

**Minutes of Leesburg Township Regular Meeting
Thursday, January 2, 2020**

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

Members present were: Vice-Chairman Bill Lowe, Jeff Robinson, Kevin Dotson and Fiscal Officer Steve Jolliff.

Others in attendance were: Chief John Cook, Ben Laird, Deputy Sheriff Kristin Cowell .

The meeting was called to order by Vice-Chairman Bill Lowe. Minutes of the meeting held December 16, 2019 were reviewed. Jeff Robinson moved that the minutes be approved as presented, noting one change (has been corrected). Kevin Dotson seconded the motion. Vice-Chairman Lowe called the question and all three voted yes.

The next order of business was the election of a 2020 Chairman. Jeff Robinson nominated Bill Lowe to be Chairman. Kevin Dotson seconded the nomination. There being no other nominations, Lowe called for a vote. Mr. Lowe was elected chairman and assumed control of the meeting. Bill Lowe nominated Jeff Robinson to be Vice-Chairman. Kevin Dotson seconded. There being no other nominations, Chairman Lowe called for a vote and Mr. Robinson was elected Vice-Chairman.

Bill informed the meeting that G&H Lock has bid \$1,707 for replacement of 4 exterior door locks. Moving 2 other internal locks will be \$100 each. A new entrance code will be set.

The proposed sale of surplus acreage to Duane Stinemetz will be executed in Mid January.

Deputy Cowell was invited to address the meeting. There was a brief discussion including the monthly Sheriff's Department activity report. The possibility of the need for support at next zoning violation discussion with Jim Slone was also mentioned. Deputy Cowell then returned to her patrol duties.

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There will be a Board of Zoning Appeals hearing on 1/13/20 to consider a variance for Mr. and Mrs. Koontz.

A fuller review of township employee compensation will be done at the 12/20/20 meeting. A spreadsheet covering these items will be included in the 1/20/20 minutes.

The State Convention will be held February 5-7. Kevin Dotson moved that the township pay for convention expenses and the UCTOA and OCTOA dues for Trustees, Fiscal Officer, Zoning Inspector, and Fire Chief in 2020. The dues will be due in July.

Bill Lowe moved that Alen Geyer be appointed as BZA alternate and that Rich Ackison be appointed Alternate on the Zoning Board. The current BZA alternate, Nathan Price, will move up to BZA member as Mellisa Weigand moves to Fiscal Officer. Kevin seconded the motion. Chairman Lowe called for a vote and the three trustees all voted yes.

Chief Cook has received the township Visa card and the card is active. The chief then reported that an EMT class would soon start. He anticipates that 3-5 LTFD members will attend. The class is managed by Ohio Health and Grant Hospital. The cost will be \$1,450 per attendee. Kevin moved that the township pay for LTFD members up to \$10,000, total. The department needs more certified EMTs and revenue from squad runs and MediCount should be sufficient to recover these costs.

Chief also reported that repairs are being made on the Pierce engine springs. It was expected to cost around \$4,388 but gas gauge work and possibly other items will increase that cost. Kirk National Lease is doing the repair.

Ben mentioned that Hamilton will be getting a zoning permit. He also talked about a cell tower that will be built on Kaiser Road on Evelyn Geyer's property. The township has no authority on the cell tower as they are federally regulated.

Ben also reported that there are some trees that will need cleaned up.

Chief Cook talked about the potential sale of the Allen Township medic vehicle. He anticipates that they will want \$15-20,000 for it. They will be trying to move it by February. The chief will try to get a firmer price for Leesburg to consider it.

The fiscal officer distributed copies of the budget resolutions for 2020. The resolution includes appropriations of \$825,000. Jeff Robinson moved that the budget be approved. Kevin Dotson seconded the motion. When Bill Lowe called for a vote, all trustees voted yes. Copies of that budget are included at the end of these minutes.

Rinehart Walters has asked if Ben's bond should be included in the 2020 insurance quote. Trustees agreed that it should be renewed.

The Magnetic Springs mayor has requested the 2020 meeting date schedule. FO will do this.

The County Engineer has informed the township that road maintenance in the township in 2019 totaled \$408,193.75. The engineer asked whether the township would be willing to reimburse part. The township declined.

The township appointed Steve Jolliff, Mac Manville, and Bill Lowe to the 2020 Volunteer Firefighters' Dependents Fund for LTFD.

There was discussion regarding the State Convention. Bill will send a reservation fee for the attendees, to be reimbursed by the township.

