

**Minutes of Leesburg Township Regular Meeting**  
**Tuesday, January 2, 2018**

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Jeff Robinson, Bill Lowe, Gary Cunningham and Fiscal Officer Steve Jolliff.

Others in attendance were: Chief Jim Hall and Zoning Inspector Ben Laird.

The meeting was called to order by Chairman Jeff Robinson. Minutes of the meeting held December 18, 2017 were reviewed. Bill Lowe moved that the minutes be approved as presented. Gary Cunningham seconded the motion. Chairman Robinson called the question and all three voted yes.

Bill reported that the state is ready to put up the engine brake signs. Ken Greene of ODOT did not receive the e-mail attachments with the resolution and certification. The Fiscal Officer will send those again.

Bill has also researched the warranty for the mower that the township has agreed to purchase. The warranty covers both the tractor and the mower deck for 4 years or 700 hours. The township will proceed with the trade.

Jeff discussed the continuing problem of getting sufficient firefighters to the station to make emergency runs. Jeff will make some phone calls to hold a meeting of firefighters to address the issue. Chief Hall is also puzzled by the lack of response to fire calls. He believes the culture of the department needs improvement.

The first item of new business was the election of officers. Gary moved that Bill Lowe be elected 2018 Chairman of the Board of Trustees. Jeff moved that Gary be elected Vice Chairman. There being no other nominations, the election proceeded with all members voting yes.

Lowe assumed the chair. Lowe reported that he had discussed with Melissa Chase of the county prosecutor's office the need to bid the renewal of the

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Cemetery Maintenance Contract. She agreed that the contract did not have to be bid. Jeff Robinson moved that the maintenance contract be awarded to Ben Laird for three years at \$8,500 per year under same the terms of the existing contract. Laird and the FO will prepare an agreement to that effect. Gary seconded the motion and all three voted in favor.

The trustees agreed to the following housekeeping items: Grave preparation and closing fee will not exceed \$200 each without trustee action. Cemetery lot prices will be \$250 for township residents and \$500 for non-residents for double lots. The fee for four place lots will be \$500 for residents and \$1,000 for non-residents.

The fee for burial of an urn will be \$100 as long as the burial expense to the township remains at \$50. The fee for conventional burial will remain at \$400. Trustees authorized a payment of \$250 be paid to Dan Devers for his maintenance of the Kinney Pike cemetery, to be paid in January 2018 for 2017 work. Cemetery Policy will be amended to require military plaques be permanently attached to the headstone, going forward.

Mileage, outside the county, will be reimbursed at the IRS mileage rate. Jim Hall will be paid \$140 per month for township hall janitorial services. Malcolm Manville will be paid \$12 per hour for maintenance services, as he sees fit.

Jean Smith will be paid \$100 per zoning meeting for zoning secretary services. Postage and advertising expenses will be reimbursed. The services of a court reporter will be used for zoning appeals meetings, as determined necessary by the trustees. Zoning Board and Board of Zoning Appeals members will be paid \$20 per meeting attended. Ben Laird will continue as zoning inspector and will continue to be paid \$150 per month for those services. The township will pay the fees for membership in the State and County Township Associations for trustees, fiscal officer, fire chief, and the zoning inspector.

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Jeff Robinson moved that the above fees and housekeeping items be approved. Gary Cunningham seconded the motion. Chairman Bill Lowe called for a vote and all three voted in favor.

Bill volunteered to discuss the placement and possible expenses of placing military brass plaques on graves with Kyle Stoffcheck.

Ben Laird reported that he had issued zoning permits for a home to Brett Tossey on Hillview Road and a porch for Peggy Hall on Sandusky Road. Ben also discussed that there were some portable signs in the road right-of-way that need to be removed.

There was additional discussion of the Pharisburg traffic and visibility issue.

Jim Hall reported that the fire department has been busy. One of the gas meters is malfunctioning and needs replaced. He will shop for a replacement unit. He also discussed opposition to reconstruction of an Elmer Fuller property that burned in November.

The trustees and the chief discussed bring back a Firefighter Appreciation Dinner, possibly the second weekend in April. There was discussion of the fish overpopulation in the township pond. Fishing at the appreciation dinner was considered a possibility.

The FO informed the trustees that State Representative Dorothy Pelanda would like to attend the March 5 meeting. Lowe asked if this could be moved up to the February 5 meeting. Jolliff will contact Pelanda.

FO also had a request from SWCD to renew an MOU for site evaluation services. Robinson moved that trustees agree to execute the MOU. Cunningham seconded the motion, Lowe called for a vote and all voted in favor. FO will return the MOU to SWCD.

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FO presented a statement from the engineer's office showing how much had been spent on county roads in the township in 2017. Trustees reviewed the statement but took no action.

Rinehart-Walters-Danner asked for input on the March renewal of the township insurance policy. Lowe made some notes on the renewal form. FO will return it to the Rinehart Agency.

The FO showed a copy of a certificate that was sent to Ken Bonnell, thanking him for many years of service on the Zoning Board.

The trustees spent time on the 2018 township budget. The FO will use those notes for a resolution to be presented at the January 15, 2015 meeting.

Trustees signed checks and purchase orders for the end of the 2017 bills. Reports were initialed.

Revenue Item			Amount
59-2017	Richwood Bank	Interest	198.74
60-2017	Union County Auditor	December Distribution	8,786.48
61-2017	Union County Auditor	Homestead Reimbursement	14.79
Total receipts			9,000.01

<b>Warrant Number</b>	<b>Bill</b>	<b>Purpose</b>	<b>Amount</b>
8871- 8874	voided	Printer errors	
8875	Gary L Cunningham	Payroll	685.60
8876	Steven M Jolliff	Payroll	1,071.27
8877	William R Lowe	Payroll	685.60
8878	Jeffrey L Robinson	Payroll	650.62
8879	Ben Laird	Zoning Inspector	150.00
8880	James Hall	Fire Chief & Maintenance	290.00
8881	Finley Fire Equipment	Repair to Pierce Engine	335.00
Total	Expenditures		3,868.09
	<b>Net Revenue</b>		<b>5,131.92</b>

Fiscal Officer certified that funds were sufficient to meet the above amounts.

At the conclusion of these discussions and with no further business, Gary Cunningham moved that the meeting be adjourned. Motion was seconded by Jeff Robinson. Chairman Lowe called for a vote and all three voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting**

**Tuesday, January 15, 2018**

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Jeff Robinson, Gary Cunningham and Fiscal Officer Steve Jolliff.

Others in attendance were: Corey Schalip and Sean Kiess of UC Tigers Baseball

The meeting was called to order by Chairman Bill Lowe. Minutes of the meeting held December 18, 2017 were reviewed. Jeff Robinson moved that the minutes be approved as presented with minor changes (changes made). Gary Cunningham seconded the motion. Chairman Lowe called the question and all three voted yes.

In old business, Bill showed the trustees a map and a letter sent to Ken Greene regarding placement of the Engine Brake signs. Ken now has the resolution and the ordinance. Installation is anticipated in the near future, potentially delayed by current weather situation.

Corey Schalip reported that the township emergency runs are again being sent for collection. There was a problem with the firehouse fax line. They have sent in 8-10 statements for collection.

The fax line problem has not been resolved. Jim Hall will get together with Centurylink to correct the connection problem.

Sean Kiess took the floor to update trustees of actions being taken at the ball park. Sean is president of the 501(c)3 corporation, UC Tigers Baseball Club. The group has been making improvements on the park, getting ready for the 2018 baseball season. Improvements have been made to grounds, dugouts. Sean reported that he has spent about \$2,500 out of his pocket which he believes will soon be made back through concession sales, sponsorships and tournament entry fees. He indicated that they plan to

spend another \$2,500 before the season. He indicated that they will need the township to do some work on the well, water lines/hydrants, drainage, and electrical connections. Much of the work can be done by volunteers with township permission and some assistance will likely be needed.

They have scheduled 5-6 tournaments for 2018, between April and July. The Club has located some good used fence to install at the smaller field. Eric Krebehenne has been included in coordination of ball field use. Eric has been working with softball tournaments at the fields for the past several years and the two organizations are able to work out their schedules.

There will be more work needed to repair vandalism at the building and additional work to make the building suitable for food concessions. Sean indicated that priorities are water and hydrants, then concession upgrades. County Health Department approvals will be required.

The trustees gave the Club permission to use any resources at the park for improvements and to continue with repairs as needed. The trustees will contact Hayner Plumbing to check out water needs.

Kiess expressed that sponsorships are available for \$300/season and sponsors will receive a fence sign about 3x6 feet.

In other new business, There was some additional discussion of fire department personnel issues and Vehicle maintenance issues. The department consensus is that the Sutphen Engine, with its engine problems should be disposed of to reclaim space in the firehouse. Bill knows someone who might have an interest in the Sutphen engine. A contact will be made before other action is taken to dispose of the engine.

Bill has been making contacts to resolve the audit's encouragement that a Record Retention Policy be created for the township. Bill has contacted Bob Parrott of the Historical Society. Jeff moved that a commission be appointed to oversee records retention adopt a policy. Gary seconded the motion. Bill asked for a vote and all three voted yes.

The fiscal officer reported that the Ohio Department of Commerce has requested written confirmation of the individual authorized to sell cemetery lots for the township. The trustees asked the FO to confirm that the FO is authorized to sell lots.

Jeff reported that there may be an issue with the firewood remaining after the recent tree trimming and removal work. There does not seem to be an issue here that cannot be resolved with the neighbors.

The sheriff's activity report for December was circulated. It was noted that we will be meeting with the township's insurance agency soon. We will have opportunity to discuss the need for proof of liability insurance by the UC Tigers Baseball Club.

The fiscal officer presented the trustees with his final recommendations for the 2018 Certificate of the Total Amount From All Sources Available for Expenditures and the 2018 Township Total Appropriation Resolution. The resolutions were discussed and changes made since the original draft were highlighted. Jeff Robinson moved that the Appropriation Resolution be adopted for the year 2018. Gary Cunningham seconded the resolution. Robinson, Cunningham, and Lowe voted Yes. The FO will file the documents with the Auditor for final approval by with the county budget commission.

Jeff moved that the meeting be adjourned, Gary seconded, all voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting**

Monday, February 5, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Jeff Robinson, Gary Cunningham and Fiscal Officer Steve Jolliff.

Others in attendance were: Union County Archivist Stephen Badenhop, Deputy Sheriff Matt Henry, John Howar of Rinehart-Walters-Danner Insurance, Mac Manville, Jim Hall, Corey Schalip, Ben Laird, and Alan Fitzpatrick.

The meeting was called to order by Chairman Bill Lowe. Minutes of the meeting held January 15 were reviewed. Jeff Robinson moved that the minutes be approved as presented. Gary Cunningham seconded the motion. Chairman Lowe called the question and all three voted yes.

