

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

Minutes of Special Meeting of July 5, 2023

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

Gilbert Overmyer, and Kyle Amor. Paul Lotycz was absent

Fiscal officer, Alexis Brickner was in attendance.

The meeting from July 4, 2023 was rescheduled due to the holiday.

The minutes from the June 20, 2023 meeting were reviewed. A motion was made to accept the minutes with no additions or corrections by Chip. Kyle seconded the motion. There was no further discussion and the motion passed.

The revenues and expenditures were reported by Alexis as follows:

	June 21- July 5	YTD
Revenue	\$32,829.09	\$613,654.86
Expenditures	\$37,689.74	\$436,494.80

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

Garrett Schneider attended the meeting. Garrett was representing the Fire Truck Committee for the Fire Department and came to give the trustees an update. They had a pre-construction meeting where they went through the truck bumper to bumper with a representative from the manufacturer. Garrett inquired about the status of the Federal Tax Exemption form required by the manufacturer. He requested it from the former fiscal officer but was never given a completed form. He will provide Alexis with a new copy of the form for to fill out. Chip inquired about any cost increases. Garrett stated that they were prepared for a rise in costs so they spec'd out the truck early and got a signed contract for the price.

Addison Burmeister attended the meeting.

Barbara Bristley attended the meeting.

Jeanette Eidenour and Shantel Laird from Croghan Colonial Bank attended the meeting. These ladies came to discuss ACH/EFT options with the board along with Fraud prevention. Shantel explained that the electronic payment software would allow the township to send and receive payments electronically. These transactions could be common purposes for money going out, including employee direct deposited payroll or sending payments to vendors and suppliers. She stated that is it very easy and secure. She believes that it is beneficial for the township from a security and cost savings standpoint. With ACH it would save on postage, printed checks, paper envelopes, time to stuff envelopes and send it out. The circulation of paper checks should also be a consideration for the township. Shantel went through a Business Fraud Prevention publication done by the Bank President and CEO. She stated that the publication was designed to be informative as well as given to an insurance agent so they can verify that any business/entity is properly insured if a fraudulent act occurs. Shantel discussed check washing, checks being stolen from mailboxes and payees being changed, the necessity of confirming proper payees on reconciliations instead of just check numbers and amounts. She also discussed the 24 hour rule of fraudulent transactions and how criminals photoshop checks. With the bank's ACH system, we can help prevent these attacks. We would no longer

be sending our account number or routing number through the mail and making ourselves vulnerable to these types of criminal activities. Shantel explained how emails are being spoofed, hacked, and overtaken to get sensitive data from businesses/entities and steal funds. We need to be sure we are protecting ourselves by diligently watching out for emails that are requesting payment information or a change in payment type. She advised that we should always call to confirm the content of emails, educate and train employees on internet usage, and have a response plan in place. Dean Schneider asked about the bill pay feature from the bank and the fact that a copy of a paper check is still sent to the vendor. Shantel advised that you can contact your bank and ask them to send an ACH instead of a paper check to avoid circulating a paper check. Alexis inquired about the security level of paying a vendor through a bill pay option on a website. Shantel advised that if you're on an authentic site, you are probably safe but would prefer to have it done through an ACH program so that we are in control of the transaction. Shantel advised that she was available for any additional questions if need be.

Dean Schneider attended to meeting and gave the following update:

- The fire department had 8 runs for the month of June.
- The salesman for the new truck was working on getting an answer regarding Paul's inquiry about paying for a portion of the truck ahead of time to utilize the Corona Virus funds.
- A budget proposal was presented for the fire department. The largest portion of the budget is for PPE that is required to be replaced every 10 years regardless of amount of use.

Kyle inquired about the status of the truck at GCM. Dean has not heard anything from them but will be contacting them Thursday to get an update. Kyle also inquired about the status of new members. No new members have been added yet according to Dean.

Brent Saionz attended the meeting and gave the following update:

- Ream and Fangboner roads are completed. All berm and asphaltting is complete.
- Received a text from the foreman at M&B who is doing the roads project. He wanted to work on Bunker road but the county needed to sure up the berm before the construction crew could come in and grind it out. While looking at the berm a tile was found that needs to be replaced. They will be working on it this week and then the road grinding crew can come in.
- Second round of ditch mowing has begun.
- A budget proposal was presented for the roads department. Road paving was the largest portion of the budget.

Alexis inquired about the invoice for 678 Summit Street. Brent advised that it needed to be taken to the Auditors office to be added to the tax bill. She also inquired about the quote from Jarrett Tree Service. They will send an updated invoice with the additional work they completed after the storm and payment can be made off that invoice. Brent asked Alexis about updating time sheets due to the change in payroll structure. Alexis will get new payroll sheets made.

Chip discussed the fireworks resolution. He delivered them to the neighborhood on White road. Chip also sent out two high grass letters. One was to 639 Lime Street and the other to 1598 County Road 128. The residents have cleaned up these properties. Chip spoke with Carlos Baez regarding the trees around the cemetery on 19. He will have Dean Silva come out and survey the property. Kyle inquired about the fireworks resolution and how that has gone moving forward. Chip advised that he emailed Mr. Gegorski the update that Alexis received from Chief Hastings. Mr. Gegorski spoke with a deputy who stated they would contact the prosecutor concerning the matter and how township resolutions are enforced by the Sheriffs department.

Alexis gave the trustees a packet of information concerning the 2024 budget. She stated that the budget meeting would be held on July 10th at 6 pm. Alexis stated that we received a public records request from Jenny James. Ms. James requested the minutes from April-June 2023 because they were no longer available on the website. Alexis explained that she relocated the minutes into a "2023" file in the background of the website which made the URL

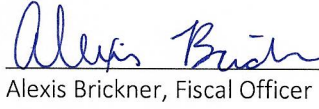
invalid. She corrected the URL and all minutes are showing on the website again. Alexis also stated that we received a card and donation in memory of Evelyn Gatt, a township resident who was a member of the Quilters Guild. The memorial was to be used however the Fire Department saw fit. We also received a thank you letter from the National Rifle Association for the donation made in remembrance of Richard Saionz.

Next meeting is July 18th at 6 pm.

Chip made a motion to adjourn. Kyle seconded the motion. Motion passed and the meeting adjourned at 7:13 pm.



Paul Lotycz, Chairman



Alexis Brickner, Fiscal Officer



Gilbert Overmyer, Trustee

Kyle Amor, Trustee