

**Board of Trustees of Sandusky Township
Sandusky County, Ohio**

Minutes of Regular Meeting of June 20, 2023

The Trustees of Sandusky Township met in regular session at Sandusky Township Hall at 6:00 p.m., with the following members present:

Paul Lotycz, Gilbert Overmyer, and Kyle Amor.

Fiscal officer, Alexis Brickner was in attendance until 6:35 when she left to attend a Church Council meeting.

The minutes from the June 6, 2023 meeting were reviewed. A motion was made to accept the minutes with no additions or corrections by Chip. Kyle seconded the motion. There was no further discussion and the motion passed.

The revenues and expenditures were reported by Alexis as follows:

	June 7-June 20	YTD
Revenue	\$3,761.69	\$565,329.89
Expenditures	\$32,087.88	\$398,214.05

Chip made a motion to accept and pay the bills. Kyle seconded the motion. There was no further discussion and the motion passed.

Barbara Bristley attended the meeting. Ms. Bristley stated she had a few topics to discuss. Ms. Bristley inquired about whether or not the meetings were still being recorded. Alexis advised her that they were. She then inquired about the Freedom of Information Act Request that she sent to the fiscalofficer@sanduskytownship.com email. Alexis advised that she did get the email, it was added to the agenda, and that she was under the understanding that she had 20 working days to respond to the request. Ms. Bristley asked where the 20 day window information was written because in her research of the Ohio Open Records law, it stated that a response was to be made in a reasonable amount of time. Attorney Barney was present at the meeting and advised that the Freedom of Information Act is a Federal act and is different from the Ohio Public Records Act. The Ohio Public Records Act does allow you a reasonable amount of time to respond. Alexis advised that the request was made as a FOIA request and wondered if that was what she had to go by. Attorney Barney stated that the FOIA did not apply to townships but he advised that the request should just be treated as a Public Records Request and should be sent to Ms. Bristley within a reasonable amount of time. Alexis advised that she had paperwork from previous years that the former fiscal officer hadn't given to her yet so she was trying to get through that information and would get the records she has requested as soon as possible. Ms. Bristley then advised that records requests could be made anonymously and questioned her request being put on the agenda. Alexis advised that her name was signed to the bottom of the request so she did not take it anonymously. Ms. Bristley stated that she did not intend to make it an anonymous request but that anonymous requests could be made. Ms. Bristley then asked for a recording of the meeting we were currently holding and the recording of the meeting that occurred on June 21, 2022. She advised that she was reading the minutes from that meeting and would like one of the trustees to address the medical insurance for the township. She stated that \$180,000/year goes towards covering 4 part time employees. She stated that Mr. Overmyer and his wife are \$85,000/year. Paul advised that that is what medical insurance is going for right now. Ms. Bristley stated that she spoke with other townships and a lot of other townships don't cover Trustees and Fiscal officers because they were part time. She stated that Mr. Willis said he would look into it and couldn't find anywhere that it was addressed in the following meeting minutes. Paul advised that Ballville township covered their trustees with medical insurance as well and that our township is grandfathered in to an insurance policy that began back at the start of Obamacare and want to keep it as long as possible. Ms. Bristley advised that she understood that Ballville is set up much like Sandusky County employees and that their yearly expenditure is not as much. She stated that she is not opposed to the Trustees having health insurance but that the cost is 20% of the revenue obtained for

the township and thinks that is obscene. She advised that she would make sure that township citizens know exactly what they are paying for insurance during the upcoming election. Ms. Bristley then asked the board if they could address the rumors out there that Mr. Willis resigned because he did not live in our township for a period of time but yet proceeded to be a township trustee. The board did not have a comment.

Kay Saionz with the Township Zoning Board attended the meeting. Kay is working on getting the language together regarding the chickens and rabbits regulations that were discussed at the last zoning board public hearing. She will have that to the trustees this week. The board is working on setbacks because that was tabled and is also looking at additional regulations for solar panels.

Paul moved to the fiscal officer as she had to leave the meeting early.