Mr. Badenhop was allowed the floor to present information on the need and required actions to create a Township Record Retention Policy. Badenhop is willing to create an outline for the policy and to assist the township to initiate implementation. Badenhop's initial fee will be \$300. He discussed methods of record destruction and the need for policy sign off by the Ohio Historical Society.

Bill Lowe moved that the township appropriate \$300 for the initial fee and additional expenses as required to meet this required audit exception. Gary Cunningham seconded the motion. All three voted in favor.

John Howar presented the proposed insurance renewal including coverages and costs. Renewal will be effective March 5 and the annual premium will be \$4,532. We also asked John for some advice regarding our allowing UC Tigers LLC to use the ball fields for practice and tournaments. John asked that we request an ACCORD form adding the township as an additional insured.

Deputy Sheriff Matt Henry addressed the meeting. The deputy reported that the sheriff's department has assigned Deputy John Mateko as representative to Leesburg Township. He will be attending our meetings, going forward, but is in training tonight. The North Union SRO is in place. His non-school hours will be spent in the school district on other duties. He reported that the sheriff's office has added staff and is back to the 2010 layoff staff level. They have received some budget improvements but staff has not yet been improved to allow for population growth since that 2010 level.

In old business, the Engine Brake ordinance signs have been installed.

Bill has contacted Hayner Plumbing about getting functioning water at the ball park. The work has not been scheduled but will be needed by April first.

Jeff discussed the violations that remain at the Pitstop. There are mud and pothole issues and some work needed in the interior plumbing.

Bill reported that the Pine Lane tree work is completed.

The zoning committees are now filled and the FO will get an updated list for Jean and Ben.

The cemetery driveways need some stone, especially in the tire tracks. Alan Fitzpatrick will get back with an estimate.

In new business, Bill has printed some posters for Clean Up Day and has contacted the Republic landfill about dumpsters and contacted the tire recycler. Republic will send out a contract to be signed and returned.

FO has received an offer to lock in a gas price, which will be investigated. The county has informed us that we be assessed for drainage ditch improvements at the park site, around \$550.

Mac reported that Parrott Implement has picked up the trade-in mower.

Jim Hall reported that the portable gas meter has been replaced and is being carried on the squad. Final brake repairs to the Pierce engine will be completed soon. There are some repairs needed on one siren. It was the secondary siren. Jim is still getting quotes on a fire house back-up generator. A "shelter rate" may be available as the fire house also functions as a emergency shelter for township residents.

Bill requested a copy of the January "Fund Summary" report. FO will bring this next meeting and going forward.

Stoffcheck Funeral Home told bill that the first option for military placques will be an attachment to the tombstone. Gail DeGood Guy is a good source for information on these.

The trustees reviewed information provided by UC Tigers about park and ball field improvements and a proposed contract. The FO will make some changes and request they make us an additional insured on their insurance.

The FO explained some changes needed to the budget and revised resolutions were signed for submission to the County Auditor.

FO also informed the trustees that State Representative Dorothy Pelanda is expected at the March 5 meeting and a representative from the County Convention and Visitors Bureau will attend the April meeting regarding the 2019 county bicentennial.

Trustees signed checks and purchase orders for current expenses. Reports were reviewed and initialed.

<b>Revenue Item</b>			<b>Amount</b>
1-2018	Union County Auditor	January Distribution	9,248.81
2-2018	Zoning Fee	Tossey	250.00
3-2018	Richwood Bank	Interest	191.43
<b>Total</b>	<b>Revenue</b>		<b>9,690.24</b>

<b>Expense Item</b>			<b>Amount</b>
38-2017	State Taxes	Fourth Quarter	90.15
39-2017	IRS	Fourth Qtr Fed Income Tax	0.81
40-2017	IRS	Fourth Qtr Medicare	103.34
41-2017	IRS	Withholdings	206.68
42-2017	OPERS	December Payment	855.32
43-2017	School	School Tax 4 <sup>th</sup> Qtr	97.11
8882	Gary Cunningham	Payroll	719.59
8883	Steve Jolliff	Payroll	1,124.10
8884	William Lowe	Payroll	719.59
8885	Jeff Robinson	Payroll	717.31
8886	Void		
8887	Dan Devers	Cemetery Mtc	250.00
8888	Fire Safety Services	Gas Detector	1,066.00
8889	Steve Jolliff	Supplies, Stamps	289.64
8890	Jenco Wireless	Internet Service	49.95
8891	Pit Stop	Fuel through 12-1-17	901.81
8892	Union Co Engineer	Road Maintenance	426.81
8893	Del-Mar Tree Svc	Pine Lane Tree Work	2,340.00
8894	Phoenix Safety Outfitters	Shirts	37.90
8895	Ohio Edison	Lights	60.52
8896	Ohio Edison	Firehouse	239.88
8897	Ohio Edison	Park	69.14
8898	Union Rural Elec	Hopewell	44.75
8899	McAuliffe's Ace	Cleaning supplies	38.32
8900	Columbia Gas	Firehouse	233.47
8901	CareWorks Comp	Wkmns Comp Management	45.00
8902	Bureau Wkmns Comp	Premium	295.38
8903	SBH Medical EMS	Squad Supplies	1,454.50
<b>Total</b>	<b>Payments</b>		<b>12,477.07</b>
<b>Net</b>	<b>Cash Outflow</b>		<b>2,796.83</b>

Fiscal Officer certified that funds were sufficient to meet the above amounts.

At the conclusion of these discussions and with no further business, Jeff Robinson moved that the meeting be adjourned. Motion was seconded by Gary Cunningham. Chairman Lowe called for a vote and all three voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting**

Monday, March 5, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Vice Chairman Gary Cunningham, Trustee Jeff Robinson, and Fiscal Officer Steve Jolliff. Chairman Bill Lowe was out of the state.

Others in attendance were: Chief Jim Hall, Zoning Inspector Ben Laird, Deputy Sheriff John Matejko, Mac Manville, Alan Fitzpatrick and Taylor Township Trustee Dennis Schertzer. It was noted that Dorothy Pelanda's office had informed the FO that she could not make it to this meeting but would attend later in the year. The Union County Convention and Visitors Bureau plans to attend the April meeting.

The meeting was called to order by Vice-Chairman Cunningham. Minutes of the meeting held February 5, 2018 were reviewed. Jeff Robinson moved that the minutes be approved as presented. Gary Cunningham seconded the motion. Cunningham called for a vote and both voted yes.

There was a general discussion of the ODOT actions removing flashing lights from highway intersections. All commenters spoke in opposition to the increased danger of flasher removal at Broadway Corners and the potential traffic problems at Pharisburg if the same action is taken here. Most believed that the actions were taken without good information about the traffic levels at Honda employee traffic times. ODOT Officials were quoted as saying there were insufficient fatal accidents. The idea that the flashers were responsible for low death rates appears to not be considered by ODOT. Deputy Matejko reported that the County Sheriff's office was not consulted and emergency departments were not consulted about removal of the safety devices. Township Trustees were not consulted and citizen protests were ignored.

Trustee Schertzer was present to discuss the upcoming meeting at the Taylor Township on March 20, 2018 to hear citizen opinions of the removal of safety flashers at State Routes 31 and 347.

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Deputy Matejko expressed the sheriff's office's concern about removal of flashers. He also informed the group about concern for after-hours activity at the Township Park at State Route 37, and expressed that deputies will continue to watch this area while on patrol. Ben Laird, who lives adjacent to the park, confirmed after-hours activity at the park.

Deputy Matejko also reported that hiring additional deputies is improving his office's ability to attend to traffic enforcement in the county.

In old business, Alan Fitzpatrick presented his proposal for improving cemetery roadways at Maple Dell and Hopewell. He advised that the job will require 27 tons of stone and 3 hours of grading, which he would provide for \$585. Jeff Robinson moved that Fitzpatrick's bid be accepted and that payment be authorized. Work will begin after the roadways dry out enough to handle the truck traffic. Cunningham seconded the motion and both trustees voted yes.

Cunningham asked Schertzer, a Hayner employee, if he could update the trustees about water line installation at the park. He reported that Bill Lowe had provided Hayner Plumbing with a map but the work had not been scheduled. The need to get the work done soon for baseball schedules was discussed.

Zoning Inspector Ben Laird was asked about the pothole and plumbing problems cited at the Pit Stop location. Laird advised that he sent the citation to the Pit Stop on February 20. His letter demanded the improvements by March 20. Assistant County Prosecutor Thayne Grey was copied with the same information to be ready for possible enforcement action.

There was some discussion of Clean-Up day and posters were available for distribution.

Jim Hall was asked about the last maintenance items for the Pierce fire engine. Jim reported that this was scheduled for 3/15/18.

Jim reported that the Fire Department had only 2 runs in February but already had 2 in March. Jim will attend the Magnetic Springs village meeting later this month to discuss possible grant projects.

The fiscal officer reported that the Annual Financial Report is filed and the advertisement had been placed but has not yet run in the Journal Tribune. Copies were distributed to the trustees present.

It was also reported that the county archivist, Steve Badenhop, has prepared a prototype record retention policy after discussions with the fiscal officer and the fire chief. Copies were distributed to the trustees, fire chief and zoning inspector. Badenhop plans to attend the April meeting and the policy will be discussed in more detail at that time. Badenhop also provided a template for a public records notice, which was posted on the township bulletin board.

Fiscal officer shared the county's letter regarding a potential ditch maintenance assessment. It is likely that some landowners will file objections and the ditch assessment may be deferred or cancelled. It is time for renewal of the Sheriff's Department Red Alert, disaster warning system. Jeff moved that the township renew the program at an annual cost of \$500. Gary seconded the motion and both trustees present voted yes.

The fiscal officer also informed trustees that an assessment by LUC is in the bills to be paid.

Trustees signed checks and purchase orders for current expenses. Reports were reviewed and initialed.

<b>Revenue Item</b>			<b>Amount</b>
5-2018	Union County Auditor	February Distribution	\$7,571.06
<b>Expense Items</b>			
3-2018	Voucher BWC	Premium	555.82
8904	James Hall	Jan Pay	290.00

8905	Ben Laird	Jan Payroll	150.00
8906	Gary Cunningham	Feb Payroll	719.59
8907	Steve Jolliff	Feb Payroll	1124.10
8908	Bill Lowe	Feb Payroll	719.59
8909	Jeff Robinson	Feb Payroll	717.31
8910	Ben Laird	Feb Payroll	150.00
8911	Jim Hall	Feb Payroll	290.00
8912	Rinehart Walters	Insurance Premium	4,582.00
8913	Fire Safety Services	Batteries	13.74
8914	Rumpke	Trash	73.56
8915	McAuliffe's	Janitor supplies	27.54
8916	LUC RPC	Assessment	909.00
8917	Union County Sheriff	Code Red Renewal	500.00
8918	Union Rural Electric	Electric	44.75
8919	Ohio Edison	Electric-lights	60.51
8920	Ohio Edison	Electric-firehouse	158.57
8921	Ohio Edison	Electric-park	68.01
8922	Columbia Gas	Natural gas	256.34
8923	Jenco Wireless	Internet service	99.90
Total			11,510.33
Net Expenditure			-3,939

Fiscal Officer certified that funds were sufficient to meet the above amounts.

