

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

MINUTES OF REGULAR MEETING of January 18, 2022

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 commented on the 1-18-2022 minutes. He was aghast at the length of the minutes. He never thought the minutes were meant to be word for word. He feels if that is how the minutes will continue to be posted then they will have to have prepared statements before they talk or share something. He asked Attorney Jim Barney to help him out as it has always been his understanding minutes are to be a reflection of what goes on in the meeting not a word for word.

Mr. Barney said generally, they are not word for word. It is the Fiscal Officer's job to keep accurate minutes of what happened.

Mr. Gilbert Overmyer added that is what the recorder is for. To keep the extra's and then give a brief summary of what went on.

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

Ms. Zienta reported the following Revenue and Expenditures:

	1-5-2022 through 1-18-2022	Year to Date
Revenue	2,682.30	2,682.30
Expenditures	31,393.24	47,589.81

Mr. Gilbert Overmyer reviewed and approved the Credit Card Account Transaction Detail.

Zoning Inspector Brian Woods attended meeting. He has nothing to report on zoning at this time.

Mr. Woods discussed the Land Bank. Trustees have given him the address of four properties the Land Bank can possibly tear down with the grant the Land Bank is receiving. Mr. Woods has been in contact with two of the property owners.

With the permission of the property owners, he is hopeful they will get these two properties taken care of without intervention from the township.

Mr. Paul Lotycz attended the Land Bank meeting on January 13, 2022. The meeting explained the grant program. Mr. Lotycz would like to add two more properties to the list. There are two broken down cottages on Shannon Road. The property is owned by Mrs. Norma Pence. She does not own the cottages.

Mr. Woods explained that generally when you sign a lease for a year and you void that lease, the property would be hers.

Mr. Lotycz will contact the attorney representing Mrs. Pence to see if they would like them taken down. If they are agreeable, Mr. Lotycz will provide the information to Mr. Woods.

Mr. Woods has \$200,000 to work with. After that is spent he has to be certain they have enough in their funds to continue until they get reimbursed. He is uncertain how quickly that happens. Mr. Woods noted that he is receiving a lot of requests.

Mr. Lotycz explained the cottages are next to each other. Mr. Woods just received an estimate to tear down two 2-story houses beside each other for \$5,700 a-piece.

Mr. Saionz mentioned the house at the corner of Port Clinton Road and Northcrest Avenue that can be removed. Mr. Woods asked for contact information. Mr. Saionz stated Ms. Zienta knows the owner. Mr. Woods will call her for the information.

Mr. Woods talked to Ms. Katherine Lopez about her father's property on St. Thomas Drive. Mr. Woods offered to buy the property from her through the Land Bank. She was not interested. He offered to tear it down for free and she does not want to do that.

Ms. Lopez believes the house is worth a lot of money and she wants to fix it up. She has not had a contractor look at the house. Mr. Woods provided her the name and phone number of a retired contractor that will give her an estimate of repairs for \$200.00. Mr. Woods uses this person through the Land Bank.

Mr. Gilbert Overmyer will reach out to Ms. Lopez to discuss the property.

Mr. Willis asked about the North Street property. The Land Bank is working on the paperwork for that property. They will receive Brownfield money for that project. Mr. Woods added they did get the Atlas property on Sr. Rt 20. That will be removed.

Mr. Woods is having Attorney Jim Barney look at the definition for agricultural use. Once that is done, he will be sending a letter to Mr. Ed Artz that he has to remove the signs from his front yard. Mr. Barney said the signs definitely need to be removed.

When Mr. Artz filled out his permit application, Mr. Woods wrote on the permit 'Agricultural Use Only' and Mr. Artz signed that. He made sure Mr. Artz knew that the buildings are agricultural only.

Mr. Brent Saionz presented a bill from Henderson's for bushings he purchased for the International. Henderson's billed Sandusky County instead of Sandusky Township. Trustees will make sure it is paid.

Mr. Saionz stated the hydraulic seal and the spinner seal both went out on the International. He had repaired both. Mr. Saionz talked with Mr. Jeff Dymond and he believes the high-pressure lines may be bad. If they are, Mr. Dymond recommends having the repairs done professionally as the job is big. He recommends John's in Tiffin, Ohio. Mr. Saionz will have it repaired.

Mr. Overmyer received a call from the Sheriff's office on January 13, 2022 at 2:00 a.m. that the roads were covered in black ice. Mr. Overmyer called Mr. Saionz.

Mr. Saionz called Chad Bender and Tom Willis to come in and they did not answer. Mr. Saionz loaded the truck and salted the intersections in the entire township.