The F.O. circulated warrants, purchase orders, vouchers and receipts for trustee approval. Kevin moved to adjourn the meeting. Jeff seconded. Bill called for a vote and all voted yes

Leesburg Township Trustee

Leesburg Township Trustee

Leesburg Township Trustee

Leesburg Township Fiscal Officer

**Minutes of Leesburg Township Regular Meeting
Thursday, January 20, 2020**

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

Members present were: Vice-Chairman Bill Lowe, Trustee Jeff Robinson, Trustee Kevin Dotson, and Fiscal Officer Steve Jolliff.

Others in attendance were: Chief John Cook, Assistant Chief Corey Schalip, F.O.-elect Mellisa Weigand, and Deputy Sheriff Jim Mitchell. Also in attendance were Danielle Sullivan, candidate for Union County Clerk of Courts, and Mike Sullivan.

The meeting was called to order by Chairman Bill Lowe. Minutes of the meeting held January 2, 2019 were reviewed. Jeff Robinson moved that the minutes be approved as presented. Kevin Dotson seconded the motion. Chairman Lowe called the question and all three voted yes.

First item of business, Danielle Sullivan was requested to address the meeting and presented her experience and qualifications.

Deputy Mitchell shared that the new door lock combination has been distributed to the Deputy Sheriffs.

Bill reported that there were still some interior locks to be changed and that Chief Cook would perform those installations. Originally, \$3,000 was appropriated. With some in-house labor, the cost may be less than \$2,000.

Bill then informed the meeting that the real estate sale to Stinemetz has not been closed. The closing has been delayed, somewhat, by the prosecutor's office. Bill also reported that Republic has confirmed that they will supply disposal services for Leesburg's Clean Up Day on April 18 from 8-200. About 50-100 copies of the poster will be printed.

The LTFD's scheduled EMS class will be starting soon. In addition to registered class members, others may benefit from continuing education hours.

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There are still some occasional outages with the speed signs. Trustees will look for some options at the State Convention trade show.

The convention starts February 5th. In addition to the speed signs, attendees will look for information on potential purchase of a truck with a blade and dump box.

Due to pending legal action, Dotson moved that firefighter Brad Reese be put on paid administrative leave, effective immediately. Robinson seconded the motion. Chairman Lowe called for a vote. All three trustees voted yes and the motion carried. Thayne Gray will review Chief Cook's draft letter and it will be served as soon as it can be reviewed by counsel.

To clarify this and numerous other issues, Chief Cook and his assistant chiefs have drafted a Standard Operating Guidelines document for LTFD. Jeff moved and Kevin seconded a motion to adopt the guidelines document presented, effective immediately. The Chief will have counsel review it for proposed future changes, however it is adopted immediately. Bill called for a vote. All trustees voted yes.

The Chief reported that repairs to the Pierce engine's suspension are complete, including testing and re-torquing of new springs.

Allen Township Fire Department has communicated that Leesburg will have first right of refusal when their current EMS squad is received.. Chief has recently driven the Allen Township truck and found it acceptable. He is less interested in keeping the current unit as a backup unit.

The chief would like to split the main floor office room into two offices. He and Riley plan to provide the labor. They will determine where materials can best be obtained.

The light replacement project continues. Another possible vender will bid the project retaining the current fixtures to reduce materials and labor while obtaining the anticipated significant efficiency improvement. This will be revisited at the February 3rd meeting.

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The Trustees and F.O. discussed the appropriate cell in the salaries chart for elected township officials in 2020. It was determined that Bill and Jeff should be on the \$11,342 cell, Kevin, being newly elected, belonged on the \$11,742 cell. The current F.O. should advance to the \$18,717 cell, with the increased budget, and when Melissa is added, she will be at the \$19,378 cell. By previous agreement, Chief Cook is advanced to the \$11,742 cell. These are recorded in the addendum to January minutes.

Jeff has received a bid for trading in the older 730X mower on a new model. The net difference, with upgrades is \$2,706.53. Jeff moved that the township accept the bid. Kevin seconded the motion. Bill called for a vote and all three voted yes.

Kevin presented the trustees with copies of township maps that were received with the annual township boundary survey. The maps were found to be accurate. Kevin will complete the survey noting that boundaries are correct and unchanged.

The F.O. circulated warrants, purchase orders, vouchers and receipts for trustee approval. Jeff moved to adjourn the meeting. Kevin seconded. Bill called for a vote and all voted yes. Meeting was adjourned.