At the conclusion of these discussions and with no further business, Jeff Robinson moved that the meeting be adjourned. Motion was seconded by Gary Cunningham. Cunningham called for a vote and both voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

Leesburg Township Minutes. March 5, 2018 - Page 5

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting**

Monday, April 2, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Vice Chairman Gary Cunningham, Trustee Jeff Robinson, and Fiscal Officer Steve Jolliff.

Others in attendance were: Fire Chief Jim Hall, Zoning Inspector Ben Laird, Union County Sheriff Jamie Patton, Deputy Sheriff John Matejko, Mac Manville, Corey Schalip, and County Archivist Stephen Badenhop. Sylvia Zimmerman was in attendance representing the Union County Convention and Visitor's Bureau. Sean Kiess of the UC Tigers Baseball Club was also in attendance.

The meeting was called to order by Chairman Lowe. Minutes of the meeting held March 7, 2018 were reviewed. Jeff Robinson moved that the minutes be approved as presented. Gary Cunningham seconded the motion. Lowe called for a vote and all three voted yes.

Sheriff Patton addressed the meeting regarding the School Resource Officer program. The program is in place and working well. Patton is circulating the agreement for signatures. Leesburg Township Trustees signed the agreement. When all parties have signed, the sheriff's department will send a bill for Leesburg's contribution. We will have the option to pay half now and half later or pay the bill in full. Patton told the meeting that there may be additional state funding available in the near future that will be directed toward school safety on a long term basis. Deputy Shawn Dyer is the North Union SRO. He is establishing a positive presence in all three schools and building a rapport with students of all ages.

Deputy Matejko requested that the township designate contacts for the sheriff's office to contact in case of road emergencies such as road closures or high water. The trustees indicated that the county engineer's office and/or fire chief Jim Hall were the preferred contacts. Trustees also discussed their concerns for maintaining highway safety flashers at key

intersections in Pharisburg and others outside the township. Sean Kiess mentioned the need for additional policing at the park as the baseball club makes improvements and will be storing concession stand supplies there.

Stephen Badenhop talked about the proposed township public records policy, notice, and record retention schedule. The public records notice has been posted. Trustees were not ready to adopt the policy without some further research. Cunningham moved that the township forward the policy to Thayne Grey in the county prosecutor's office for review. Robinson seconded the motion. Lowe called for a vote and all three voted yes. Badenhop will meet with trustees and FO to look at existing stored records on April 6 at 5:00PM. Badenhop will attend the May meeting and the policy and schedule will be brought back for adoption.

Sylvia Zimmerman addressed the meeting about the 2020 bicentennial of Union County and other county events surrounding that date. Sylvia reported that there will be a kick-off gathering on 4/26/18. The bureau asks that the township consider a local event. The county commissioners have allocated some funding toward local events.

It was also noted that there will be a public meeting at the Magnetic Springs UMC at 2:00 PM on April 7 to discuss priorities for use of local grant funds.

Sean Kiess addressed the meeting about progress being made at the park ball fields. He discussed the need for use of the park ball fields into late summer for late season tournaments. The first tournament weekend will be May 5. Practices have started. The field is home field for 5 teams in 2018 and they expect expansion to 9 teams in 2009. The club has been working on field improvements and on raising funds for 2018 and beyond. Jeff Robinson has a quote from Hayner Plumbing for water supply and hydrant installation at \$4,000, less if we do not require a new pump. Placement of a pressure tank and concession stand drain water handling were discussed. The township needs an estimate for repair of damages by vandals for the court system to seek restitution. One of Sean's volunteers has access to a strong steel door and Sean will provide a written estimate to install that door to

determine the level of damage costs. Both parties will cooperate on additional maintenance needs. The ball club will have scheduling priority for the fields.

Others wanting to use the ball fields should coordinate through Sean at 614-563-0956. Matt Hall can also be contacted for scheduling.

Ben Laird advised that the deadline has passed for required maintenance at the Pit Stop site. AJ informed the township that they are making repairs but progress has been inadequate. Calls to the Health Department have been futile and the county prosecutor has been informed but they seem to have little interest. Ben has issued a permit for a room addition to the Fishbaugh property on Sandusky Road.

Chief Jim Hall reported that the Pierce fire engine repairs and updates have been made. The Sutphen engine will be looked at to determine repairs needed to prepare it for sale. Batteries will need charged before it can be examined. The trustees are not interested in investing much money in that engine.

Malcolm Manville will move a tractor to the ballfield for mowing at that location.

Corey Schalip has an application for an additional fireman.

Mike Galloway's family is moving to southern Ohio. His son has an approved Eagle Scout project to upgrade the Hopewell Cemetery signage and flag. He will complete the project prior to the move. Jeff will meet with Galloway to assure that materials made available for the project. Jeff moved that the township authorize up to \$500 for materials. Gary seconded the motion. Bill called for a vote and all three trustees voted yes.

The FO noted that the county drainage project, previously discussed, has been approved and an assessment will be required of the township.

Trustees signed checks and purchase orders for current expenses. Reports were reviewed and initialed.

Receipts			
6-2018	Richwood Bank	Interest	181.29
7-2018	Auditor	March Distribution	9,949.27
8-2018	Auditor	Levy Distribution-adjusted	78,797.12
9-2018	EMS Billing		381.23
10-2018	Fishbaugh	Zoning Permit	75.00
	<b>Total Receipts</b>		<b>89,383.91</b>
<b>Expenses</b>			
V 5-2018	OPERS	Feb payment	907.51
V 7-2018	Ohio Board Pharmacy	Renew Pharmacy License	220.00
V 8-2018	Columbia Gas	Natural Gas	171.79
V 9-2018	Ohio Edison	Electric 3 locations	353.65
8925	Gary Cunningham	Payroll	719.59
8926	Steve Jolliff	Payroll	1,124.10
8927	William Lowe	Payroll	719.59
8928	Jeff Robinson	Payroll	717.31
8929	Union Co Engineer	Road Maintenance	764.31
8930	James Hall	Fire Chief/Mtc	290.00
8931	Ben Laird	Zoning Inspector	150.00
8932	Deere & Company	Mower Tractor Trade	1,182.65
8933	Marysville Printing	Trash Day Flyers	28.00
8934	Marysville Journal Tri	AFR ad	14.10
	<b>Total Expense</b>		<b>7,362.60</b>
	<b>Net Revenue</b>		<b>82,021.31</b>

Fiscal Officer certified that funds were sufficient to meet the above amounts.

At the conclusion of these discussions and with no further business, Jeff Robinson moved that the meeting be adjourned. Motion was seconded by Gary Cunningham. Chairman Lowe called for a vote and all three voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

May 7, 2018 Leesburg Township

Minutes of the first annual meeting of the Leesburg Township Record Retention Committee. Committee members are Bill Lowe, Chairman. Steve Jolliff, Member, and Stephen Badenhop, Union County Archivist. All members were present when Mr. Lowe called the meeting to order at 7:30 PM. The sole purpose was to approve the Township's Record Retention Schedule. The schedule has been a work in process for several months and input was received from the Fire Chief, Zoning Inspector, Trustees, and the Fiscal Officer. Bill Lowe moved that the Record Retention Schedule, copy attached, be adopted. Steve Jolliff seconded the motion and all voted yes. The committee agreed to meet again, in conjunction with the January 2019 trustees meeting.

Jolliff moved that the meeting be adjourned. Lowe seconded the motion and all voted yes. The meeting was adjourned.

Steve Jolliff, Fiscal Officer and Recording Secretary for the committee.

**Monday, May 7, 2018**

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Vice Chairman Gary Cunningham, and Fiscal Officer Steve Jolliff. Trustee Jeff Robinson was not available.

Others in attendance were: Fire Chief Jim Hall, Corey Schalip, Stephen Badenhop and Alan Fitzpatrick. Deputy Sheriff John Matejko was present before the meeting. He asked if there were issues that needed the Sheriff's Office's attention. He briefly discussed specific juvenile activity in the Village of Magnetic Springs, then left to attend to other duties.

The meeting was called to order by Chairman Lowe. Minutes of the meeting held April 2, 2018 were reviewed. Gary Cunningham moved that the minutes be accepted as presented. Lowe seconded the motion and both trustees voted yes. The meeting was made aware of temporary health issues with trustee Robinson.

Mr. Badenhop presented his bill for his time spent helping the Township prepare a Record Retention Policy and Record Retention Schedule. He also spent several hours assisting with sorting out old records that required retention from records that could be disposed of. Chairman Lowe instructed the F. O. pay Mr. Badenhop as approved at the March Meeting.

Bill Lowe informed the meeting that the clean-up day was again a success. Scrap metal from the clean-up resulted in 7,718 pounds of various metals netting \$795.20. Donations from various residents were \$47.00. The tire recycler received \$209 from residents for disposal of approximately 130 tires. Donations and scrap sales were donated to the fire department. & dumpsters were sent to landfill. We have not yet received the invoice from the landfill so the costs are not yet known. \$260 of the scrap metal was from recycling of obsolete fire department air tanks.

Chairman requested that the F. O. send a Thank You note to Willig Tire for their participation in clean up day.

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Monday, May 7, 2018, page 2

In other old business, it was noted that the majority of the Galloway Eagle Scout project at Hopewell Cemetery is completed. The sign is the final piece and the sign is ready to install.

Hayner Plumbing has started work on the waterlines and well pit at the ball park. The U. C. Tigers ball season has commenced.

Jim Hall reported that the department had responded to a grass fire. The number of runs was above average in April and the department is operating satisfactorily. The emergency squad truck is currently at Dotson's Garage where the brakes are being inspected for squeaking and the strobe light is being repaired.

The fire department reported that they have 2 new recruits. Jeremy Miller of Macklin Road is a medic. Tyler Ellerbrook is a fireman.

Corey Schalip also reported that the fire department needs to replace 3 sets of turnout gear due to NFPA age requirements. The gear will cost \$2,250 per set. Cunningham moved that the turnout gear be purchased for the sum of \$6,675. Lowe seconded the motion and both trustees voted yes. Corey was asked to place the order for replacement gear. Corey also informed trustees that there is a need for 5 additional pagers. He will investigate further and report on specific costs at the next meeting.

Cunningham discussed that there are three residential properties that continue to be a trash nuisance. They are located on White Stone Road, Kinney Pike, and Sandusky Road. The Township continues to be unable to get assistance from the county prosecutor's office on these matters. Gary will get the addresses to Zoning Inspector Laird for additional letters of non compliance. Cunningham also discussed the possibility of obtaining private legal counsel to handle some township business due to a lack of satisfactory response from the county legal staff. Bill will follow up on that possibility.

