

## **BLOOM TOWNSHIP BOARD OF TRUSTEES MEETING 02/10/21**

**CALL TO ORDER:** Carol Moore, Chairperson called the meeting to order at 6:00 p.m. via Zoom technology due to the health department's guidelines regarding the pandemic. Members present were Trustees Moore, Brian Randles, Jason Smith, and Holly Mattei, Fiscal Officer. Department supervisors were also present. The Pledge of Allegiance was recited and we paused for a moment of silence in honor of our military serving throughout the world.

### **FISCAL OFFICER REPORT: by Holly Mattei, F.O.**

Ms. Mattei thanked everyone for their patience and help as she transitioned into her role. She said Dawn has been a big help. She wanted to make sure the department heads are contacting her before they make a purchase so she can verify funds are available. She said a PO must be issued prior to the purchase being made. Additionally, she asked that the department heads provide all necessary paperwork including W-9s, OPERS independent contractor acknowledgement, and the State of Ohio new business reporting form. We have to have a vendor set up in our system before we can issue any payments to them. She thanked everyone for their cooperation.

- Motion by Randles, second by Smith to receive and file the minutes of the 1/27/21 meeting. Motion carried 3-0.
- Motion by Smith, second by Randles to approve payments of \$9,294.48 and charges of \$92,451.45. Motion carried 3-0.

### **ADMINISTRATORS' REPORT: by Anne Darling Cyphert, Administrator**

- Discuss possible purchase of new dump truck/plow: Randles had asked her to add this to the agenda for discussion. Discussion turned to emergency repair expenses over \$1,500 incurred between meetings that must be approved by the Board Chair and the Fiscal Officer per policy. Moore said a cost estimate needs to be obtained before emergency repair expenses are approved between meetings. Randles said the Road Supervisor is under stress right now due to equipment failures and winter weather and he shouldn't have to get an estimate. Moore said it is an estimate and can be updated if more work is needed, but an estimate is required. FO Mattei also expressed that an estimate should be required before work is performed.
- New Administrative Office worker visited the office on Monday and will be starting to fill in as another assistant when she returns from vacation.
- No drug test results (maybe the one without the CDL is on the way) or Driver Abstracts received from PT Road Workers.
- Still has not received the \$20,000 township life insurance from Medical Mutual Life for her husband who was Fiscal Officer at the time of his passing. She thinks a check may be on the way. Her husband passed nearly 2 months ago.
- Roadblocks in minor subdivision on Salem Church Road: A developer wanted to put in a small subdivision of 6 lots without appropriate road frontage and wanted the lots to all share a common drive. She informed him that would not be in conformance of our zoning.

- Vacated Cemetery Issues: She attended an OTA seminar on this subject last week. We currently care for several abandoned cemeteries that do not belong to us so this will need to be addressed legally.
- Expansion of Wesley Chapel Cemetery: She plans to have a planning meeting with Steve this spring to discuss the needs and the timing.
- Cemetery Sign is expected to be delivered by the end of March.
- Update on OTA conference: Her conference seminars included cemetery law and human resource law. Gov. DeWine gave the opening speech for the virtual conference. Mattei also reported she attended sessions including required CEU's for Fiscal Officer so that she is current this year.

**FIRE DEPARTMENT REPORT: by Thomas Williams, Chief**

- Motion by Randles, second by Smith to hire Brayden Coffin and Cullen Shields as part-time firefighters upon completion of pre-employment requirements (physicals and backgrounds). Motion carried 3-0.

**INFORMATION FOR TRUSTEES:**

- He updated the board on the OTARMA safety grant progress. He expects a final quote tomorrow.
- CARES Act PPE has begun to arrive (helmets, boots and gloves).
- Final SCBA equipment donated to Hocking College was delivered. Will be getting a letter from Rick Best that I will submit to the administrator when I receive it.
- Ford medic is expected to return soon and most of the costs will be absorbed due to recall.

**ROAD DEPARTMENT REPORT: by Steve Green, Supervisor**

- Motion by Smith, second by Randles to authorize Goodale transmission to rebuild the rear end on number 1 dump truck at an estimated cost of \$2,000.00. Motion carried 3-0.
- Motion by Randles, second by Smith to authorize Mobile lube to remove and reinstall the rear end along with putting the axle back in this same number 1 dump truck and fixing the drive shaft in the same truck as well to get it back on the road at an estimated cost of \$2,000.00. Motion carried 3-0.
- Board Administrator instructed to relay to Road Supervisor to get with FO on paperwork for vendors and to update her on documentation and drug test results on his proposed part-time workers.
- Randles is concerned that the old Jeep needs to be removed. Chief Williams will try to remove it as soon as possible.

**EXECUTIVE SESSION:** Motion by Randles, second by Smith to enter into Executive Session under ORC 121.22 for the purpose of discussion of matters required to be kept confidential under law due to HIPAA. Motion carried 3-0.

Following the Executive Session, the Chair adjourned the meeting.