Leesburg Township Trustee

Leesburg Township Trustee

Leesburg Township Trustee

Leesburg Township Fiscal Officer

Minutes of Leesburg Township Regular Meeting Monday, February 3, 2020

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 Kevin Dotson, and Fiscal Officer Steve Jolliff.

Others in attendance were: Chief John Cook, Assistant Chief Corey Schalip, F.O.-elect Mellisa Weigand, Zoning Inspector Ben Laird, and Union County Sheriff Jamie Patton. Also in attendance were resident Terry Stewart, Rick Rodger, candidate for Juvenile and Probate Judge, Kim Zacharias, candidate for County Commissioner, and Sal Petrovia, candidate for County Recorder.

The meeting was called to order by Chairman Bill Lowe. Minutes of the meeting held January 20, 2020 were reviewed. Jeff Robinson moved that the minutes be approved as presented. Kevin Dotson seconded the motion. Chairman Lowe called the question and all three voted yes.

Sheriff Patton was granted the floor. He updated the trustees on the status of funding for the DARE/SRO program at North Union for 2020. Patton reported that the attorney General, the sheriff's office, the county and the school are able to fully fund the program this year without township funding. Shawn Dyer remains the deputy at the school. He is well thought of in his role. The goal is to provide a better than typical environment and experience for students. Some funding is still in possible jeopardy in the future.

Kim Zacharias addressed the meeting next. She discussed her experience with the UCSO and desire to better share county government information with township governments. Retired Army Colonel Sal Petrovia outlined his goals and ambitions if elected County Recorder. He retired after 30 years from the army.

The meeting returned to old business. Clean up day posters are available. There were 75 purchased at \$0.28 each and they are available for distribution.

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Bill is still working on details for the Stinemetz sale of part of the Arbogast property. He expects a closing in February.

Door lock work continues and some are already installed.

The installation of higher efficiency lighting. We have the bid from Do It All Handyman Services. Expected cost for their proposal is \$5,175. Bill will get another proposal from Lenny Gerrard and will have John Harvey Electric review their proposal.

The township remains interested in the emergency vehicle that Allen Township will be selling. Do the high cost of any other late model vehicle, we are even more interested. Allen Township seems inclined to give us a first option. Jeff Robinson moved that the township negotiate the purchase up to \$25,000. Kevin Dotson seconded the motion. Chairman Lowe called for a vote. All three trustees voted in favor.

The new township mower is at Parrott Implement and is expected to be delivered soon.

The F.O. asked for confirmation that fire department Medical Director Jeremy Miller's annual compensation for those extra duties is to remain at \$600/year. Trustees and Fire Chief did confirm that.

Ben Laird advised that we will have a BZA for John Hull for a flag/atypical lot approval for sale to a family member. He noted that construction has not started on the Koontz lot on Pine Lane. Trustees are concerned that the pull off in the drive be correctly installed. Ben says that Jim Slone says auto registrations are current for the surplus autos parked on his property. He will check this out.

Kevin, Ben, Mellisa, and Bill are going to the state township convention. Bill paid for the pre-registrations at \$65 each and has been reimbursed.

Bill also reported that MPH has repriced the speed warning signs. Current price is \$3,852 for the structure only and \$5,485 for complete unit. Trustees will also explore options at the convention. They also will be looking at utility trucks and building possibilities.

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Chief Cook reported that the wall dividing the chief's office is complete except for paint. Cost was \$184.23 for materials and firefighters supplied labor.

The department made 17 runs in January. 15 were completed, including 6 on one day. The chief is looking at buying a copy of The Desk Encyclopedia of Public Law. It should be a worthwhile reference book for the department and the township. Purchase of the book at \$264 will also provide a newsletter and 25 consultation hours. Dotson moved that the book package be purchased. Robinson seconded. Lowe called for a vote and all three voted yes.

The F.O reported that firefighter Reese has received his certified letter.

Terry Stewart had previously requested assistance resolving a drainage issue. He reported that the drainage modifications are working well.

The F.O. reported contacts with State Senator Dave Burke, the Union County Historical Society, Ohio Plan insurance, and the BWC.

The F.O. circulated warrants, purchase orders, vouchers and receipts for trustee approval. Jeff moved to adjourn the meeting. Kevin seconded. Bill called for a vote and all voted yes. Meeting was adjourned.