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Monday, May 7, 2018, page 3

The F. O. reported that we have received final certification of the 2018 budget from the county budget committee.

Replacement deeds were signed for cemetery plots owned by Janette Boggs and for Stanley Carpenter. The Carpenter deed was mailed to Susan Rexroad, his granddaughter. The Boggs deed will be mailed to Janette Boggs c/o Bonnie Boggs, her daughter.

The Fiscal Officer reported that he was having problems getting a clean bank reconciliation and had arranged to obtain assistance from Visiting Clerk Richard Ford for assistance. Ford will start on May 11.

Trustees signed checks and purchase orders for current expenses. Reports were reviewed and initialed.

Receipts			
11-2018	Richwood Bank	Interest-March	203.53
12-2018	Union Co Auditor	Property Tax Rollbacks	9545.79
13-2018	Union Co Auditor	April Distribution	8531.87
14-2018	Union County Auditor	Mobile Home Tax Distribution	71.76
15-2018	Mike & Erin Powers	Zoning Permit	75.00
16-2018	Dana Ludwig	Zoning Permit	250.00
17-2018	Union Co Auditor	May Distribution	7660.17
18-2018	Bryant Hadley	Zoning Fee	758.00
19-2018	Theresa DeCamp	Zoning Fee	250.00
20-2018	Richwood Bank	Interest-April	232.21
21-2018	Buckeye Health	Reimburse Ambulance Service	103.51
	Total Received		27,681.84
Payments			
10-2016	OPERS	Contribution & Withholding	907.51
11-2018	IRS	1 <sup>st</sup> quarter	328.92
12-2018	Ohio Dep't Taxation	First Qtr partial	33.15
13-2018	Ohio Dep't Taxation	First Quarter - Balance	66.30

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14-2018	Ohio Dep't Taxation	SDIT	103.68
16-2018	Ohio Dep't Taxation	SDIT	32.37
17-2018	Ohio Dep't Taxation	SDIT	32.37
18-2018	Ohio Dep't Taxation	SDIT	64.74
19-2018	Union Rural	Electric-Hopewell	46.99
20-2018	Columbia Gas	Gas at SR 347	161.26
21-2018	Ohio Edison	Ecectricity-all	326.75
22-2018	Auditor of State	UAN Fees	468.00
8935	Gary Cunningham	Payroll	719.59
8936	Steve Jolliff	Payroll	1,124.10
8937	Bill Lowe	Payroll	719.59
8938	Jeff Robinson	Payroll	717.31
8939	Bill Lowe	Reimburse Galloway Project	437.63
8940	Jeff Robinson	Reimburse picnic bench repair	34.78
8941	Ben Laird	Cemetery Maintenance	1,214.29
8942	Jim Hall	Fire Chief and Mtc	290.00
8943	Ben Laird	Zoning Inspector	150.00
8944	Jenco Wireless	Six month Internet	284.72
8945	Finley Fire Equip	Repair Pierce engine	1,804.09
8946	McAuliffe's Ace	Supplies	133.17
8947	Alan Fitzpatrick	Cemetery stone and grading	580.78
8948	Ohio Dep't Commerce	Firefighter's Dependent's Fd	150.00
8949	John Harvey Electric	Repair at firehouse	1,397.16
8950	Office City	Print Cartridges FD	76.49
8951	Union Co Sheriff	SRO contribution-share	5,847.52
8952	Plotner Hardware	Cemetery hardware	59.54
8953	Ohio Bureau Wk Comp	Premium	295.38
	Total Payments		18,608.18
	Net receipts		9,073.66

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**Monday, May 7, 2018, page 5**

Fiscal Officer certified that funds were sufficient to meet the above amounts.

At the conclusion of these discussions and with no further business, Cunningham moved that the meeting be adjourned. Motion was seconded by Lowe. Chairman Lowe called for a vote and both trustees voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting**

Monday, June 4, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Vice Chairman Gary Cunningham, Trustee Jeff Robinson and Fiscal Officer Steve Jolliff.

Others in attendance were: Malcolm Manville, Kevin Dotson, Matt Flowers, Fire Chief Jim Hall, Corey Schalip, Ben Laird, and Deputy Sheriff John Matejko. Also present were two representatives from the Union County Health Department. Residents Gerald Foreman and Terry Stewart were also in attendance.

The meeting was called to order by Chairman Lowe. Minutes of the meeting held April 2, 2018 were reviewed. Gary Cunningham moved that the minutes be accepted as presented. Jeff Robinson seconded the motion. Bill Lowe asked for a vote and all three voted yes. and both trustees voted yes.

Deputy Matejko was given the floor at the beginning of the meeting so that he could resume his duties. He asked for citizen assistance obtaining information about reports of an armed robbery in the Village of Magnetic Springs. Details about the robbery and the weapon are incomplete. He cautioned the township that acts of vandalism are more frequent when school is not in session. There has been an increase in juvenile vandalism within the village. The deputy was questioned about the number of local highways that are closed for construction, simultaneously. This is of particular concern to fire and emergency services. Deputy Matejko indicated that the Sheriff's Department shares that concern but is not consulted by ODOT regarding timing of projects. He reported that the area of State Routes 4 and 347 are currently targeted for heavy enforcement and the number of citations has increased.

Marcia Dreiseidel and Paul Ithenya of the county health department addressed the meeting. They reported on the status of the county's private septic systems. The department's current assessment is that 63% are satisfactory, 8% have been determined to be

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Monday, June 4, 2018, page 2

unsatisfactory and 29% are vacant or unknown. Trustees asked about enforcement actions at the Pitstop. The department had little to say. The Freeman septic violation was discussed briefly with no additional information provided. There was also discussion of the severe drainage problems at the Lewis property at State Routes 4 and 347. Drainage problems there are affecting a significant number of property owners and are getting worse. The department indicated they would attend another meeting in one year.

Jeff reported on criminal actions in juvenile court. He said that one juvenile has been sentenced to 25 hours of community service, court costs, restitution, and apology letter. He expects to receive none of these. Jeff has been asked by the juvenile court to attend another hearing on July 10.

Matt Flowers has been doing some painting at the firehouse. Thanks to Matt. The Galloway Eagle Scout project at Hopewell Cemetery is complete. Logan Painter is expected to come at the end of tonight's meeting to discuss his Eagle Scout Project.

There is still some work to be done at the park. The township is agreeable to pay for some materials if the Baseball Club can provide labor. That includes installation of another water hydrant.

The township discussed the need to hire outside legal counsel for enforcement of nuisance situations that are being not pursued by the county prosecutor. It was noted that Paris Township hires counsel for a \$600 retainer and contributes to that attorney's insurance. There is still interest, among the trustees, to research this option. It was also noted that there has been some improvement at the Whipple property, though additional work is needed. Ben will follow up on the Schertzer property.

The trustees made note that the park and the cemeteries were being well maintained. Corey Schalip reported that Tyler Ellerbrook will be joining the fire department. He already has a fire card and will be taking an EMT class.

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Monday, June 4, 2018, page 3

Jeff moved that the township pay \$1,162 toward that EMT Class. Gary seconded the motion. Bill called for a vote and all three voted yes.

The trustees are still interested in getting rid of the Sutphen fire truck.

Ben reported that there are two zoning appeals that will be heard in June. One is for Kevin and Mark Crosthwaite and one is for Seth Taylor. Problems remain at the Pitstop property. There is no activity at the Speakman property. Ben indicates that Thayne Grey of the prosecutor's office has not been helpful in enforcing these problems. Mac Manville offered the idea of contacting Shell Oil about the Pitstop problems. Trustees will recontact Grey and possibly get him to explain the county prosecutor's inaction. Trustees discussed the possibility that attorney Julie Spain might be a good source as outside counsel.

Fire Chief Jim Hall informed the trustees that ladder and pump testing is scheduled for June. Air packs were tested last week. The department needs some additional pagers. They are looking at some higher tech pager/radio combos for this communications update.

Chief Hall briefly discussed his plans for his role as Chief. He is interested in phasing out his duties in the near future. The Chief indicated that he is becoming less able to fulfill job responsibilities. He also mentioned the difficulty of obtaining staff levels in a volunteer-based department in the present economy. Trustees will start the process of replacing him. This will likely start by getting a newspaper article published that will discuss the history of the department and indicate that we are looking for a replacement with the training, experience, and vision to lead the department's future. Trustees thanked Chief Hall for his long and dedicated service. Hall and the trustees will work together in this process.

F. O. reported that he had sent a thank you to the tire recycler, especially in that his contribution to clean up day was not profitable this year. Trustees were interested in keeping him in the project. Possibilities discussed were

**Minutes of Leesburg Township Regular Meeting  
Monday, June 4, 2018, page 4**

having him make one or two pickup times rather than supplying a man and a truck for the whole event or offering him a guaranteed minimum fee in 2019.

The F.O. reported on training provided to him by Mr. Richard Ford. Ford spent three days in May assisting with bank reconciliation and other UAN accounting processes. The total fee was \$700 which the F.O. indicated that he was willing to pay, personally. Trustees expressed that such training should be a township responsibility. Jeff moved that the township pay this expense. Bill seconded that motion. All three trustees voted in favor.

The F.O. asked the trustees to approve transferring funds from general to cemetery to alleviate a negative balance in that fund. Bill moved that the transfer of \$1,000 be approved, Jeff seconded the motion and all three voted in favor.

Trustee asked the fiscal officer to extend their thanks to Tom Price, of Price Farms Organics, for his donation of mulch to improve the township property appearance. A written thanks will also be sent to the 4-H club for their work on the project.

Jeff moved that the township purchase new garden hose for exterior maintenance use. Gary seconded the motion and all three voted in favor.

Trustees signed checks and purchase orders for current expenses. Financial reports were reviewed and initialed.