Mr. Willis asked Mr. Saionz if he plowed snow or spread salt when it snowed on Monday. Mr. Saionz stated he did not go out as he figured it was only 1 inch of snow. Mr. Willis noted it was 2 inches of snow.

Mr. Saionz presented an estimate from Universal Farms, LLC to grind the brush and leaf piles. The estimate is as follow:

Labor to Grind Brush & Leaf Piles - \$3,395.00

Discount for Removal of Mulch - -\$600.00

Total estimate - \$2,795.00

Mr. Gilbert Overmyer made motion to hire Universal Farms to grind the brush and leaf pile and remove mulch for \$2,795.00. Mr. Mike Willis seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Willis - yes, Mr. Lotycz - yes.

Mr. Saionz went to Charlie's Lawn Mower in Tiffin, Ohio to look at new mowers. They will have a shipment of Paris Mowers in soon and will call Mr. Saionz when they arrive. Mr. Saionz will obtain a quote at that time.

Ms. Cyndi Zienta provided a copy of the Auditor of State Advisory 2021-004: Fuel Inventory/Usage and Fuel Card Account along with the Township's Fuel Usage chart showing 436.44 Unaccounted Gallons. Mr. Mike Willis feels this goes back to the unaccounted gallons of fuel at the township tank. Mr. Willis read the Purpose of the Advisory Memo is "To Provide general background related to the importance of good internal controls, policies, and procedures related to fuel inventory and usage and fuel card expenditures, as well as specific guidance related to implementing and managing these controls".

Mr. Willis went on to say the State Auditor suggests physical security of the fuel tank. Placement of locked gates limiting access to the fuel tank and locking mechanisms on the fuel pump, limiting access to authorized personnel. Mr. Willis noted the control in place is the locked gate. Additional measures to consider is the installation of a security camera in the fuel pump area to monitor usage.

Mr. Mike Willis made motion to install a security camera to monitor the fuel pump at all times. Mr. Gilbert Overmyer seconded motion. Vote as follows: Mr. Overmyer - yes, Mr. Lotycz - yes, Mr. Willis - yes.

Mr. Saionz stated they put a digital pump on it and had the cylinder tested and they said it is fine. He added the gate at the pump is not locked.

Mr. Dean Schneider asked who is going to review the video's. Mr. Willis instructed Mr. Saionz to get in on schedule to look at it weekly.

Mr. Jim Barney advised that from an auditing standpoint, someone that isn't using it should be the one to review the videos. Mr. Willis stated they will email the logs to Ms. Cyndi Zienta to view since she is concerned about it. She can provide copies to the Auditor.

Mr. Schneider asked Commissioner Miller if the county audit's their fuel use and he stated they do.

Mr. Schneider informed Trustees the stations light bulbs are going bad. When they are replaced the light is still not working. They believe the ballasts are bad. Mr. Schneider would like to replace them with LED lights. He will contact an electrician to obtain an estimate.

Commissioner Scott Miller added the county changed the lighting to LED at the Service Center and it saves them \$20,000/year in electricity costs.

Mr. Schneider understands Trustees would like to upgrade the exterior of the building, but in the interim, he would like to have the name of the building repaired. Mr. Schneider will contact Mr. Chris Tieg of 419 Signs to look at the sign and get some ideas from him on what can be done.

Mr. Saionz recommends the fire department replace the water softener with one that regenerates on demand. The current softener regenerates on a timer and is wasting salt. Mr. Overmyer stated Plumber Ryan Rusch sells, installs and services these kinds of softeners.

Mr. Schneider had all the fire department vehicles DOT (Department of Transportation) Inspected and serviced at Bobby's Truck and Auto Repair.

Mr. Schneider reports the fire department party was a success.

The fire department is moving forward with forming a 501(C)(3). Mr. Jim Barney has completed the not for profit status for the department. Mr. Schneider will need department approval to move

forward with the paperwork for the 501(C)(3) status as it will cost \$1,625.00 to set it up and do all the filings.

Trustees discussed who would be attending the Sandusky County Township Association Banquet this Thursday night. Because they are giving short notice, they will have to pay at the door that night.

Sandusky County Commissioner Scott Miller provided the following update:

- The Budgets are going well. Will have a 3-million-dollar carryover
- It has come way up in the last 4 years since he has taken office
- The Pandemic has worked out well for them. The county has received Federal and State dollars from this. Departments tightened their belts and stopped spending.
- Investments are doing well
- Will receive 11.2 million in ARP money. Will spend money on water reclamation, water clean-up and water transportation.
- Gave a 2.5% pay increase across the board to county employees this year. They hope to do it next year also.
- Commissioner meetings are Tuesdays and Thursdays from 8:00 a.m. to noon.

