

**RECORD OF PROCEEDINGS**  
**MINUTES OF ZANE TOWNSHIP TRUSTEES**  
**April 10, 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, Tom Scheiderer, Chelsie Raterman, Joseph Mears, Jim King, Joni Cox, and Sherrill Harmon.

Doug H. requested revisions to the February 2023 and March 2023 minutes. Those minutes will be approved at the May 8, 2023 regular meeting.

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

Crystal Welsh, City of Bellefontaine Chief Prosecutor, announced her candidacy for Bellefontaine Municipal Court Judge.

Jacob Estes, local attorney, announced his candidacy for Bellefontaine Municipal Court Judge.

Tom S. had nothing to report. Doug advised Tom that he had a discussion with LUC Brad Bodenmiller regarding Zane Township Zoning Resolution set back rules.

Sherrill H. discussed the condition of her neighborhood lately. She conveyed that the condition of her neighborhood has deteriorated in the last 3 to 5 years. There is a shed that was built over Darby Creek that has fallen into disrepair. As well as litter throughout the subdivision. There is also a home that has an online pallet business which has caused increased traffic. Pallets are stacked in the driveway and are leaning up against the house. Thereby creating more litter of styrofoam and cardboard which is blowing around. Many of the homeowners are discussing signing a petition. Doug stated that she has a lot better enforcement than the Trustees do. Doug conveyed that there are subdivision rules and the Township can't enforce those rules. Doug said he would ask the Zoning Inspector, Tom Scheiderer to write a letter to the homeowner with the pallets. Jack suggested she contact the Prosecuting Attorney and or the Sheriff.

Chelsie R. stated she was present to observe.

Joni C. had no business to discuss. Doug stated that he asked Joni's brother, Jeremy Burnside, to repair/grade a portion of the road on TR 29. Joni asked about the chances of losing the road due to it repeatedly washing out.

Jim K. had no business to discuss.

Rod W. advised that the kid that was supposed to help him at the cemetery, whom was supposed to attend this meeting, apparently couldn't make it. The Fiscal Officer conveyed that if he is under 18 there may be some liability issues. Jack suggested signing a waiver. Steve Lithgo was in favor of hiring Jim Spain's grandson. Rod and the Trustees discussed moving the portable toilet from the ball park to the cemetery for Memorial Day. Rod stated that all inspections on road signs, culverts, playground, equipment, and vehicles have been completed this month.

Jack said that the Fiscal Officer had requested a written appraisal from Rush Trucking to ascertain the value. Jack had spoken with Jamie Burgei and got an

approximate value however he thought that the Fiscal Officer was correct to have a paper trail. The Village of North Lewisburg has contacted Jack in regards to purchasing the old truck however he told them we are waiting on an appraisal. Jack quoted North Lewisburg \$30,000 for the truck from the verbal quote given by Jamie Burgei. Jack said they had to do some work on the truck last month. The tail gate mechanism froze up and Rod and Jack worked on it for an entire day getting it freed up. In the process they melted some wires and will have to get his son Beau to repair them so that all the lights work. The Trustees discussed selling the truck to North Lewisburg and being proactive on getting a value in writing. So that a purchase contract can be drawn up and since we are considering selling to another political subdivision, per the Assistant Prosecuting Attorney, we don't have to advertise it for bid. Jack will call Jamie Burgei and request a trade in value.

Doug mentioned he came to the park on Saturday to remedy an issue however it was too muddy. He did clean out a culvert on TR 29. Doug also Stated George Blackburn got with Rod and took several trees down, cleaned out a couple culverts, and dug out a couple tree stumps. Jack mentioned that the culvert on TR 258 is working. Doug conveyed that the culvert we had replaced on TR 161 had water going over it due to receiving 3 inches of rain. Rod advised when it rains like that, our culverts just aren't big enough to handle the amount of water.