Receipts			
31-2018	Richwood Bank	Interest-May	232.16
22-2018	Sims Recycling	Scrap metal from clean up (1)	351.95
23-2018	Sims Recycling	Scrap metal from clean up (2)	443.25
28-2018	Dana Ludwig	Zonning Fee	75.00
29-2019	Seth Taylor	BZA Fee	500.00
30-2018	Kevin Crosthwaite	BZA Fee	500.00
Total	(note that 2 months	Of Cty distributions in May)	<b>2,102.36</b>

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Payments			
23-2018	Union Rural	Electricity	46.99
24-2018	Ohio Edison	Electricity	328.58
26-2018	Columbia Gas	Natural gas	98.61
30-2018	Auditor of State	UAN fees	468.00
8954	Gary Cunningham	Payroll	719.59
8955	Steve Jolliff	Payroll	1,124.10
8956	Bill Lowe	Payroll	719.59
8957	Jeff Robinson	Payroll	717.31
8958	Ben Laird	Cemetery Mtc	1214.29
8959	Ben Laird	Zoning Inspector	150.00
8960	Jim Hall	Fire Chief and Mtc	290.00
8961	Union County Sheriff	Background Check-Miller	57.00
8962	Stephen Badenhop	Record Retention Assistance	375.00
8963	Bill Lowe	Speed Monitor Repair	242.33
8964	Tamara Lowe	Plants - Firehouse landscape	274.19
8965	Dotson's Garage	Brake Repair on EMS	933.29
8966	Rumpke	Trash Pick Up	73.65
8967	Hayner Plumbing	Water work at Park	4,065.00
8968	Finley Fire Equipment	Repair truck Pump Valve	475.81
8969	Mac Manville	Building and Park Maintenance	396.00
8970	Fire Safety Services	Mask Flow Test & Batteries	706.40
8971	Phoenix Safety Outfi	Gloves and Boots	783.00
8972	OBWC	Premium	147.69
8973	Plotner Hardware	Misc Hardware	93.96
8974	UCTOA	Memberships Co & State	230.00
Total	Payments		14,730.38
Net	Receipts less payments		-12,628.02

Fiscal Officer certified that funds were sufficient to meet the above amounts.

Minutes of Leesburg Township Regular Meeting

Monday, June 4, 2018, page 6

At the conclusion of these discussions and with no further business, Robinson moved that the meeting be adjourned. Motion was seconded by Cunningham. Chairman Lowe called for a vote and all trustees voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

Minutes of Leesburg Township Regular Meeting

**Monday, July 2, 2018**

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Vice Chairman Gary Cunningham, Trustee Jeff Robinson and Fiscal Officer Steve Jolliff. Robinson entered the meeting a few minutes after the call to order.

Others in attendance were: Malcolm Manville, Matt Flowers, Fire Chief Jim Hall, Corey Schalip, Ben Laird, and Deputy Sheriff John Matejko.

The meeting was called to order by Chairman Lowe. Minutes of the meeting held June 6, 2018 were reviewed. Gary Cunningham moved that the minutes be accepted as presented. Bill Lowe seconded the motion, then asked for a vote and both voted yes.

Deputy Matejko discussed a recent burglary in the township on State Route 347. He then talked about the vandalism in Magnetic Springs. The sheriff's department is still concerned that one of the suspected vandals might have a weapon.

The Galloway Eagle Scout at Hopewell will soon have a ceremony at the site. Township officials will be invited. Mac has provided a garden hose for township use but we still need another one. It was noted that the Painter Eagle Scout Project plan has been approved and it will be completed later in the summer.

Jim Hall has a proposal for the entrance awning for the east side of the building. He expects to have a firm proposal soon. Trustees commented on the beauty of the recent landscape improvements. Tamara Lowe has donated many hours toward those improvements.

The trustees initiated a conversation with Deputy Matejko about lawn mowers blowing grass onto the roadway. The danger is greater for motorcyclists. Obstructing the roadway is not legal but it is a judgment call

**Minutes of Leesburg Township Regular Meeting**

Monday, July 2, 2018, page 2

whether the grass is an obstruction. The deciding factor is typically whether the act is considered malicious. Trustees noted that the county mowing crew is the worst offender.

Jim Hall has been the township fire chief for 16 years as of 7/1/18. Cheryl Sheets of the Richwood Gazette and Journal Tribune plans to publish an article about the department and its history and fire chiefs. The article should feature Jim and encourage applicants for the position.

Jim spoke about 1) the need to create a job description; 2) the growth of paperwork and regulation; and 3) the current department culture and changes needed for successful continuation of the department.

This was followed with open discussion about the interview process. The possibility of asking other fire chief chiefs to participate was mentioned. Corey Schalip and Matt Flowers will prepare a qualifications list.

The chief reported that new firefighter, Jeremy Miller is working out well.

There was discussion that the township needs to do some roller work on the ballfields and cemeteries, to smooth out ruts. Spring weather has allowed damage to sod surfaces. Ben indicated that the cost to rent a county roller could be as high as \$380 per day. Bill will talk to County Engineer Stauch about options.

Ben noted that there has been no progress at the Pitstop to resolve zoning violations. There was discussion about how issues could be handled at Board of Zoning Appeals. It was noted that the board could take additional time after the hearing, up to 30 days, to deliver a final answer. There was additional discussion about what constitutes a farm use outbuilding, especially on small acreages with little, if any, ag production.

Corey informed the trustees that an additional gas monitor, now 2 are owned, so one can be permanently located in the squad. The price of the new one, \$750, reflects a big discount to regular pricing.

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Monday, July 2, 2018, page 3

The trustees discussed that a recent bill from Clark State for training is not the township's responsibility. The F.O. reported that the township has not been billed by Republic for clean-up day dumpsters. The partial grant from the solid waste district for recycling and clean up requires proof that the township has paid the invoice before application for the cost share plan.

The F. O. reported that the transfer of funds from general to cemetery, approved at the June meeting, was not executed as there was adequate cemetery income.

Jim Hall has a contact to have the door locks repaired or reset. Jim will have the work performed. Jeff Robinson moved that the township authorize payment for lock work. Gary Cunningham seconded that motion. Chairman Lowe called for a vote and all three voted yes.

Trustees signed checks and purchase orders for current expenses. Financial reports were reviewed and initialed.

Receipts			
32-2018	Union County Auditor	Monthly Distribution	9,134.25
33-2018	Stofcheck-Ballinger	Walker Ashes	100.00
34-2018	Dept-Liquor Control	Share of Sales	723.80
35-2018	Union Co Treasurer	Cigarette Tax	37.50
36-2018	Stofcheck Ballinger	Herd Funeral	400.00
37-2018	Stofcheck Ballinger	Cantrell Funeral	400.00
38-2018	Johnny Chaffins	Zoning Permit	250.00
Expenses			
31-2018	OPERS	Retirement	907.51
32-2018	Columbia Gas	Natural gas	34.22
33-2018	Union Rural	Hopewell Electric	47.07
34-2018	Ohio Edison	Electricity	337.35
8975	Richwood Bank	Truck Payment	19,475.66
8976	Leesburg Fire Dept	Recycled Metal	795.20
8977	Union Co Sheriff	Background Chk-Ellerbrook	57.00
8978	Ford Management	FO Training	700.00

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8979	Calvin Gibson	Herd and Cantrell burials	350.00
8980	Memorial Hospital	Med Director Services	500.00
8981	Jeff Robinson	Payroll	717.31
8982	Bill Lowe	Payroll	719.59
8983	Steve Jolliff	Payroll	1,124.10
8984	Gary Cunningham	Payroll	719.59
8985	Ben Laird	Cemetery Maintenance	1,214..29
8986	Ben Laird	Zoning Inspector	150.00
8987	Phoenix Safety	Lettering and Stripes	120.00
8988	McAuliffe's Ace	Supplies	34.53
8989	Jim Hall	Chief and Janitorial	290.00
8990	Marysville J-T	BZA Advertising	61.10
8991	Mistras	Ladder Certification	105.60
	Cash Received		11,045.55
	Cash Expensed		27,245.83
	Net cash expense		16,200.28

Fiscal Officer certified that funds were sufficient to meet the above amounts.

There being no further business, Jeff moved that the meeting be adjourned. Gary seconded that motion. Bill called for a vote and all voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

Minutes of Leesburg Township Regular Meeting

Monday, August 6, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Vice Chairman Gary Cunningham, Trustee Jeff Robinson and Fiscal Officer Steve Jolliff.

Others in attendance were: Terry Stewart, Brittany Neal, Mike Carl, Riley Hall, Matt Flowers, Kevin Dotson, Jim Hall, Malcolm Manville, Matt Flowers, Susan Strayer, Ben Laird, and Deputy Sheriff John Matejko.

The meeting was called to order by Chairman Lowe. Minutes of the meeting held July 2, 2018 were reviewed. Jeff Robinson moved that the minutes be accepted as presented. Gary Cunningham seconded the motion. Chairman Lowe called the question and all three voted Yes.

Terry Stewart addressed the meeting first, continuing the discussion of the blocked drainage tile/ditch northwest of Pharisburg on the Lewis property. Stewart has made complaints to Soil and Water and to the health department. SWCD would not discuss it and referred him back to the township. The Health Department was quite disinterested. The Township believes that one of those entities should start a discussion and try to enforce the problems with Bobby Lewis. Petition process may be the only way. The township will ponder the situation further. An attempt will be made to talk to Lewis directly. Stewart indicated that the problem stems from rootbound tile and that an open ditch could fix the problem. Any significant rainfall backs water into Stewart's basement. Other residents and the Pitstop are also affected.

Deputy Matejko asked about township concerns. With the recent closure of Route 347, west of Route 4, Matejko was asked about control of truck traffic on secondary roads such as Kinney Pike, Trout Road, and Sandusky Road. Those roads are not built to handle heavy truck traffic and some places are not wide enough for trucks to meet.

Susan Strayer was in attendance to discuss a misplaced burial in Hopewell Cemetery. It was discovered that a burial had been made in a plot that her family controlled. The township agreed that an error has been made and will make amends. It was determined that unsold plot 64 would meet her needs, as would plots 63 or 65.

Mac asked if there had been contact between the township and Debbie Clevenger about the plot of Rex Clevenger. She and the Fiscal Officer have exchanged voice mails but no determination of the request has been made.

In old business, the Painter Eagle Scout project at the township house was discussed. Only the signage is left to complete.

Bill Lowe brought up the need for a roller to level up the ballpark and possibly cemetery property. Contact with the County Engineer appears to be positive. Nothing is specific at this time.

The township has yet to be billed by Republic for landfill disposal of cleanup day refuse. The township needs proof of that bill being paid in order to apply for cost sharing by the solid waste district. Bill Lowe will make some calls on this matter.

Jim Hall informed the trustees that the needed repairs to the east door locks have been completed although a bill has not been received. These repairs were made by the original lock installers.

There was discussion of the open fire chief position. Six applications have been received and trustees will begin contacting the applicants to arrange interviews starting 8/8/18. The trustees want to have assistant chief Kevin Dotson available for the interviews. It was also discussed that a township resident with business experience might be invited to participate in the interviews. It was suggested that Jesse Conrad would be a good choice. Trustees will ask Jesse but may need an alternative if he is not available. Trustees will assemble an interview schedule. There was also discussion of the candidate holding "Certified Inspector" credentials.

Malcolm Manville discussed conditions at the ball park, including removal of some unuseable pieces of equipment.

Jim Hall informed the meeting that the department needed to replace an air compressor on short notice and that he had bought one from personal funds. He will be reimbursed. He also noted that he is still working on plans for a building awning in honor of Edsel Dotson.

Kevin Dotson reported that there was some maintenance work to be done on engine 303 air conditioning.

