

RECORD OF PROCEEDINGS
MINUTES OF ZANE TOWNSHIP TRUSTEES
FINAL-May 8, 2023

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, Joseph Mears, Jim King, Joni Cox, Ilona Seaman, Barbra Gant, and Jeremy Burnside.

Steve made a motion to approve February 2023, March 2023, and April 2023 minutes. Seconded by Jack. After the motion passed Doug wanted to debate the content of the minutes due to the fact that there wasn't a roll call vote to determine who was present and who was not. Steve suggested doing a roll call vote now, however Doug stated it could be done at the next meeting. Steve reiterated that he made a motion for all three months to be approved. Doug wanted the minutes for April to be revised. The Fiscal Officer conveyed that she is willing to revise the minutes if the Trustees could write down exactly what they'd like her to write. After much debate the April minutes issue came to an impasse. Steve made a motion to approve the minutes for April and requested a second motion. As Jack and Doug were not in agreement Steve suggested revising the minutes and approving them next month. The Fiscal Officer stated that she needs an actual document that states exactly what the Trustees want written.

The Fiscal Officer provided all financials including invoices, checks, online payments and mail (red folder). Steve made a motion to approve financials and the April 2023 Bank Reconciliation. Seconded by Doug. Motion passed. All were in favor.

Steve presented a contract, to approve, to provide Fire and EMS service to Ease Logistics. Doug moved to pass Resolution 2023-3 to approve the Ease Logistics Fire and Ems contract. Seconded by Jack. All were in favor. Resolution 2023-3 passed. Steve discussed amending Resolution 2023-2, Digital Device Policy, to allow the township to reimburse him due to the fact that Boost Mobile doesn't accept paper checks or ACH. As well as have Rod Watkins sign that he acknowledges receipt of the device and agrees to comply with said policy. Doug moved to amend Resolution 2023-2. Seconded by Jack. All were in favor. Amendment of Resolution 2023-2 passed.

Ilona asked if the Trustees were ready for individual township emails as well as went over an easier way to post both audio and document minutes on the township Google Drive. Doug was in agreement with utilizing the google drive for efficiency. She also discussed getting the cemetery records uploaded to the township website. Doug asked if there was any fee structure changes for these additional features and Ilona stated there is no change. The Trustees discussed the importance of getting the cemetery records online and documented. Ilona said she will be in town during the end of June to retrieve the cemetery records. Jack made a motion to begin the process of getting the cemetery records on the township website.

Barbra G. was attending to observe. Barbra inquired about Ease Logistics. The Trustees conveyed that there is a Fire and EMS contract so that the township can provide that service through Allen Township Fire and EMS.

Joni C. was attending to observe.

Jeremy B. presented a quote for berm reestablishment on TR 29 and TR 151 for \$1400.00. Jack moved to approve estimate. Seconded by Doug. All were in favor. Motion passed. Jeremy also asked the Trustees if they wanted him to seed the yards. Jeremy conveyed that it may be prudent to reseed when the work has disturbed a residents yard.

Doug discussed cleaning of a ditch and grading at the park as well as removing the railroad ties. He also treated culverts on TR 29, TR 172, TR 177, and TR 157. Doug referred a business to Tom Scheiderer concerning a name change for signage. Doug stated he spoke with the parents of a person to hire to help Rod at the cemetery for seasonal help. Steve asked how old this person was and Doug stated he is 16 years old. Steve said we can't hire a minor. The Fiscal Officer was concerned with all the duties necessary and required to hire a minor and whom would be executing those duties. Steve recited the State of Ohio Labor Laws regarding hiring a minor. Including the purchase of required safety gear such as work boots and safety glasses. Steve asked the Fiscal Officer if this was hard to set up and the Fiscal Officer stated there are no funds appropriated for another payroll employee. Rod's son Clint usually helps and there is already an approved purchase order. Steve mentioned that Clint won't be able to help as much this summer. Doug suggested re-appropriating funds to be able to hire a minor. The Fiscal Officer conveyed that it would be a time consuming and difficult task to complete. She also asked if the Trustees had exhausted all other means of hiring someone over 18 as this is also a liability issue. Rod suggested waiting until next year so that the funds can be appropriated. The Fiscal Officer also conveyed that a few residents offered to donate their time to help Rod if he needed it. Steve also mentioned that there was another retired resident who was interested in helping Rod and that Rod would be needing more help. Therefore it would be prudent to seek out someone who can help on a more consistent basis. Doug said he thinks someday we'll have a Fiscal Officer who will work with the community that they don't have now and he removes his request to hire a minor and will apologize to the minor. Steve said he is not apposed to hiring him however we have to follow the law and rules for a minor.

Jack discussed the estimate for the used truck we will be selling to North Lewisburg and the need for a contract. The Fiscal Officer stated that the Assistant Prosecuting attorney said she would draw up an "AS IS" contract for the sale of the truck unless North Lewisburg already had one. As this should be the type of contract we use. The Trustee's discussed the pallet and debris at Darby Creek Estates. After the Trustee's visited these locations, they decided there was not enough trash/debris to warrant having the zoning inspector send a letter. Jack will contact North Lewisburg to get the purchase contract created for the purchase price of \$30,000.00.

Jim K. had nothing to discuss.

The Trustees discussed the lack of communication and information with the Logan County Sewer District concerning the sewer project. Doug spoke with Perry Township and they conveyed that they will put it out for another bid with no optimism it will be accepted. The Trustees conveyed that they heard the projects starting bid was \$34 million and now it is \$64 million, however this information did not come from the sewer district.

The Fiscal Officer stated that we haven't received the Opioid Settlement funds (\$1772.31) however the certification has been completed. ARP (COVID) funds in the amount \$118,841.26 need obligated by 12/31/24 and expenditures

by 12/31/26. As it doesn't look like we will be able to use it for the sewer project, there may be other things we can use it for. The Fiscal Officer suggested the Trustee's go online and watch the videos to educate themselves on the allowable uses for this money as soon as possible. The Trustee's discussed using the funds to repair the bridge at the cemetery. The 2021-2022 audit is under way and the records have been picked up. Allen Township missed \$2000 in Fire and EMS run's from 8/2018-2/23 and the Trustee's said not to bill beyond a year behind. The Fiscal Officer reminded Jack to get an As Is contract for the purchase of the truck and Steve suggested having Breanne, the Assistant Prosecutor look over it prior to signing. Flags were ordered and received. Also discussed the issues with the Centurylink.net email due to Bright speed being the new company however the new company doesn't support that email address. Ilona suggested migrating over to the township email account.

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 9:29am. Seconded by Doug.



STEVE LITHGO, CHAIRMAN



AMIE RATERMAN, FISCAL OFFICER