

Sugar Creek Township, Wayne County Ohio

RECORD OF PROCEEDINGS

The minutes of the regular meeting on January 14, 2020.

PRESENT WERE SCOTT WIDMER, JON HOFSTETTER, TOM GREGORY; AND FISCAL OFFICER ANITA FISHER

- Scott Widmer called the meeting to order at 7:00 p.m.
 - A motion to approve December 30, 2019 regular meeting minutes was made by Scott Widmer and seconded by Jon Hofstetter. Motion carried.
 - The Fiscal Officer presented the bank reconciliation from December 2019 for review. Scott Widmer made a motion to approve the December 2019 bank statement and reconciliation with Jon Hofstetter seconding. Motion carried.
 - Payroll vouchers for road employees Kevin Hofstetter and Scott Feltis were signed by the trustees.
 - Scott moved to close 2019 business. Jon Hofstetter seconded. Motion carried.
 - Fiscal Officer opened the floor to nominations for president. Scott Widmer nominated Jon Hofstetter. Tom Gregory seconded. Motion carried.
 - Jon Hofstetter took over the meeting. He suggested having a vice-president which we have not had in the past several years. Jon Hofstetter nominated Scott Widmer who declined the nomination, and then in turn nominated Tom Gregory as vice president. Jon Hofstetter seconded. Motion carried.
 - Jon Hofstetter moved to set the regular meetings as the second Tuesday of the month. Scott Widmer seconded. Motion carried.
 - It was discussed where the monthly meetings will be held. It was determined that some meetings will be at the Kidron Community Center, Das Dutch Kitchen and the township garage. Jon Hofstetter made a motion to notify the Wayne County Engineer that our meeting location will change from "Kidron Community Center" to "See the township website at Sugarcreekwayne.com for location of meetings". Tom Gregory seconded. Motion carried.
 - Jon Hofstetter moved to adjourn to Executive session at 7:15 p.m. to discuss road employee compensation per ORC 121.22 (G)(1). Scott Widmer seconded.
A roll call vote was taken.
Jon Hofstetter – Yes
Scott Widmer – Yes
Tom Gregory – Yes Motion carried.
 - Jon made a motion to reconvene from executive session at 7:32 p.m. Tom Gregory seconded. Motion carried.
- We appreciate the excellent job our road workers are doing. Jon Hofstetter made a motion to increase our road employee's compensation by 3% starting on January 12, 2020. Scott Widmer seconded. Motion carried.
- The Fiscal officer presented the 2020 regular purchase orders (1-2020 thru 27-2020), and the 2020 super blanket purchase orders (1-2020 thru 11-2020). Jon Hofstetter moved to approve regular purchase orders and Scott Widmer seconded. Motion carried. Jon Hofstetter moved to approve the super blanket purchase orders and Scott Widmer seconded. Motion carried. See attached (A).
 - The Fiscal officer presented the payment listing for bills to be paid including #1-2020 thru #8-2020 and #22012 thru #22020 for a total of \$12,900.95. Jon Hofstetter moved to approve the bills to be paid for January 2020 and Scott Widmer seconded. Motion carried. See attached (B).
 - Fiscal Officer presented an updated Fund Balance for January 2020. See attached (C).
 - Tom Gregory presented information on the OTARMA Faithful performance coverage. If we were to adopt this it would only cover the fiscal officer at this time. The trustees would continue under their current bond. There would be a nominal fee of \$190 per

year for a total of \$760.00. However, this will be more than the invoice we anticipate for the upcoming renewal of the fiscal officer's bond. The coverage is a bit different than the normal bond coverage as well. See attached (D).