The meeting was opened to anyone present to initiate discussion. It was noted that Brittany Neal is a paramedic with nursing background. This was her first time attending the meeting.

Riley Hall advised the township that our squad was still in need of a 12 lead EKG monitor in order to be considered a "paramedic truck" for purposes of responding to a cardiac event. The township has studied this before and it has become more useful as the township medical staff is getting stronger. Jeremy Miller is looking for a good deal. Trustees indicated that they would rather have a high quality unit than a bargain. Equipment and installation will likely cost between \$25 and \$30,000. The trustees will address this as soon as detailed costs are known.

The UC Tigers baseball club has presented a list of improvements needed at the ball park over time. Sean Kiess was available to the meeting by phone. The baseball club's top priority is improvement of infield drainage on the two larger fields. They expect several additional teams next year and more use of available fields.

Jeff Robinson moved that the township allow up to \$2,800 for purchase of gravel and trucking to be used for improvements to the infield surface of the park ball fields. Gary Cunningham seconded the motion. Chairman Lowe called for a vote and all three trustees voted yes.

The trustees then reviewed management reports, bank reconciliation, signed purchase orders and warrants.

Receipts			
39-2018	Bureau of Wk Comp	Refund of premium from 2016	1,478.15
40-2018	Union County Auditor	Monthly Distibution	9,001.76
41-2018	Ingrahm Funeral Hm	Fryman Burial	400.00
42-2018	Richwood Bank	June Interest	214.20
	Total Receipts		11,094.11
Electronic Payments			
36-2018	OPERS	Retirement payments	907.52
37-2018	IRS	Tax withheld	328.92
38-2018	Ohio Dep of Taxation	Ohio Income Tax withheld	99.45
39-2018	ODIT	School Tax	103.68
40-2014	Columbia Gas	Natural Gas	28.59
41-2018	Union Rural	Hopewell Electric	44.75
42-2018	Ohio Edison	Three locations	477.14
Warrants			
8992	Gary Cunningham	Payroll	719.59
8993	Steve Jolliff	Payroll	1,229.55
8994	Bill Lowe	Payroll	719.59
8995	Jeff Robinson	Payroll	717.31
8996	Calvin Gibson	Fryman Grave	175.00
8997	Ben Laird	Zoning Insp & Walker ashes	200.00
8998	Ben Laird	Cem Mtc Contract	1,214.29
8999	Jim Hall	Fire Chief/Janitorial	290.00
9000	Jim Hall	Reimb Compressor et al	446.51
9001	Dotson's Garage	Battery & service tractor	178.73
9002	Hanley Printing	Check order	238.95
9003	Plotner Hardware	Supplies	45.79
9004	OBWC	Premium	147.69
9005	Mcauliffe's Ace	Supply Item	11.29
9006	Phoenix Safety	Turnout Items	482.00
9007	Clark State	EMT class & Fees	1,321.81

9008	Plotner Hardware	Hardware	9.46
	Total Expense Items		10,137.61

Fiscal Officer certified that funds were sufficient to meet the above amounts.

There being no further business, Gary moved that the meeting be adjourned. Jeff seconded that motion. Bill called for a vote and all voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting**

**Tuesday, September 4, 2018**

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Gary Cunningham, Jeff Robinson, and Fiscal Officer Steve Jolliff.

Others in attendance were: Jim Hall, Malcolm Manville, Terry Stewart, Kevin Dotson, Matt Flowers, Corey Schalip, Ben Laird, Mike Carl, Brittany Neal, Alan Fitzpatrick, Jeremy Miller, and Union County Commissioner candidate Chris Schmenk.

The meeting was called to order by Chairman Bill Lowe. Minutes of the meeting held August 6, 2018 were reviewed. Gary Cunningham moved that the minutes be approved as presented. Jeff Robinson seconded the motion. Chairman Lowe called for a vote and all three voted yes.

In old business, Jeff has spoken with Ben Lewis about the drainage problem north west of the Route 4 and 347 intersection. Lewis agreed to come out to the property and view the problems. He will call Jeff to arrange it. Other Jeff feels that it might cost \$10 per foot to open up the ditch and that the project will require 500 feet of improvements to be functional. There will also be stone and other materials in addition to the site work. Resident Terry Stewart, whose property is affected by the flooding and back up, repeated his complaints and agreed to help show the problems as needed. Duane Stinemetz has also made complaints about the blocked drainage. The State Highway Department has also looked at the problem. The township plans to get some bids and to look for money. Jeff will pursue this and maintain contact with the Lewis family.

Bill Lowe addressed the Strayer cemetery lot problem. He has spoken with Strayer about correcting that. They decided that lot 64 at Hopewell would satisfy her family. Jeff moved that the township transfer lot 64 to Susan's family. Gary seconded the motion. Bill called for a vote and all three trustees voted yes. The Fiscal Officer will prepare the necessary paperwork.

**Leesburg Township Meeting Minutes September 4, 2018 Page 2**

The fiscal officer reported that the solid waste district grant materials, related to clean up day, were mailed out 8/17/18.

Chief Jim Hall reported that the department had been busy and logged quite a few hours at the Richwood Fair events. He also reported that Dotsons Garage is still working on the AC on 303.

Chris Schmenk, candidate for Union County Commissioner, addressed the meeting. Chris has held several government positions and is seeking the position of the retiring Gary Lee.

Jeff reported that Sean Kiesse informed him that the baseball field surface materials have been delivered. The UC Tigers club has also been reseeding, have added a water line, and made other park improvements. Jeff donated the hydrant for the additional line. It was also reported that Hayner Plumbing had installed some waterline only 18 inches deep, leaving it susceptible to freezing. Upon contacting Hayner, he conceded that the line was too shallow and agreed to stand behind any damage caused by the shallow installation. Mac said he was told that removing one union will allow the pressure tank to drain, which will prevent freeze damage to it.

Ben informed the trustees that the county engineers office will allow us to use a county roller on the park.

Bill reported on the work of the trustees, assisted by Jesse Conrad and Kevin Dotson, to interview and hire the next Fire Chief. Bill asked the FO to formally thank Jesse and Kevin. There were six strong candidates, all of whom had strengths that they could bring to the department. Jeff moved that the township hire John Cook as the next chief. Gary seconded that motion. Billed called for a vote and the three trustees voted yes. The effective date is today, September 4, 2018. Jim Hall's resignation is effective today, also. Jim will retain his custodial duties through 12/31/18. John will appoint his own officer team.

Gary moved that the Fire Chief's salary be increased to \$829 per month for a two-year period. Jeff seconded the motion. Bill called for a vote and all three trustees votes yes. The intention is to match chief's salary to trustees salary.

All six candidates will be notified, in writing. Jeff and/or Bill will follow up on the notifications.

Taylor Township and Marysville Fire Department will hold a meeting on Friday, 9/7, to address fire protection needs in the community. Some of the trustees plan to attend.

The fiscal officer informed the trustees that 2-\$200,000-17 month CDs have been purchased from Richwood Bank at 2.5% interest. The sweep account has been paying 0.4%. Interest will be deposited monthly to the operating account. Additional shorter term CDs may be purchased if rates are attractive.

Fiscal officer presented the county auditor's estimate of 2019 tax rates and amounts to be levied per ORC section 5705.34 and 5705.35. These amounts may be revised by year end. Estimate for the general fund 0.5 mil is \$22,500. Estimate for the 4.0 mil fire levy is \$133,500. Gary Cunningham moved that the township accept the resolution and rate schedule. Jeff Robinson seconded acceptance of the resolution. A written vote was circulated with all trustees voting yes. The FO will scan a copy to Amy Hamilton in the auditor's office.

Jeff Robinson introduced Jeremy Miller to those in attendance. Miller is a new LTFD member with extensive experience as an EMT and is a certified instructor. His skill and experience strengthens the department in that area and supports the township's goals to improve emergency services. Jeremy has been looking at 12-lead EKGs and recommends that the township primarily look at warranty and service contracts as well as price of the equipment which will be in the range of \$30,000. The addition of a 12-lead EKG remains a high priority for the department.

Gary then moved that the township have an ash tree treated on township property. Kreiss Sawmill will perform the work. Jeff seconded the motion. Bill called for a vote and all voted yes.

The trustees then reviewed management reports, bank reconciliation, signed purchase orders and warrants.

Receipts			
43-2018	Connie Herd	Plot at Hopewell	250.00
44-2018	Union County Auditor	Monthly Distibution	9,136.65
45-2018	Ingrahm Funeral Hm	Linda Bayes burial	400.00
46-2018	Union Co Auditor	Property Tax Received	62,904.86
47-2018	State Reimbursement	Property tax misc items	9,551.36
48-2018	Richwood Bank	August Interest	203.32
Total	Receipts		82,446.19
Expenses			
44-2018	OPERS	July Payments	907.51
45-2018	Union Rural	Hopewell Electric	44.75
46-2018	Columbia Gas	Gas at Firehouse	29.59
47-2018	Ohio Edison	Electricity	414.29
9009	Republic Services	Clean Up Day Landfill	3,911.60
9010	Gary Cunningham	Payroll	719.59
9011	Steve Jolliff	Payroll	1,124.10
9012	Bill Lowe	Payroll	719.59
9013	Jeff Robinson	Payroll	717.31
9014	Fire Safety Services	Gas Detector and Gloves	1,260.00
9015	SS Petroleum	Fuel	1,314.26
9016	Calvin Gibson	Bayes Grave	175.00
9017	Malcolm Manville	Mowing and Maintenance	750.00
9018	Union Co Engineer	Road Maintenance	107.73
9019	Ben Laird	Zoning Inspector	150.00
9020	Ben Laird	Cemetery Maintenance	1214.29
9021	James Hall	Fire Chief and Mtc	290.00
9022	Kreis Sawmill	Treat Ash Tree	390.00

9023	Rumpke	Trash service	74.09
9024	Jenco Wireless	Internet Service	284.72
9025	Auditor of State	UAN service	468.00
9026	SBH Medical EMS	Med Supplies for Squad	366.00
9027	Plotner Hardware	Light Bulbs	15.49
Total	Expenses		14,239.61
Net	Revenue over Expense		68,206.58

Fiscal Officer certified that funds were sufficient to meet the above expenses.

There being no further business, Jeff moved that the meeting be adjourned. Gary seconded that motion. Bill called for a vote and all voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

Minutes of Leesburg Township Regular Meeting

Monday, October 2, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Trustee Jeff Robinson, Trustee Gary Cunningham, and Fiscal Officer Steve Jolliff.

Others in attendance were: Fire Chief John Cook, Jim Hall, Mac Manville, Kevin Dotson, Corey Schalip, Ben Laird, Deputy Sheriff B. Smith, Paul Bresson of UCHD, Susan Strayer, and Alan Fitzpatrick

The meeting was called to order by Chairman Lowe. Minutes of the meeting held September 4, 2018 were reviewed. Jeff Robinson moved that the minutes be approved as presented. Gary Cunningham seconded the motion. Lowe called for a vote and all three voted yes.