Alexis advised that we needed to hold a budget meeting because the budget was due to the Sandusky County Auditor by July 18th. She will need the board, the roads department, and the fire department to create lists of any upcoming projects/purchases that they would like to complete in 2024 so that they can be properly budgeted for. A public hearing will be done at the next meeting. It was decided that the next meeting would be held on July 5th due to the holiday and that we would need to post that on the door and the Facebook page. Paul asked if Alexis had been able to access the Facebook page and she has not. They will get together to get her access. Alexis then advised that she received a call from John Phillips with Charles Harris & Associates regarding the box audit. Our former auditor was no longer with the company and he will be assigning a new auditor to us. He stated that because of their situation and our situation with transitioning Fiscal Officers, he wanted to request an extension of time to complete the audit with the Ohio Secretary of State. Alexis advised him that she would appreciate the time as well and he submitted the request to the state. The request was accepted and we now have until July 31, 2023 to complete our audit. Paul inquired about the status of the information needing to be submitted for that. He asked if Alexis was still missing documents. She cannot find any minutes or resolutions from 2021 and those are needed. She has emailed Cyndi Zienta twice requesting the information and has not gotten a response from her. Alexis will contact Beth Tishler to see if she is able to help her get the documents back from Cyndi. Alexis then discussed the fleet fuel cards. Currently the township is using Shell fleet cards so they are only able to get gas from Shell stations. The company who manages the fleet cards also offers a Sourcewell card. This card is specifically for government entities and allows you to purchase fuel at any of the participating stations. There are 514 stations within a 50 mile radius that accept the Sourcewell card. They handle all of the sales tax through their company and also have a rebate program to give cash back for every gallon of fuel purchased. Alexis questioned the board on if they had an opinion about switching to those cards due to the flexibility and rewards it offers. This type of card is currently accepted at Sheetz stores in other areas so would likely be accepted at that station when it comes to our area. Paul made a motion to sign up for the Sourcewell card. Kyle seconded the motion. There was no further discussion and the motion passed. Alexis inquired about the clothing allowance for the roads crew. She stated that the roads crew had advised that they had received an allowance in previous years but did not receive anything for 2023 yet. Brent advised that they used to be reimbursed for each purchase but then it was changed to a one time payment of \$300 at the beginning of the year. Chip made a motion that we give each employee a one time payment of \$300 for a clothing allowance for the year 2023. Kyle seconded the motion. There was no further discussion and the motion passed. Alexis stated that she had reached out to Shantel Laird about coming to a meeting to discuss ACH/EFT's and fraud protection a little more with the board and that she had not heard back from her yet. She did know that Shantel's daughter was due to have a baby so she would reach out again. Alexis inquired about the option of changing the bi-monthly employees pay schedule to bi-weekly. She would like to ensure that the employees are on a set schedule and their pay periods are not broken up as much as they have been previously. It also eliminates the risk of having to redo payroll if the employees would get called in for overtime on the last day of the pay period, which was a potential issue this month with the storms occurring on the 15th. Paul inquired about how the trustees would approve the timecards and payments in this situation. Alexis stated that payroll money is appropriated at the beginning of the year so it is already approved but that the trustees would still need to sign off on the spending at the meeting and need to sign the checks. Paul made a motion to pay the employees bi-weekly instead of bi-monthly. Kyle seconded the motion. There was no further discussion and the motion passed.

Chip asked Alexis for a sales tax exemption certificate to attach to the grant he is working on. Alexis advised she would get one and email it to him. He also asked that a high grass letter be sent to a property owner by certified mail. Alexis advised that she would complete that. Kyle advised that he stopped at the Sandusky County Sanitary Engineers office after he and Alexis discussed the sewer bill. He discovered that the bill was for the township houses use of the sewer.

Brian Woods attended the meeting. He did not have any updates for the board. Paul inquired about what Matthew Sours was building. Brian advised that he was putting in a pond and requested a variance. He was issued the variance but Brian never received the paperwork. Matthew did pay the fee for the variance and the variance was approved. Brian and Paul are going to get together to attend a Helena City Council meeting.

Dean Schneider of the fire department attended the meeting. He advised that the fire department had 9 emergency calls in the month of May. Unit 4, the rescue vehicle that is going to be replaced, is currently at GCM having the fuel tank repaired. They are repairing it instead of replacing it for \$1000.00. They also have issues the charging receptacle. It is corroded and nonfunctioning so the battery charger is on standby for that truck all the time. While the truck is at GCM they are going to service it and do the DOT inspection. If GCM is able, they will fix the charging receptacle. Dean also provided an update on the new truck. They had a preconstruction zoom meeting with the salesman. They will need to go out to Pennsylvania a few times to finalize details. He advised that there is a Sheetz gas station right near the plant so changing fuel cards will be beneficial for those trips as well. The fire department has a new applicant and he will be voted on after a few more meetings. The fundraising committee is still working on ideas to raise money for the new truck.

