

**BOARD OF TRUSTEES OF SANDUSKY TOWNSHIP
SANDUSKY COUNTY, OHIO**

MINUTES OF REGULAR MEETING of January 21, 2020

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

Mr. Paul Lotycz

Mr. Mike Willis

Mr. Gilbert Overmyer

Mr. Mike Willis made motion to accept the minutes. Mr. Paul Lotycz seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Willis - yes, Mr. Lotycz - yes.

Mr. Paul Lotycz made motion to accept and pay the bills. Mr. Mike Willis seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Willis - yes, Mr. Lotycz - yes.

Ms. Zienta reported the following Revenue and Expenditures:

Trustees reviewed Management Reports.

	1-8-2020 through 1-21-2020	Year to Date
Revenue	49,799.54	49,799.54
Expenditures	8,216.53	48,852.28

The December 2019 Credit Card Account Transaction Detail was reviewed.

Mr. Brent Saionz attended meeting.

Mr. Mike Willis made the following recommendations to Mr. Saionz:

- Installing air bags on the new truck. When loaded with salt, it sat low
- Putting warning whips up on Glenn Drive around the cul-de-sac. Last snowfall - the plow driver plowed the cul-de-sac instead of the road.

Mr. Gilbert Overmyer received a complaint from the Ball Street area. The sump pump was not able to pump the water into the storm sewer tile. Mr. Lucas Preston-Colvin requested Adkins look at tile. Adkins cleared the plugged tile in the Ball Avenue area.

Mr. Overmyer attended the County Land Bank meeting and provided the following report:

- Mr. Overmyer thanked the Land Bank for cleaning up the previous Nickels Gas Station on Port Clinton Road.
- The Land Bank is looking at the Commercial Oil Services on North Street. The gas tanks are located above ground. A soil study will need to be completed before moving forward.
- The Land Bank is beginning foreclosure procedures on property owned by Richard Koebel on West State Street.
- The bank is beginner foreclosure on the house located at the corner of Pleasant Drive and Port Clinton Road.

Mr. Jim Barney asked if Trustees would like Title Insurance on the 2 acres they are purchasing from the Bordner's. Trustees believe the cost of the insurance is worth it. Mr. Barney will prepare the purchase agreement for \$25,000 with the Trustee's paying all closing costs.

Mr. Dean Silva still has not completed the survey. This has been ongoing since 2018. Mr. Paul Lotycz will try to contact him tomorrow.

Mr. Gilbert Overmyer will not be at the next regular Trustee meeting.

Trustees received the 2019 Township Highway System Road Certification from the Sandusky County Engineer. All Trustees signed Certification.

Attorney James Barney provided a "Release of Liability and Affirmative Assumption Of The Risk" form to the Board to use for people participating in a volunteer activity for the township. Ms. Cyndi Zienta will provide the form to the Parks Committee.

Ms. Cyndi Zienta discussed the 2020 IRS changes to the W-4 form. Effective 1-1-2020, no exemptions (allowances) exist. Ms. Zienta provided a 2020 W-4 to everyone and instructed him or her to contact his or her tax professional with any questions.

Mr. Mike Willis made motion to approve the Certificate of Records Disposal (RC-3) - Part 1. Mr. Paul Lotycz seconded motion. Vote as follows: Mr. Willis - yes, Mr. Lotycz - yes, Mr. Overmyer - yes.

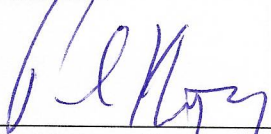
Ms. Zienta reported Mr. Chris Michael has made another purchase from Amazon.com for the Fire Department. Instead of using the township account she has setup, he has used Dean Schneider's account. The township's tax-exempt status has been attached to Mr. Schneider's account and needs to be removed.

Ms. Zienta provided Employee Review forms to the Board of Trustees.

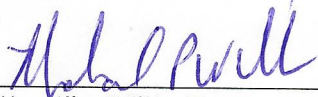
Ms. Zienta talked a little bit about the Auditor of State Bulletin 2019-003. The State Auditor has created a New Star Rating System (StaRS). To achieve StaRS, the township needs to adopt best practices. Some of the things Ms. Zienta has done:

- Posted all 2019 meeting minutes on the township website
- Posted the Public Record Policy on the township website
- Posted a Public Record Policy Request Form on the township website
- Posted the Records Retention Policy on the township website

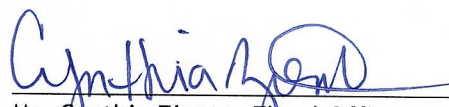
At 6:39 p.m. with no further Business to come before the Board of Trustees, Mr. Willis made motion to adjourn seconded by Mr. Lotycz. This meeting was held in accordance with the Ohio Revised Code Sunshine Law.



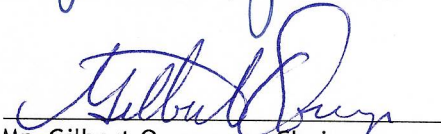
Mr. Paul Lotycz, Trustee



Mr. Mike Willis, Trustee



Ms. Cynthia Zienta, Fiscal Officer



Mr. Gilbert Overmyer, Chairman