Deputy Smith was given the floor for general discussion of any township issues. He informed the group that both of the recent escapees from WCCCF were still at-large.

Paul Bresson addressed the group on behalf of the Union County to encourage support for the upcoming levy. He spoke about the two issues; first the .75 mil renewal levy and then the .50 mil new levy. He indicated that the total cost will be \$25.41 per \$100,000 of valuation. He also reported that there are other sources of funding including grants to subsidize improvement of failed septic systems for low income homeowners. Bresson invited residents to call The main UCHD phone number with any questions for the department.

Susan Strayer reported that she was in attendance to clarify how the township planned to rectify the incorrect burial in her family's plot. She was informed that the trustees would deed plot 64 of section 5. The FO had prepared a deed. The trustees signed it and she left with a deed to lot 64.

Ben Laird discussed the requests that he has received for headstone footer installation. He does not have enough footers to be able to afford concrete for such a small quantity. Discussion was that Ben may have to ask for a concrete surcharge or postpone the footers until there are additional requests. There are also a number of footers that need replacement due to defective installations by the previous installer. In most cases, families are now outside the area or are unwilling to pay for replacement footers.

Trustees expressed concerned that there may be an attempt to get a septic system approved on the Speakman property on Kinney Pike. The owner continues to bring in fill even though Bokes Creek and the lot elevation would not allow for an effective installation. The owner's intentions are unknown.

Trustees noted that the Fire Department Hog Roast will be October 20 from 5-7:00 PM. It is planned for State Representative Dorothy Pelanda to make a presentation to outgoing fire chief, Jim Hall.

Chief John Cook reported that Engine 303 needs a ball valve replaced and that another engine needs to have a pump repacked or rebuilt. He shared quotes for the work. Jeff moved that the township accept the bids and get the work done ASAP. Gary seconded the motion. Bill asked for further discussion and called the question. All three voted for the motion.

Cook continued his report. The department has the old Sutphen engine up for bids on gov.com. The bid is currently up to \$1,161. The department is also selling the old vehicle extraction, jaws-of-life, equipment. The bid is up to \$50. Cook also has quotes on two brands on 12 lead EKGs. Quotes were both about \$27,000 depending on accessories included. One is a Zoll, one is a Physio. The Physio unit would be the same as other local departments and would be more familiar for emergency personnel to operate. A refurbished unit would be about \$18,000. The new quotes allowed \$1,500 for the old unit.

The FEMA fire department grant application is due by 10/26/18. LTFD is completing the grant application in-house. Trustees confirmed that the township would make matching funds available, if needed, to accept the grant. Cook will continue to monitor the availability of grant writer's to improve our chances, going forward.

Cook reported that there will be a fire district discussion on 11/15/18 at 7:00, at Liberty Township meeting facility.

Jeff asked Chief Cook if we currently have enough trained personnel to make good use of a 12-lead EKG. Cook responded that we are picking up another paramedic and have three other capable personnel.

The department has made 8 runs in the past month, and never had to cancel due to lack of personnel.

Other operational changes include changing the phone/internet system to Teligent. Cook will be obtaining a quote for two front truck tires. There were general discussions about longer term departmental changes, including full time staffing and creation of a fire district. It was also noted that Jeremy Miller has been appointed to replace Riley Hall as department medical officer.

Trustees restated the importance of upgrading to a 12-lead EKG as soon as possible.

Mac Manville talked about squatters in the village of Magnetic Springs. It was noted that the squatters' location has \$19,000 in back taxes due which would likely prohibit them from getting the property legally. The sheriff is investigating it but the township does not have jurisdiction.

Kevin Dotson reported that he and Mac did some work on the tanker.

Jim Hall reported that the board of elections will again be using the firehouse as a polling place in the general election.

Jeff reported that he has spoken with Bobby Lewis regarding drainage problems of Rt 4 and 347. He responded that it is "not his problem" but did indicate that he would consider granting an easement for cleaning and maintenance. If so, the township would like to hold that easement so we control the drainage maintenance. The township will work with Melissa Chase to prepare an easement to present to Lewis. More discussion to follow.

The FO reported that the BWC's incorrect claim has been retracted. The township's payment situation with Century Link is resolved and there is no further liability. He also informed the trustees about a scholarship application from the OTA that is available to any resident of a township who wishes to apply.

The trustees then reviewed management reports and the bank reconciliation. They signed purchase orders and warrants.

Receipts			
49-2018	Union Co Auditor	Monthly Distribution	9178.20
50-2018	Union County Auditor	Personal Property Tax	16.46
51-2018	Ingrahm Funeral Hm	Jackie Kitchen burial	400.00
52-2018	Unibilt Homes	Zoning Permit-Parrott	250.00
	Total Receipts		9,844.66
Expenses			
49-2018	OBWC	Premium Pymt	237.60
50-2018	Columbia Gas	Natural Gas	28.58
51-2018	Union Rural	Hopewell Electric	44.85
52-2018	Ohio Edison	Electric-3 locations	631.42
53-2018	OPERS	Contribution	907.51
9028	Gary Cunningham	Payroll	719.59
9029	Steve Jolliff	Payroll	1,124.10
9030	Bill Lowe	Payroll	719.59
9031	Jeff Robinson	Payroll	717.31
9032	John Cook	Payroll	607.85
9033	Ben Laird	Zoning Inspector	150.00
9034	Ben Laird	Cemetery Maintenance	1,214.29

9035	Jim Hall	Janitorial and 4 days chief	160.00
9036	Calvin Gibson	Kitchen Grave	175.00
9037	Office City Express	FD Office Supplies	195.70
9038	Union Co Sheriff	Background Check-K Millhoan	57.00
9039	Phoenix Safety	Turnout gear	6,675.00
9040	Century Link	Phone	151.62
9041	Jim Hall	Reimburse sign materials	58.06
9042	Tamara Lowe	Reimburse Garden Hose	32.04
	Total Expense		14,607.11
Net	Receipts less Expense		-4762.45

Fiscal Officer certified that funds were sufficient to meet the above expenses.

There being no further business, Jeff moved that the meeting be adjourned. Gary seconded that motion. Bill called for a vote and all voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

Monday, November 5, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Trustee Jeff Robinson, Trustee Gary Cunningham, and Fiscal Officer Steve Jolliff.

Others in attendance were: Fire Chief John Cook, Jim Hall, Mac Manville, Kevin Dotson, Corey Schalip, Ben Laird, Deputy Sheriff Smith, Terry Stewart, Alan Fitzpatrick, and Thayne Grey of the County Prosecutor's Office.

The meeting was called to order by Chairman Lowe. Minutes of the meeting held October 1, 2018 were reviewed. Jeff Robinson moved that the minutes be approved as presented. Gary Cunningham seconded the motion. Lowe called for a vote and all three voted yes.

The Deputy addressed the meeting asking for questions. He responded to questions about accidents and informed the meeting that the activity reports that were formerly emailed to the F.O. are available on line.

Thayne Grey then addressed the question of whether the township could hold a drainage easement for the Lewis Property. He indicated that he believes we cannot hold a conventional easement. We would need to be the landowner or have a road easement. Trustees noted that Mark Watkins of the SWCD says it is not uncommon for a township to hold a conventional drainage easement. Grey prefers that the county petition for drainage repair. Lowe indicated that the county option would be a much more expensive and would be a one-time fix. Grey would prefer private legal action by upstream land owners. Trustees consensus is to have Grey look further into the easement ownership issue. Trustees will consult with SWCD on a drainage plan.

Sheriff Jamie Patton and North Union Superintendent Rich Baird entered the meeting to discuss the School Resource Officer program. The Sheriff spoke about the upcoming second year of the program and distribute his

**Leesburg Township Meeting Minutes November 5, 2018 Page 2**

budget for the program for 2019. Leesburg's assessment for 2019 is expected to be \$6,182.05 of the total \$101,585 cost. Sheriff Patton will return to the December with a contract for support in 2019. Patton and Baird had nothing but praise for the first year and for Deputy Shawn Dyer.

Superintendent Baird discussed the proposed new athletic building.

Deputy Rich Crabtree, UCSO Crime Prevention Officer, entered the meeting to talk about efforts to revitalize the Neighborhood Watch program in the county. The UCSO is getting some programs restarted in January and will train and assist with new groups.

Chairman Lowe asked about whether there is a need for a public address system in the firehouse. It might have improved communications at the firemen's recent hog roast and other functions at the facility. Jim Hall believes that most of the equipment needed is present except for speakers.

Chief Cook confirmed that there is a meeting to discuss Fire Protection and EMS needs in the area. Meeting will be at Liberty Township building on 11/14/18. The chief and two trustees plan to attend.

There was discussion of the 11/6/18 voting in the building. That discussion also including how nice the building looked and the extensive work done by Tamara Lowe on the exterior landscape.

Chief Cook indicated that he had a quote for two new front tires for Engine 303. Parrott Implement quoted the state government pricing would be \$523 plus \$25 labor for each for a total price of \$1,096. Robinson moved that the township make the tire purchase. Cunningham seconded the motion. Lowe called the question and all three trustees voted yes. Cook will attempt to negotiate the labor charge versus return of the used tires.

The discussion of the need for a 12-lead EKG was reinitiated. It was determined that the Physio bid was the best alternative in that it is compatible with the units in place at adjoining departments. Cost is \$22,634.24. Cook reported that we also needed a modem at a cost of \$800.

Cunningham moved that the department purchase the Physio 12-lead EKG and Modem. Robinson seconded. Lowe called for a vote and all three voted yes.

Cook also reported that the department AED battery needs replaced. The replacement will cost \$296.80. Cook will make the purchase as a necessary repair.

Corey Schalip reported that the department received an I-Pad. The I-Pad will allow firemen to make electronic reports of fire runs immediately after the run instead of after return to the firehouse. Software is required and we can qualify under Marysville's Umbrella software license for \$1,500 per year rather than a separate license at \$4,500 per year. Robinson moved that the township purchase the license. Cunningham seconded the motion. Lowe called for a vote and all three trustees voted yes.

Cook also reported that he had invoices for the phone system update and an invoice for pump testing and repair.

Cook has been looking at various staffing plans for the department. He would like to form a community focus group to discuss their expectations for Township Fire Protection. Improvement to staffing, depending on the coverage expectations, could require additional funding. All were asked to think of residents who might participate, at grass roots level, to consider promoting the needed funding.

The department is applying for a state fire marshall's grant, in 2019, for funding to replace radios. The upgraded radios would cost about \$3,000 each.

The township needs to update insurance to cover the EKG and to delete the sold fire truck. F.O. will contact the agent.