Brent Saionz of the roads department attended the meeting. He advised that they have ground and paved Ream road and Fangboner road between 109 and 89. Just edge work needs to be done. The crew checked out an area of Ream road that had issues in the past for a possible sink hole before the paving began but found no issues. 198 at 211 got work paving done as well. That area is a little tore up due to the storms and the road department spent Friday after the storm cleaning up downed brush in the right of way. Paul inquired about if Brent was able to contact M&B and find out what roads they are planning on doing next so he can post it on our Facebook for the residents. The roads department will be doing tile work between Ream and Shannon Road starting Wednesday morning. After the tile work is complete, they will begin the second round of road mowing. Chip inquired about how the clean up of 678 Summit Street went. Brent advised they weed wacked it to see what was out there and then mowed it down. Brent will turn in information to Alexis to have her invoice the owners for the work. Paul and Brent went to 198 to follow up on the drainage issues for the O'neals. They determined that it is in Ballville's jurisdiction.

Kyle further discussed his follow up at the sewer department about our bill. He was trying to get a better understanding about how we are charged but it appeared the only way to get more information was to install a metering device at our expense.

Chip discussed the railroad crossing on Sand Road. The attorney for the railroad company requested the traffic counts completed by the county. He emailed them to the attorney but he has not received a response. Chip followed up on the fireworks resolution. He distributed them to the White Road and Napoleon Road residents. He also completed a high grass letter for 2720 Port Clinton Road. The resident explained to Chip that she would take care of the high grass but her neighbor on Pleasant drive has been harassing her and coming outside nude so she does not feel safe. Chip told her to contact the sheriff's office if he does that again and that she could disregard the high grass letter until the neighbors indecency was taken care of. Chip also received a call from a resident on Melody drive. Their neighbor has vacated the residence, moved to Huron and is no longer taking care of the property. He drafted a high grass letter for the resident and Alexis will mail it to him. Attorney Barney drafted a resolution, at Chips request, to allow the township to apply for a grant with the OSS Solid Waste District to purchase new picnic tables for the shelter houses. Chip made a motion to accept the resolution. Paul seconded the motion. A role call vote was taken:

- Kyle Amor: Yes
- Paul Lotycz: Yes

- Chip Overmyer: Yes

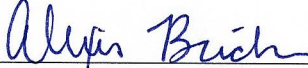
The motion passed. Alexis will redo the tax exemption needed for this grant and get it back to Chip to present with the grant application. Chip looked at the trees on State Route 19 near the cemetery and noticed they are all starting to die. Brent had a quote from Jarrett Tree service regarding the removal of 10 trees on Zienta-Horn and Whittaker Drive that are roadway hazards. The quote for complete removal of the trees, including stump grinding was \$12,800. Chip made a motion to hire Jarrett Tree service to remove the 10 trees for \$12,800 and a few limbs that are unreachable by the roads crew for a potential additional cost. Kyle seconded the motion. There was no further discussion and the motion passed. Chip advised that in looking at the trees near the cemetery he noticed that the fence at the back of the cemetery was very close to those trees and the property line was unclear. He would like to have the county survey the property and get an accurate line.

Paul inquired about the bond certificate for Alexis and Kyle. Alexis is following up with the Thomas Welch to get those completed. Becky Payne contacted Paul regarding the Visitors Bureau and the upcoming Ayrshire conference. She was very unhappy with the lack of cooperation from Mr. Patel and his staff at the hotels but was very satisfied with the help she received from Peggy Courtney and Brenda Havens at the Bureau. Paul updated the board on the paving of roads in the township. The roads scheduled to be completed soon are Muskellunge Creek Road, County Road 136, Speildenner Road, Fangboner Road, Bunker Road, Ream Road, Gerber Road, Durbin Road, Cherry Ridge, and the Urban Street Alley between 566 and 558. Paul would like to get an updated schedule on these projects so we can let the residents know as soon as possible about the closures. Paul also advised that he had a packet from the United States Department of Commerce, The Census Bureau. It is called a BASS-51. Paul asked the County Engineer about the packet and they have never seen anything like it but advised him to contact John Willey to see if he has any additional information. The packet is requesting an updated map regarding the boundaries and Paul believes it can be done online. He is going to check with Beth Tishler regarding the annexation on 412.

Next meeting is July 5th at 6 pm.

Chip made a motion to adjourn. Kyle seconded the motion. Motion passed and the meeting adjourned at 7:29 pm.


Paul Lotycz, Chairman



Alexis Brickner, Fiscal Officer



Kyle Amor, Trustee



Gilbert Overmyer, Trustee