The Fiscal Officer presented a form from the Ohio Division of Liquor Control for the Trustees review and approval. Trustees reviewed and will not be requesting a hearing on the transfer of said liquor licenses. It was noted that this was a certified letter that was addressed to the previous Fiscal Officer's home. The Fiscal Officer was able to obtain it due to our local post office contacting the Fiscal Officer. Doug made a motion to renew the website and approve the invoice of \$1111.00 for the year to ipanda. Seconded by Jack. Motion passed. All were in favor. Insurance waivers were presented and signed by Trustees and employee. The new lawnmower from John Deere will be \$2,333.82, which is a \$413.83 savings due to a government sales contract discount. Ease Logistics will be leasing the building that Valeo was in and Ben Vollrath is drawing up the Fire & EMS agreement. Doug discussed the taxes for that building and the owner who benefits from the abatement. The Fiscal Officer conducts an annual review of all the Fire and EMS runs provided by Allen township and found at least two that were missed due to incorrect street addresses. Which resulted in \$1000 not being billed to MEI. They also sent a report that went back to Aug 2018 (that needs reviewed by the Fiscal Officer) however the Trustees suggested only billing up to a year back. The Fiscal Officer also suggested that perhaps when considering the annual Fire and EMS contract increase of 3%, 4%, or 5% to remember these missed runs. The Fiscal Officer verified type and how many flags to order for Memorial Day with Steve and Rod. Trustees also discussed and approved payment for the Memorial Day Committee care of Patti Levingston for \$200. The Fiscal Officer asked about the Executive Session the Trustees went into in February 2023 and verifying that they went into it appropriately with a stated and approved reason per the ORC. The Trustees verified they did. The Fiscal Officer asked for an explanation on what happened to the check for Mike Henry that was given to Doug on Dec 19, 2022 and Doug stated he left it in his clothes and it went through the wash. As this was not conveyed to the Fiscal Officer she reached out to Mike Henry on March 30, 2023 and that's when he

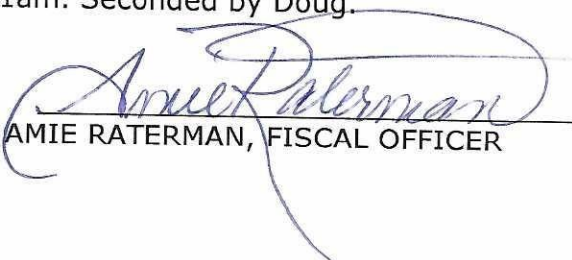
said that Doug had lost it. Doug stated that Mike had given him both invoices last year (2022) however he was holding onto one to be paid in 2023 for tax purposes. Doug also verified the work for both invoices was completed in 2022. Doug stated that he put the second invoice in the "in basket" sometime in January. Upon reviewing the second invoice for Mike Henry in February, the Fiscal Officer requested the date of completion and did not receive a response. The Fiscal Officer advised Doug that all invoices need a date in which the repair or service was actually completed and both invoices had no such information. Also, as funds are appropriated yearly they need to be spent in the same year the service or goods was delivered. Which is why the second invoice didn't get paid in Feb or March as this information was missing. The Fiscal Officer reached out to the UAN and the State of Ohio Auditor concerning the lost check and was advised of two ways to remedy. Both of which were not an easy task since the check was from a previous year. The Fiscal Officer conveyed to Doug that she was hoping to reissue it with the second check but didn't want to do anything until she received the correct information. As the Fiscal Officer had spoken to Mike regarding taking some time to figure out the best course of action he conveyed that he was fine with that and to issue the check at our convenience. Doug asked about an email he had received regarding the COVID funds and the Fiscal Officer advised him that he was receiving said email because he was another point of contact for the Treasury. These funds need to be reported annually whether they are used or not. The Fiscal Officer stated there is 794 gallons of propane left in our pre buy account with Union Propane.

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.

Jack made a motion to adjourn at 9:11am. Seconded by Doug.

  
STEVE LITHGO, CHAIRMAN

  
AMIE RATERMAN, FISCAL OFFICER