: 0
MOTION	Carried

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NUMBER	2020-14
TITLE	Removal of trees and brush on Knorr Road and Biddle Road by Hanes Excavating LTD
CLASSIFICATION	New Business Motion
STATUS	Passage
MOTION TO	Approve
MOTION BY	Mr. Eichhorn
MOTION SECONDED BY	Mr. Walker
DISCUSSION	Accept Estimate in amount of \$ 2,100 for Tree Grinding – Knorr Road, Grind brush to ground and grind limbs – Biddle Road, take limbs and brush to ground and take dead trees down on Biddle and Brandt Roads
VOTING ROLL CALL	VOTE
Mr. Richard Eichhorn	Yes
Mr. Matthew Weber	Yes
Mr. Kevin Walker	Yes
VOTING RESULTS	YES: 3 NO: 0
MOTION	Carried

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PRIOR BUSINESS

TOPIC	Drainage Repairs on Windfall Road
PRESENTED BY	Mr. Eichhorn
DISCUSSION	<ul style="list-style-type: none"> • OUPS has marked utility lines • No digging to date of this meeting

TOPIC	Logo
PRESENTED BY	Mr. Walker
DISCUSSION	<ul style="list-style-type: none"> • Mr. Grady of Anthony-Lee can have the logo decals ready in a few days • Non-Reflective would be best to show the pictures better • Cost is \$ 45 one time for art - \$ 39 per decal – Total less than \$ 300 for all 3 trucks. (Motion 2020-12)

NEW BUSINESS

TOPIC	Input opportunity on Proposed 2021-2024 STIP (Statewide Transportation Improvement Program) by ODOT District 3
PRESENTED BY	Mrs. Weber
DISCUSSION	A letter was received from ODOT – District 3 offering the opportunity for Trustees to offer input on the STIP 2021-2024 Program – participation can be made from March 30, 2020 to April 10, 2020 by using the QR Code included on the letter or going to the STIP Website between those dates listed.

TOPIC	Addendum to Resolution JT 2019-20
PRESENTED BY	Mrs. Weber
DISCUSSION	<ul style="list-style-type: none"> • Listing Volunteer Firefighters acquired to this date by the Jefferson Township Volunteer FD since the passing of JT 2019-20. • Suggestion was made to make this revision once a year during the month of November, going forward. • For this year, since Mrs. Weber's term of Fiscal Officer is ending on 3/31/2020 she requested having this updated as a matter of "housekeeping". (Resolution JT 2020-10)

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TOPIC	Revised Bank Signature Cards
PRESENTED BY	Mrs. Weber
DISCUSSION	<ul style="list-style-type: none"> A new Account Agreement (signature card) with UBB DIV of Park National Bank, Bucyrus, Ohio. Effective 4/1/2020 when New Fiscal Officer term begins All Trustees and new Fiscal Officer Lindall Rachel signed the document. Mr. Rachel will deliver the document to the bank on or shortly after April 1, 2020.

TOPIC	Hall Rentals
PRESENTED BY	Mr. Walker
DISCUSSION	<ul style="list-style-type: none"> In consideration of Governor order to cease group gatherings a policy to cancel Township Hall rentals until further notice. There are no pending rentals at this time. This will apply to any future requests for rental until further notice (Motion 2020-13)

TOPIC	Tree and Brush Grinding on Knorr, Biddle and Brandt Roads
PRESENTED BY	Mr. Weber
DISCUSSION	An Estimate by Hanes Excavating LTD in amount of \$ 2,100 for Tree Grinding – Knorr Road, Grind brush to ground and grind limbs – Biddle Road, take limbs and brush to ground and take dead trees down on Biddle and Brandt Roads was considered and discussed by Trustees. (Motion 2020-14)

NEXT SCHEDULED MEETING

TYPE OF MEETING	<u>Regular</u>
DATE	<u>04/27/2020</u>
TIME	<u>7:00 PM</u>
LOCATION	<u>2119 St. Rt. 598, Galion, OH</u>
COMMENTS	

MEETING ADJOURN

MOTION BY	Mr. Weber
MOTION SECONDED BY	Mr. Walker
VOTING ROLL CALL	VOTE
Mr. Eichhorn	Yes
Mr. Weber	Yes
Mr. Walker	Yes
VOTING RESULTS	YES: 3 NO: 0

MINUTES PREPARED BY

SIGNATURE	TITLE	DATE
Kathryn Weber <i>Kathryn Weber</i>	Fiscal Officer	<u>3/31/2020</u>

BOARD/COUNCIL CERTIFIED

SIGNATURE	TITLE	DATE
Richard Eichhorn	Trustee	<u>4/27/2020</u>
Matthew Weber	Trustee	<u>4/27/2020</u>
Kevin Walker	Trustee	<u>4/27/2020</u>

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