- Scott Widmer presented the road supervisor's report for December. See attached (E).
- Jon Hofstetter moved to change our current records committee team to Jon Hofstetter as president and Fiscal Officer. Tom Gregory seconded. Motion carried.
- Jon Hofstetter presented information regarding the Fire Prevention officer (FPO). It was discussed whether we need to change our procedures. Per previous conversations with the Wayne County Prosecutor, it appears that we as a board determine who the FPO is and that the township maintains that authority. The question is can we go with a different FPO that we appoint for each coverage area. It was also discussed whether we should adopt the State Fire Code as a township, and whether it causes a burden on property owners regarding their insurance and the implications of adopting a fire code. Jon Hofstetter moved to approve Resolution 2020-01-14-01 to appoint Jon Hofstetter as point of contact with the Wayne County Prosecutor in regards to the Fire prevention officer and adopting the State of Ohio Fire code. Tom Gregory seconded.

A roll call vote was taken.

Jon Hofstetter – Yes

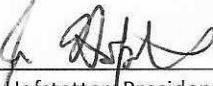
Scott Widmer – Yes

Tom Gregory – Yes

Motion carried.

- Jon Hofstetter talked to Chris Bishop from the Orrville Fire Department. They will still cover their portion of township. Scott Widmer is meeting with them to review a 2020 contract. Rates with Orrville do not appear to be increasing for 2020. Scott Widmer will be the contact with Orrville Fire Department (OFP). Tom Gregory will be the contact with Kidron Volunteer Fire Department (KVFD). Jon Hofstetter will be the contact with East Wayne Fire District (EWFD). Jon Hofstetter discussed the spreadsheet work he has been doing with the fire calls and discussed whether or not this will be continued. It identified a problem with lengthy response times with EWFD and he would prefer to now go forward in trying to figure out how to solve that.
- Jon Hofstetter discussed all that Ohio Township Association Risk Management Authority (OTARMA) offers on their website. Jon Hofstetter will take the lead with the township handbook. Tom Gregory will handle the insurance. Scott Widmer will handle any claims. Jon Hofstetter discussed the annual fire inspection performed by EWFD. Fiscal officer discussed meeting with Risk Management Consultant Kim Arnold, from KLA Risk Consulting, a division of OTARMA. A walk through of the garage was done and a couple items were noted that could be improved upon but, she was very impressed with how clean and organized the garage was. One thing she stressed is to document the policies and procedures that we do in order to keep our risk low. See attached (F).
- Jon Hofstetter discussed a code of conduct for our board, or a way to present information to each other and recommendations to try to adhere to but not hard fast rules. Several items were discussed with ways this could happen.
- Jon Hofstetter presented information on a tractor purchase. Jon Hofstetter discussed lease to own opportunities. It was discussed leasing versus paying cash. Tom Gregory mentioned that our focus should be on the need, and when do we need the tractor. If we ordered in February, it wouldn't be delivered until the fall, possibly September. Payment wouldn't be due until delivery. This will be discussed further at the February meeting.
- Jon Hofstetter gave an update on EWFD litigation. They have a reorganization meeting on Friday January 17th. A potential special meeting will be held with EWFD on January 23rd to continue working on the settlement.
- Jon Hofstetter would like to have a quote from Attorney Alfred Schrader and see if we need to sign a contract for 2020 or pass a resolution to have him continue as our attorney and extend the contract.
- Jon Hofstetter made a motion to allow the fiscal officer to upload our information to the Ohio checkbook each year. Scott Widmer seconded. Motion carried.
- Jon Hofstetter discussed giving Road Supervisor Kevin Hofstetter a budget to work with and set spending limits for him. The logistics of this were discussed. What determines which items are approved by the board? What about a daily limit or a weekly limit? This will be discussed further in February.
- Jon Hofstetter discussed some other items that could be put on our website such as agendas, road maps, etc. Scott Widmer moved to appoint Jon Hofstetter as the point of contact for the website access and Birdeye. Tom Gregory seconded. Motion carried.

- It was discussed how to provide Tom Gregory access to the Matrix, State township association, OTARMA, etc.
- Jon Hofstetter made a motion to place Tom Gregory as a signer on our Farmers National Bank Accounts. Scott Widmer seconded. Motion carried.
- Tom Gregory will take over the WENS systems (reverse 911 system) for road closure notification.
- Jon Hofstetter made a motion to adjourn at 9:03 p.m. Scott Widmer seconded. Motion carried.