Leesburg Township Trustee

Leesburg Township Trustee

Leesburg Township Trustee

Leesburg Township Fiscal Officer

Minutes of Leesburg Township Regular Meeting Monday, March 2, 2020

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

Members present were: Vice-Chairman Jeff Robinson, Trustee Kevin Dotson, and Fiscal Officer Steve Jolliff.

Others in attendance were: Malcolm Manville, Ben Laird, Mellisa Weigand, assistant fire chief Corey Schalip, John Howar of Rinehart-Walters-Danner Insurance, and Deputy Sheriff Christin Cowell.

The meeting was called to order by Vice-Chairman Jeff Robinson. Minutes of the meeting held February 2, 2020 were reviewed. Kevin Dotson moved that the minutes be approved as presented. Jeff Robinson seconded the motion. Robinson then called the question and both voted yes.

Jeff reported that the land sale transaction to Stinemetz was executed last Friday and the proceeds were re-deposited to the Gas Tax Fund.

The lock replacement project is partly complete. The trustees looked at speed signs at the state convention. There were some options but we will most likely want complete new replacements, using the existing posts.

John Howar presented the township insurance bid and reviewed coverages. The trustees made some coverage suggestions to assure proper coverages. Howar will make the minor changes and prepare a new invoice. Dotson moved that the township renew liability, cyber, and property insurance policies with Ohio Plan.

Deputy Sheriff Cowell addressed the meeting and asked about any Township issues. She had some suggestions for improving safety, especially at the SR 4 and SR 347 intersection. Some of those had already been discussed with ODOT and declined or ignored. It was noted that ODOT has not been as responsive as we would like to safety issues in the township.

Kevin discussed the speed sign information obtained at state township convention. He noted that new signs are contained in composite materials, making them more durable in salt situations.

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The trustees also looked at prices on some trucks. They are interested in purchasing a medium duty model like an F550 with a contractor dump box and a snow plow. It appears that such a model will be in the range of \$89,000. Truck shopping is for planning purposes. The main reason for purchasing the additional frontage acreage west of the firehouse was for expanding the township facilities. At some future time, the abandoned house will be razed for construction of a building for road maintenance equipment. Bill Lowe obtained a bid on a 40'x 60' x 14' building with three 12x12 overhead doors and a man door. That bid was \$33,597, for the shell only, from Gene Rainsburg of USA Pole Barn. Bill, Kevin, Ben and Mellisa attended several seminars while at the convention.

Ben reported that our cemetery inventory and occupancy controls need improvement. Inventory and plots should be converted into digital inventory format so we are not so dependent on deteriorating maps. The mapping would be available to more people on shorter notice. This was made evident by the recent Ron Forrider funeral at Hopewell. Use of the UAN software would be a start.

Ben also reported that a BZA hearing is scheduled for Tuesday, March 24 to hear a request for a nonstandard lot split for John Hull. The hearing originally conflicted with an EMT class at the firehouse.

Mac reported that there may be some wind damage to bleachers at the ball park. The new mower has been delivered to the firehouse and is ready to go. Deere and company will send an invoice in a few days.

Corey Schalip reported 18 fire or EMT runs in February. The department was able to respond to all. The medic unit that we are buying from Allen Township should be available in late March. Price will be \$20,000. Lettering and some small items will be required. The department has been looking at hose covers to protect hose on the tanker/pumper. Estimated cost is \$428.48.

Kevin move that the township approve up to \$500 for hose cover and possible needed hardware. Jeff seconded the motion and both trustees present voted yes.

The LTFD's heart monitor system proved its worth on a recent cardio transport. Jeff commended the LTFD for the good response numbers and times over the past month.

We will be committing to an electrical contractor soon, to install the high efficiency lighting. We have bids from Lenny Gerrard, John Harvey and Do-It-All Handyman.

The Fiscal Officer reported that the annual financial report is complete and was submitted to the Auditor of State, last week. It's availability will be reported in the newspaper in a few days. Richwood Bank requested a resolution regarding new trustee Kevin Dotson's signature for recent CDs. This was done.

The F.O. reported that the township has been asked to participate in the Union County Bicentennial Parade. Fire trucks or old farm machinery were suggested for the parade.

The F.O. circulated warrants, purchase orders, vouchers and receipts for trustee approval. Kevin moved to adjourn the meeting. Jeff seconded. Jeff called for a vote and both voted yes. Meeting was adjourned.

Leesburg Township Trustee

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