Cook also made contact with Deputy Tom Morgan about the department being a back up to county 911 system. We will need some additional wiring and equipment to make that work. More information later.

There was also discussion of requirements when personal vehicles are running "HOT" to man department equipment or get to an emergency site. Current law requires the township to request a clearance for each private vehicle. The OSHP will need to inspect each vehicle and will issue a sticker if approved. The LTFD will establish a policy about how far out a private vehicle can run lights and siren.

Cook discussed prospects for adding to the department. Possible new members included Dawson Hawkins, Haley VanDuzen, John VanDuzen, and Adam Cruise. He noted that fireman Matt Flowers has recently passed his paramedic exam.

Jim Hall informed the trustees about a current furnace problem. Bill will call ACR P&H to get it repaired ASAP.

Zoning inspector Laird was asked about construction at the Seth Taylor residence and about possible violations at the Jim Sloane property.

The township will further communicate with Sean Kiess, UC Tigers president, about the bill for stone at the park.

The trustees then reviewed management reports and the bank reconciliation. They signed purchase orders and warrants.

Receipts			
53-2018	Union Co Auditor	Monthly Distribution	9,107.53
54-2018	P&D Builders	Zoning permit-FOX	250.00
55-2018	Seth-Wendy Taylor	Zoning permit	75.00
56-2018	Richwood Bank	Interest-CD1	424.66
57-2018	Richwood Bank	Interest-CD2	424.66
58-2018	Richwood Bank	Interest-Checking	65.19
59-2018	GovDeals Inc	Auction sale of extrication eq	323.75
60-2018	Richwood Bank	Interest-CD1	410.96
61-2018	Richwood Bank	Interest-CD2	410.96
62-2018	Union County Auditor	Homestead Reimbursements	29.81
	<b>Total Receipts</b>		<b>11,522.52</b>

Expenses			
56-2018	Union Rural Electric	Hopewell Electricity	44.75
57-2018	Columbia Gas	Natural Gas	29.57
58-2018	Ohio Edison	Electricity 3 locations	349.03
59-2018	OPERS	September OPERS	907.51
61-2018	Century Link	Phone Service	152.63
62-2018	Bureau Wkmns Comp	Premium	147.69
63-2018	Internal Revenue	Tax Deposit	510.81
64-2018	Ohio Dept of Taxation	Withheld state tax	105.43
65-2018	Ohio Dept of Taxation	Withheld School Tax	111.14
66-2018	Century Link	Phone Bill Catch up	3,103.97
9043	John Cook	Payroll	674.37
9044	Gary Cunningham	Payroll	719.59
9045	Steve Jolliff	Payroll	1,124.10
9046	Bill Lowe	Payroll	719.59
9047	Jeff Robinson	Payroll	717.31
9048	McAulife's Ace	Supplies	68.94
9049	Steve Jolliff	Reimburse training-supplies	189.95
9050	Ben Laird	Zoning Inspector	150.00
9051	Ben Laird	Cemetery Contract	1,214.26
9052	Jim Hall	Janitorial	140.00
9053- 9046	Checks spoiled and voided		
9056	Plotner Hardware	Supplies	72.75
	<b>Total Expense</b>		<b>11,253.39</b>
	<b>Net cash outflow</b>		<b>269.13</b>

Fiscal Officer certified that funds were sufficient to meet the above expenses.

There being no further business, Gary moved that the meeting be adjourned. Jeff seconded that motion. Bill called for a vote and all voted yes.

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting**

Monday, December 3, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Trustee Jeff Robinson, Trustee Gary Cunningham, and Fiscal Officer Steve Jolliff.

Others in attendance were: Fire Chief John Cook, Jim Hall, Mac Manville, Kevin Dotson, Corey Schalip, Terry Stewart, Ben Laird, Michelle Kitchen James. Deputy Sheriff Smith, Terry Stewart.

The meeting was called to order at 7:30 by Chairman Lowe. Minutes of the meeting held November 5, 2018 were reviewed. Jeff Robinson moved that the minutes be approved as presented. Gary Cunningham seconded the motion. Lowe called for a vote and all three voted yes.

Michelle Kitchen addressed the meeting with a complaint about the crumbling footer under her parent, Jackie and Sheila Kitchen's headstone at Hopewell Cemetery. The trustees and cemetery maintenance contractor Ben Laird noted that this was a definite problem caused by shallow and faulty footers poured by then cemetery contractor Tom Chapman. There are probably 15 stones that are leaning or sliding due to shallow footers installed by Chapman. Steve Jolliff indicated that his family had paid \$370 to have Vicki Hillman's footer replaced. Although the footers were likely ordered by the monument company for Chapman to install, the Township feels that they have some responsibility in that Chapman was the only installer available to monument providers. The footers were way too shallow. The trustees asked the FO to send, by certified and regular mail, a letter to Chapman asking that he attend the next meeting to explain what he planned to do about the defects.

The deputy discussed numerous recent deer accidents. He also discussed the necessary detours for the proposed road closings for culvert and bridge repairs in the next few months.

Chief Cook informed the trustees that the new front tires are on the engine, but there was no resolution on the value of the used tires. The department also has a good used 10:00x20 tire that could also be used to reduce the tires' net cost.

He indicated that the squad needs a drug lock box. The FD run reporting software will be installed on a demo basis next week and we will have full service use on 1/1/19. He spoke about the possible change from Memorial to Ohio Health to provide Medical Director services to the emergency squad and fire department. Jeff moved that the chief be authorized to spend \$500 for a drug lock up, Gary seconded the motion. Chairman Lowe called for a vote and all three voted yes.

The probability of a \$2,500 grant from Bayer to use for some specific LTFD project was discussed. More information later.

The Chief discussed that the department is still struggling to get staffed to get our equipment out the door for runs in the daytime.

Mac discussed the need to modify the snowblade. It just needs labor, no parts, Mac and Jeff will work on that. He also noted that one of the tractors has been serviced.

It was noted that the recent fire district meeting was well attended but no County Commissioners attended. There are discussions about a possible county-wide EMS tax at some future time. The best fit for LTFD may be to improve coverage as we may not fit the district situation.

Corey has submitted the list of fire runs for 12/1/17-11/30/18 so those can be paid

Sheriff Jamie Patton entered the meeting bringing the contract for the School Resource Officer funding. The sheriff set a cap of \$6,182.05 for Leesburg's share. He believes that the final number may be nearer \$5,800.

A final contract will be sent to the FO when last signatures are in place. Gary moved that the township approve a payment of up to \$6,182.05 for township support of a NUSD SRO. Jeff seconded the motion. Bill called for a vote and all three voted yes.

Ben discussed the growing nuisance at the State Route 4 property of Jim Slone. Ben has not been able to contact Slone about the growing accumulation of vehicles and the abuse of yard sale advertisements. The trustees support sending a certified letter to Slone to be followed by having the stuff hauled away.

Ben also discussed the differences wine making versus beer brewing with regard to agricultural production protections. This is a potential issue with a resident who's establishment signage says winery/brewery. Trustees support a certified mail notice of violation. At the Warner property on Claibourne Road.

Jeff mentioned the need to reimburse the UC Tigers Baseball Club for improvements to the ballfields.

It was noted that Hayner Plumbing needs to repair a drainage valve to prevent water freezing at the ball field. This has been done.

Jeff has been trying to contact Bobby Lewis at Timberview to follow up on the 4-347 intersection drainage problem but has not been successful. Thayne Grey of the County Attorney's Office has not provided any additional direction.

The Trustees moved on to purchase orders, receipts ,and. payment of bills. The FO certified that funds were available to pay bills as noted in the attached list. There being no further business, Gary moved that the meeting be adjourned. Jeff seconded the motion. Bill called the question and all three voted yes.

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Leesburg Township Trustee

Leesburg Township Meeting Minutes December 3, 2018 Page 4

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting**

Monday, December 17, 2018

The Trustees of Leesburg Township met in regular session at the Leesburg Township Facility at 7:30 PM.

Members present were: Chairman Bill Lowe, Trustee Jeff Robinson, Trustee Gary Cunningham, and Fiscal Officer Steve Jolliff.

Others in attendance were: Fire Chief John Cook, Fireman Corey Schalip and Zoning Inspector Ben Laird.

The meeting was called to order at 7:30 by Chairman Lowe. Minutes of the meeting held December 3, 2018 were reviewed. Gary Cunningham moved that the minutes be approved as presented. Jeff Robinson seconded the motion. Lowe called for a vote and all three voted yes.

In old business; Ben Laird reported that he sent a zoning violation letter to James Sloane regarding the vehicles located at his SR4 property and is preparing to have them towed.

The FO noted that the Chapman letter has not been sent, but will be this week. Chapman will be asked to appear at the 1/7/19 meeting.

Chief Cook was asked about fire department budget requests for 2019. He reported that the department has 8 sets of turnout gear that will become outdated in 2019 and will need about \$24,000 in funding to cover that need. The department is still having some problems with getting volunteers to the firehouse during weekdays, daytime when firemen have work conflicts. An additional firefighter, VanDuzan, will be joining soon.

The trustees discussed the possibility of asking for a contract or letter of intent by new firefighters, committing them to a number of runs per year or some other measurement. The concern is that we spend a lot of money for turnout gear and training for firefighters that move on with minimal contribution to the department. Chief Cook will create a proposal.

The chief is still working on proposals to get some weekday, daytime coverage. Trustees will continue to investigate ways to accomplish this. The chief believes that an additional levy will be needed in the near future.

The EMS squad wants to upgrade to be a "Medic Squad" before 2020. Member Jeremy Miller is likely to become a UCSO employee, limiting his availability.

Primary budget needs for fire are turnout gear and staffing improvements. They anticipate a Marks Grant to make radio updates and the computer need was solved by using the previous FO computer. The trustees and the chief would also like to have a small account for special events and awards.

No big truck expenditures are anticipated. Changes not requiring cash are possible change in EMS billing services. It was earlier expected that the Medical Director might need to change from Memorial to Ohio Health. It now appears that medical oversight will come from Dr. Hartnet at Memorial.

The trustees will add John Cook to list of approved users of the township accounts at McAuliffe's Ace and at Plotner Hardware. It was further noted that Kevin Dotson may be willing to continue as an assistant chief.

The trustees also made appointments to the Volunteer Firefighters Dependent Fund with Corey Schalip as local Board Secretary. Appointments are attached to these minutes. The trustees also approved a meeting schedule for 2019. That is also attached to these minutes.

The estimated 2019 township revenue was reviewed for further budget action in January.

The Trustees moved on to purchase orders, receipts ,and. payment of bills. The FO certified that funds were available to pay bills as noted in the attached list. There being no further business, Jeff moved that the meeting be adjourned. Gary seconded the motion. Bill called the question and all three voted yes.

Leesburg Township Meeting Minutes December 17, 2018 Page 3

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Trustee

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Leesburg Township Fiscal Officer