Jon Hofstetter, President



Anita Fisher, Fiscal Officer

Purchase Order Listing

Year 2020

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
1-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
2-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$10,000.00	\$57.49	\$0.00	\$0.00	\$9,942.51
3-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$250.00	\$104.32	\$0.00	\$0.00	\$145.68
4-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$3,000.00	\$553.34	\$0.00	\$0.00	\$2,346.66
5-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$2,000.00	\$463.95	\$0.00	\$0.00	\$1,536.04
6-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$27,500.00	\$0.00	\$0.00	\$0.00	\$27,500.00
7-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
8-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$10,000.00	\$1,237.65	\$0.00	\$0.00	\$8,762.35
9-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
10-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
11-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
1-2020	PO Reg	01/02/2020	01/02/2020		HORST WELDING & FABRICATING LLC	O	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
2-2020	PO Reg	01/02/2020	01/02/2020		AUDITOR OF STATE	O	\$3,100.00	\$0.00	\$0.00	\$0.00	\$3,100.00
3-2020	PO Reg	01/02/2020	01/02/2020		HOLMES SUPPLY CORP.	O	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
4-2020	PO Reg	01/02/2020	01/02/2020		KYMAR LAWN CARE	O	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00
5-2020	PO Reg	01/02/2020	01/02/2020		LEROY KANDEL TRUCKING	O	\$40,000.00	\$6,788.95	\$0.00	\$0.00	\$33,211.05
6-2020	PO Reg	01/02/2020	01/02/2020		OHIO EDISON	O	\$7,600.00	\$1,276.26	\$0.00	\$0.00	\$6,323.74
7-2020	PO Reg	01/02/2020	01/02/2020		DON SMITH AUTO PARTS, INC.	O	\$1,800.00	\$256.26	\$0.00	\$0.00	\$1,543.74
8-2020	PO Reg	01/02/2020	01/02/2020		COLUMBIA GAS	O	\$2,000.00	\$641.91	\$0.00	\$0.00	\$1,358.09
9-2020	PO Reg	01/02/2020	01/02/2020		KIDRON VOLUNTEER FIRE DEPARTMENT	O	\$65,500.00	\$0.00	\$0.00	\$0.00	\$65,500.00
10-2020	PO Reg	01/02/2020	01/02/2020		EAST WAYNE FIRE DISTRICT	O	\$65,500.00	\$0.00	\$0.00	\$0.00	\$65,500.00
11-2020	PO Reg	01/02/2020	01/02/2020		CITY OF ORRVILLE	O	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00

Purchase Order Listing

Year 2020

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
12-2020	PO Reg	01/02/2020	01/02/2020		STONY POINT HARDWARE, LLC	0	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
13-2020	PO Reg	01/02/2020	01/02/2020		MAST-LEPLEY SILO, INC	0	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
14-2020	PO Reg	01/02/2020	01/02/2020		HATCH WEB DEVELOPMENT, INC	0	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
15-2020	PO Reg	01/02/2020	01/02/2020		ATTORNEY ALFRED E. SCHRADER, LLC	0	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
16-2020	PO Reg	01/02/2020	01/02/2020		SANTMYER OIL CO., INC.	0	\$10,000.00	\$473.33	\$0.00	\$0.00	\$9,526.67
17-2020	PO Reg	01/02/2020	01/02/2020		LIL JOHN TRANSPORT, LLC	0	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00
18-2020	PO Reg	01/02/2020	01/02/2020		RENTWEAR, INC.	0	\$1,500.00	\$113.23	\$0.00	\$0.00	\$1,386.77
19-2020	PO Reg	01/02/2020	01/02/2020		RED ROVER	0	\$1,500.00	\$168.16	\$0.00	\$0.00	\$1,331.84
20-2020	PO Reg	01/02/2020	01/02/2020		REED RECORDS MANAGEMENT	0	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00
21-2020	PO Reg	01/02/2020	01/02/2020		OTARMA-Ohio Twp Assoc.Risk Mgmt Authority	0	\$8,600.00	\$0.00	\$0.00	\$0.00	\$8,600.00
22-2020	PO Reg	01/02/2020	01/02/2020		DMS REPAIR SERVICES	0	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
23-2020	PO Reg	01/02/2020	01/02/2020		HENDERSON PRODUCTS, INC.	0	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
24-2020	PO Reg	01/02/2020	01/02/2020		WAYNE COUNTY COMMISSIONERS	0	\$35,000.00	\$2,242.56	\$4,000.00	\$0.00	\$28,757.44
25-2020	PO Reg	01/02/2020	01/02/2020		MELWAY PAVING CO., INC.	0	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00
26-2020	PO Reg	01/02/2020	01/02/2020		ARMSTRONG	0	\$400.00	\$57.90	\$49.95	\$0.00	\$292.15
27-2020	PO Reg	01/02/2020	01/02/2020		AMERICAN ELECTRIC POWER	0	\$4,000.00	\$911.89	\$0.00	\$0.00	\$3,088.11
Total for selected purchase orders:							\$619,460.00	\$15,567.21	\$4,049.95	\$0.00	\$599,842.84

