

**CALL TO ORDER/PLEDGE**

Carol Moore, Chair, called the check signing and agenda review session to order at 6:15pm. Members present were Trustees Carol Moore, Brian Randles, Jason Smith; Fiscal Officer David Cyphert, department supervisors, and members of the public. The business meeting was called to order at 6:30 p.m. 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 David Cyphert, F.O.**

- Motion by Smith, second by Randles to receive and file minutes of the 3/14/18 meeting
- Motion by Randles, second by Smith to approve payments in the amount of \$88,298.95. He said the payroll company, Jones' Accounting continues to have a high rate of turnover. They have failed to provide the payroll reports which is why there are no "charges" to approve this meeting.
- Report on Local Government Officials Conference in Columbus: He attended several sessions at the conference including the Ohio Open Records and Sunshine Law class, and ethics class. He reminded the trustees they are also required to take the Ohio Open Records and Sunshine Law class at least once per every term in office.

**REPORTS FROM ELECTED OFFICIALS:**

- Brian Randles said he accompanied the Road Supervisor to inspect the roads being considered for resurfacing.

**FIRE DEPARTMENT REPORT: by Terry Gill, Chief**

-Station 552:

Lighting/sign: South Central Power is consulting with him about the lighting. Jan Wisecarver will be providing a quote for the sign.

Septic: Another issue was discovered. It involved the mound system. Gill called the Health Department and asked why they approved a system that is now experiencing issues. He did not get much response from the Health Department about his question. The issue was caused by the freezing temperatures. He is consulting with plumbing companies on how to resolve the problem.

-Station 551 roof update: The plan is to put a hole in roof, leave current lines, then HVAC will install new lines through the new hole. The roofing company anticipates work to commence next week.

-Motion by Randles, second by Smith to approve Target Solutions, online training, invoice of \$3443.30. This is the second year of a three year agreement approved last year. Motion carried 3-0.

-Motion by Smith, second by Randles to approve the Howell Rescue invoice of \$965 for the annual inspection and repairs of the hydraulic rescue tools. Motion carried 3-0.

-Motion by Randles, second by Smith to approve the Matrix invoice of \$1200 for our Employee Assistance Program part of the Drug Free Workplace Policy. Covers all employees. Motion carried 3-0.

**ROAD DEPARTMENT: Steve Green, Supervisor**

OPWC project update: ATT is holding us up. Boring company is in there now. Project should get underway mid to late April.

-Motion by Randles, second by Smith to accept Arbaugh Tree Service & Landscaping's quote to cut trees at "Job Site 1, Kauffman Rd." for the OPWC Phase 2 project at a cost of \$3,600. Motion carried 3-0. Twp to be reimbursed through OPWC grant for this expense. Workers' Comp and Liability Ins. on file. Motion carried 3-0.

-Motion by Smith, second by Randles to accept Arbaugh Tree Service & Landscaping's quote at "Job Site 2, 6365 Coonpath Rd." to cut 7 trees to 2 ft. stubs with all clean-up at a cost of \$2,000. Motion carried 3-0. Green says twp road crew will do ditch work and add berm at this site.

-Discussion of 3<sup>rd</sup> large culvert on Bowling Green. Fairfield County Engineer's office is adding guardrail to the engineering.

-5520 Coonpath: Green presented one quote to "Replace Culvert Line In Side Ditch". He called two other vendors but they did not quote. He will work on obtaining additional quotes.

-3570 Kauffman Rd.: Ditch work at Kauffman/Bartlett (across from Boersma property). Green obtained two quotes to correct the drainage/washout issue, both involving reshaping embankment and applying rip rap (stone). Randles suggested Green get clarification regarding pricing. Moore asked if the POC from the county engineer's office is in agreement with the plans for this project and Green said Eric McCrady was consulted. No action was taken.

-Green said he provided the county engineer's office with a list of roads for berming and paving this summer so they can prepare our bid package.

-Motion by Smith, second by Randles to approve up to \$6,000 to purchase concrete barriers to make stalls to hold road materials at admin office complex. Motion carried 3-0.

**ADMINISTRATION REPORT: by Anne Darling Cyphert, Board Administrator**

-Cemetery Map still needs updated per ORC: It is very important to maintain this record of who is buried where. The administrative assistant can assist with this project.

-She is having multiple discussions with the adjuster assigned by PERSO for the road department fire claim. We are finally at a point where we can start submitting for reimbursement requests. A major project will commence April 2 by Board Administrator and Road Supervisor at the Road Department. This will involve identifying all damaged items from the fire, photographing each one, then obtaining replacement costs on all items. We will have a dumpster delivered for the debris. Obtaining the replacement costs can be done by the administrative assistant but will exceed the 8 hours maximum she is allotted to work on road department business. Therefore; the following motion is needed:

**Motion** to approve up to 17 hours per week for Karen Price to assist road department, not to exceed 29 hours, in obtaining replacement costs for burned items until the task is completed. Motion carried 3-0.

-Update on Prosecutor's Office communications regarding the meeting she had with the assistant prosecutor, Josh Horacek, prior to this evening's meeting. Part of the meeting involved several zoning issues and she believes his advice is very clear. Regarding the questions we have about the road storage barn project, he was asked the following questions:

1. We thought the threshold requiring the bid process for building our road barn was \$150,000. But there is a question as to whether it is \$215,000 due to what was read pertaining to the State of Ohio in ORC. What is our bid threshold?
2. Explain prevailing wage requirements. We may want to add restrooms and offices in the future but no decision has been made. Can we "rough-in" plumbing for future improvements without violating Prevailing Wage rules? We would be waiting at least 6 months to make improvements as advised by our Prevailing Wage Coordinator, Chief Gill.

His answers:

- 1) The project, regardless of cost must be bid out. He asked for the trustees to provide them what they are wanting for the new road storage barn and he will prepare the specs. He advised for the Board of Trustees to approve specifications they want him to use in the bid specs.
- 2) Prevailing Wage is \$250,000. We can rough in plumbing if, in the future, we ever decide to install it, which we don't know if that will happen.

The department supervisor, fire chief, fiscal officer, and trustee will review the needs for the barn and it will be discussed at the next meeting.

The chair adjourned the meeting.

Certified by:

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David L. Cyphert, Fiscal Officer

Date: