

**RECORD OF PROCEEDINGS**  
**MINUTES OF ZANE TOWNSHIP TRUSTEES**  
**December 19, 2022**

The meeting was called to order at 8:00am by Chairman Steve Lithgo. Those present included Steve Lithgo, Doug Henry, Jack Graham, Amie Raterman, Rod Watkins, Tom Scheiderer, Jim King, Joni Cox, and Breanne Parcels.

Doug made a motion to approve the November 2022 regular meeting minutes. Seconded by Jack. Motion carries.

The Fiscal Officer presented all financials including invoices, checks, online payments, and mail (red folder). Steve made a motion to approve financials and the November 2022 bank reconciliation. Seconded by Jack. Motion carries.

Tom S. discussed the noncompliance of the property owner whom he sent letters to on Sep 23, 2021 and Sep 15, 2022 regarding disabled vehicles and high grass on their property. Breanne Parcels, Logan County Assistant Prosecutor, advised the Trustees what their options were to remedy the situation and offered her help. Placing a lien on the property as well as public right away infractions were discussed. Doug will try and contact the owner prior to any further action being taken. Doug asked Tom about storage container zoning and the possibility of modifying Zane Townships zoning code to allow containers with additional rules. Tom stated that residents can apply for a variance. Steve asked about the old School House property and obvious non-compliant zoning issues and Tom advised that he will not be undertaking that issue. Jim asked about the house trailer on SR287 as it's been there over the allowable time that the conditional use permit allowed which was several years ago.

Breanne introduced herself as the new Logan County Assistant Prosecutor and conveyed that she was happy to help the Township with zoning, polices, resolutions, etc. She mentioned that the Fiscal Officer had asked for guidance in creating a Cell Phone Policy for the Trustee's to review and approve due to Doug purchasing a new cell phone for the Cemetery Sexton. Breanne presented a couple sample policies for the Trustee's to review and conveyed that a policy would need to be approved and a resolution adopted prior to the township paying for any cell phone services. The Fiscal Officer conveyed that the CPA firm, whom conducts the biannual audit for Zane Township, advised the township on April 5, 2022 that if personal use was allowed, then it would be considered a fringe benefit and need to be taxed. The CPA also mentioned that if the policy states that only business use is allowed and if an audit of the call logs reveal that it was used for personal use, then the employee would have to reimburse the Township. Steve suggested giving the Cemetery Sexton an increase in compensation to cover the cost of a cell phone so the Cemetery Sexton could purchase one, however Doug was not in agreement with that. Doug stated that the Township would provide a cell phone in the Townships name and pay for the phone for the Cemetery Sexton and if there were any issues with an audit then they would be dealt with at that time. The Trustee's decided upon a sample policy and Breanne conveyed that she would modify the document and email to the Trustees for review and to adopt a resolution at the January 9, 2023 meeting.

Doug advised that he spoke with Surveyor George Blackburn concerning plotting out the front of the cemetery and putting in a driveway. With

approximately 260 plots possible. Steve asked if George could attend a meeting to explain the layout. Doug mentioned that the sewer meeting went well. He also stated that Slemmons Excavating wasn't able to repair the tile at the park so Henry Farms repaired it. Invoice will be forthcoming. Mike Henry replaced the pressure tank at the park community room. Doug conveyed that Mike Henry suggested taking the storm door off the community room due to ongoing repair issues due to wind.

Steve advised that TR258 asphalt is sinking. Rod suggested waiting until TR157 is complete then addressing the issue on TR258. Steve stated that the night light on North Street was repaired. Steve suggested giving Rod a 5% raise for 2023. Trustee's discussed and agreed. Steve made a motion to approve raise. Seconded by Jack. Motion carries.

New business: The Fiscal Officer presented an invoice for \$200 from the Middleburg Gardner's for 2022 Cemetery wreaths in Spring & Winter which Trustee's approved. Trustee's discussed the need and cost increase for the new 2023 John Deere X730 mower with deck which is \$2747.65 with trade of 2022 John Deere X730 mower with deck (government sales price) from AgPro. Doug made a motion to go forth with purchase. Seconded by Steve. Motion carries. The Fiscal Officer presented the renewal of the Greater Cleveland Partnership membership for Medical Mutual group health insurance (COSE) of \$460 for 2023. Jack made a motion to approve COSE membership. Seconded by Steve. Motion carries. The Fiscal Officer presented the \$800 per month, per person township contribution towards health insurance for 2023 information. Jack made a motion to approve contribution. Seconded by Steve. Motion carries. The Fiscal Officer discussed the preliminary budget for 2023 which would be similar to 2022 with appropriating all funds and issuing Purchase Orders and Blanket Certificates like 2022. The Fiscal Officer asked Trustee's if there were any large expenditures slated for 2023 and the Trustee's conveyed that they are looking into purchasing a new truck. The Fiscal Officer presented 2023 elected official payroll compensation chart. Steve made a motion to approve the Maximum amount permitted per Revised Code. Seconded by Jack. Motion carries. Fiscal Officer asked if there were any other salary or cemetery/zoning/community room, fee changes for 2023. Trustee's advised all remain the same as 2022 for 2023. The Fiscal Officer suggested that the Trustee's pass a resolution for the Allen Township Fire and EMS contract that was signed on November 30, 2022 for the 4% increase for 2023 which is \$199,461.91. Steve made a motion to pass Resolution 2022-16 to adopt said contract and increase. Seconded by Doug. All were in favor. Resolution 2022-16 passed.

Old business: Fiscal Officer asked about the cemetery bridge repair and the Trustee's stated that they are still exploring options.

Rod W. stated that all inspections on road signs, culverts, playground, equipment, and vehicles have been completed this month.

Regular monthly meetings will be on the second Monday of each month at 8:00 am in the Zane Township Building at 10495 Columbus St. Middleburg Oh 43336. (Jan. 9, Feb. 13, Mar. 13, Apr. 10, May 8, Jun. 12, Jul. 10, Aug. 14, Sep. 11, Oct. 9, Nov. 13, & Dec. 11, 2023)

The trustees observed, discussed, reviewed and signed all approved documents & reports submitted at this meeting. Steve made a motion to adjourn at 9:21am. Seconded by Jack. Motion carries.

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STEVE LITHGO, CHAIRMAN

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AMIE RATERMAN, FISCAL OFFICER