Status: O - Open, C - Closed, B - Batch

Purchase Order Listing

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1-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
2-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$10,000.00	\$57.49	\$0.00	\$0.00	\$9,942.51
3-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$250.00	\$104.32	\$0.00	\$0.00	\$145.68
4-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$3,000.00	\$653.34	\$0.00	\$0.00	\$2,346.66
5-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$2,000.00	\$463.96	\$0.00	\$0.00	\$1,536.04
6-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$27,500.00	\$0.00	\$0.00	\$0.00	\$27,500.00
7-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
8-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$10,000.00	\$1,237.65	\$0.00	\$0.00	\$8,762.35
9-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
10-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
11-2020	BC Super	01/02/2020	01/02/2020	12/31/2020		O	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Total for selected purchase orders:							\$75,800.00	\$2,516.76	\$0.00	\$0.00	\$73,283.24

Status: O - Open, C - Closed, B - Batch

Payment Listing

UAN v2020.1

January 2020

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2020	01/03/2020	01/01/2020	EP	SCOTT K FELTIS	\$804.46	O
2-2020	01/03/2020	01/01/2020	EP	KEVIN M HOFSTETTER	\$1,982.40	O
4-2020	01/31/2020	01/12/2020	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2,537.38	O
5-2020	01/14/2020	01/13/2020	CH	COLUMBIA GAS	\$344.12	O
6-2020	01/14/2020	01/13/2020	CH	AMERICAN ELECTRIC POWER	\$460.03	O
7-2020	01/14/2020	01/13/2020	CH	OHIO EDISON	\$154.72	O
8-2020	01/14/2020	01/13/2020	CH	OHIO EDISON	\$483.67	O
22012	01/14/2020	01/13/2020	AW	ALBRIGHT WELDING SUPPLY CO., INC.	\$181.30	O
22013	01/14/2020	01/13/2020	AW	ARMSTRONG	\$49.95	O
22014	01/14/2020	01/13/2020	AW	HORST WELDING & FABRICATING LLC	\$402.50	O
22015	01/14/2020	01/13/2020	AW	LEROY KANDEL TRUCKING	\$3,287.24	O
22016	01/14/2020	01/13/2020	AW	MARLBORO SUPPLY	\$979.25	O
22017	01/14/2020	01/13/2020	AW	RED ROVER	\$257.76	O
22018	01/14/2020	01/13/2020	AW	RENTWEAR, INC.	\$53.84	O
22019	01/14/2020	01/13/2020	AW	SANTMYER OIL CO., INC.	\$820.29	O
22020	01/14/2020	01/13/2020	AW	STONY POINT HARDWARE, LLC	\$102.04	O
Total Payments:					\$12,900.95	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$12,900.95	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Fund Status

UAN v2020.1

As Of 1/31/2020

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
1000	General	2.085%	\$8,509.13	\$0.00	\$8,509.13
2011	Motor Vehicle License Tax	1.723%	\$7,032.62	\$0.00	\$7,032.62
2021	Gasoline Tax	17.934%	\$73,196.63	\$0.00	\$73,196.63
2031	Road and Bridge	24.650%	\$100,606.61	\$0.00	\$100,606.61
2231	Permissive Motor Vehicle License Tax	1.002%	\$4,091.39	\$0.00	\$4,091.39
2281	Fire and Rescue, Ambulance and EMS Se	41.701%	\$170,197.11	\$0.00	\$170,197.11
2401	Street Lighting	1.105%	\$4,512.04	\$0.00	\$4,512.04
4901	Miscellaneous Capital Projects	9.800%	\$40,000.00	\$0.00	\$40,000.00
All Funds Total			\$408,145.53	\$0.00	\$408,145.53
Pooled Investments					\$0.00
Secondary Checking Accounts					\$2,154.91
Available Primary Checking Balance					\$405,990.62

Notes from conversation with Wendy French of Burnham and Flower Insurance

There is still time to adopt the resolution accepting the Faithful Performance Coverage addition to our existing OTARMA property and liability policy.

Due to the issuance of Tom Gregory's personal bond he will continue coverage in this manner.

Jon and Scott will continue personal coverage bonds for the balance of their terms.

The new Faithful Performance Coverage includes all employees, trustees, and the fiscal officer.

At renewal (September) the township would see an increase of \$190 per year for this coverage. \$760 for 4 years.

Our fiscal officer's personal bond is coming up for renewal 4/1/2020 at a cost of \$563.00 for the 4 year term according to local agent Larry Douglas.

Personal bonds have a provision allowing the bond company to pursue action against the elected official in the event of a claim. The Faithful Performance is a true insurance coverage with little or no pursuit of reimbursement in the event of a claim.

Sugarcreek Twp December Road Report

In December we finished mixing salt and cinders for the winter. We salted roads and plowed the roads. The end of the month we dealt with some flooding issues and branches on the road from high winds. We did a lot of maintenance on the equipment getting it ready for spring and summer work. We also received sign posts and hardware for the sign grant.

October 24, 2019

To: Kyle Nussbaum / EWJFD Chief / Fire Inspector

All of the items noted in your fire inspection at the Sugar Creek Township garage have been completed.




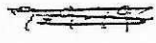
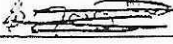
Attached on the next page is a list of the action items you have noted and the date of completion for each item.

Thank you,



Mitch Steiner
Sugar Creek Township Trustee

CC: Scott Widmer
Jon Hofstetter
Wayne County Prosecutor's Office

Action Items		
EXTINGUISHER TO HIGH	Completed 7-9-19	Complete No 6/20/2019
OPEN ELECTRICAL JUNCTION BOX	Completed 7-9-19	Complete No
GAS BOTTLE NOT SECURED	Completed 7-9-19	Complete No
NEED EXIT LIGHTING 	Completed 9-10-19	Complete No
GFI OUTLET BY WATER SOURCE (RECOMMENDATION)	Completed 7-9-19	Complete No
GAS METER NOT VISIBLE	Completed 7-8-19	Complete No
GAS GENERATOR IS BEING STORED UNDER THE ELECTRICAL PANEL	Completed 7-9-19	Complete No
NEED TO SEE OCCUPANCY CERTIFICATE NO EMERGENCY LIGHTING IN ADDITION 	Completed 9-24-19	Complete No
ELECTRIC METER HAS OVER GROWTH OF BUSHES BY IT	Completed 7-8-19	Complete No
OUTSIDE FUEL TANK NEEDS SPILL PROTECTION   	Completed 10-22-19	Complete No
BOTH OUTSIDE FUEL TANKS NEED IMPACT/CRASH PROTECTION	Completed 7-10-19	Complete No