Commissioner Miller also provided information on the Code Department:

- The Commercial/Industrial code came to the Commissioners and Commissioners wanted to do it
- Give them the same service as the state with a faster turnaround
- Not a private company or private industry. Not trying to make money. It is a breakeven process.
- If there is ever a time they have a surplus of money, they will give it back.
- The Code Department was designed to only make 3% and they are on target.
- Residential Code is not on the table and they are not talking about it.
- IF Residential Code comes up, it is going to be public.
- With have to have hearings and meetings both night and day for probably 6 months.
- They would have to go through the legal process and the impact on the county and society
- Commissioners are part of a team of people representing the public
- If his constituents say they do not want it, he will vote with them.

Mr. Mike Willis met with Bob Barley of DGL and Cemetery Sexton Jim Ellis to discuss the following:

- Expanding Four Mile House Cemetery.
- Putting in a road from the cemetery to CR 59
- Non-vault burials
- Pet Cemetery
- Veteran's Cemetery

Mr. Willis asked DGL to put something together so the township can split off the property and sell what is not needed. Hope to have something by the next meeting.

Mr. Willis talked about the Cemetery funds that Ms. Cyndi Zienta provided at the prior meeting. Outside of the years the township hired Stonehugger's to repair the headstones, the fund has been more than breaking even. Mr. Ellis will look at fee increases.

Mr. Paul Lotycz talked with Parks District Director Andy Brown regarding the walkway through Ms. Mary Zucker's property. Mr. Lotycz suggested the walkway be moved to the other side of the street. Mr. Brown explained ODOT is in charge of the project and they do not like to cross the road because of liability.

In Mr. Lotycz opinion, more young kids will use it to go to the Naderer Park located across the street than college kids going to the college. Mr. Lotycz let Mr. Brown know that he is willing to discuss his concerns with ODOT.

Mr. Lotycz talked with Attorney John Albers about the JEDD (Joint Economic Development District). Mr. Albers needs the townships numbers so he can propose it to the City of Fremont. After much discussion, Trustees decided to start out at a 60/40 split.

Mr. Lotycz will be attending the Ohio Township Association Convention on Thursday. Mr. Gilbert Overmyer will also be attending.

Mr. Overmyer has seen no progress on the Mike Mitten property and asked Mr. Jim Barney to send a letter to Mr. Mitten asking him to come back to a township meeting to discuss. Mr. Barney will send a letter.

Mr. Chad Bender has asked for three weeks of vacation. Mr. Bender has not been employed a year with the township at this point.

Trustees will look at updating the vacation schedule in the future.

Mr. Willis will contact other communities to do some comparisons on vacation schedules.

Mr. Overmyer asked Mr. Barney to send a letter to John Kinkaid regarding his zoning violation. The property contains the following violations:

- Accessory structure built without a permit
- A chicken coup with chickens in the front yard
- A storage container on the adjoining lot

Mr. Barney stated the zoning permit prior Zoning Inspector Matt Hoffman issued for the outbuilding on the adjacent lot should not have been issued per the zoning resolution. Mr. Barney will send a letter

Mr. Willis completed the 2022 Inventory on January 10, 2022 and submitted it to Ms. Zienta. Additions and deletions were noted.

Trustees asked Mr. Saionz if Ms. Kay Saionz has turned in the zoning board minutes. Mr. Saionz stated she has.

Ms. Cyndi Zienta provided the following:

- Received the Amended Official Certificate of Estimated Resources dated January 5, 2022 from the County Auditor.
- Received the Certificate of County Auditor that the Total Appropriations From Each Fund Do Not Exceed the Official Estimate Resources dated January 7, 2022 from the County Auditor.
- Received CAUV (Current Agricultural Use Value) application for the purchased 40 acres from the County Auditor. Mr. Gilbert Overmyer will complete application and bring to the next meeting.
- Received from the Sandusky County Engineer the parts list order form. Trustees provided to Mr. Saionz.
- Received the 2021 Township Highway System Road Certification from the County Engineer. All Trustees signed Certification. Ms. Zienta will return to the County Engineer.
- Received the 2021 Township Road Program paperwork from the County Engineer that needs to be completed. Mr. Overmyer will call County Engineer Carlos Baez on completing.
- Received the 2021 Culvert Data paperwork from the County Engineer that needs to be completed. Trustees and Mr. Saionz will review.
- The County Engineer requested an update to the Contact List. Trustees made changes. Ms. Zienta will return to the County Engineer

Mr. Paul Lotycz asked Ms. Zienta to update his phone number on the Township Hotline Listing.

At 7:42 p.m. with there being no further Business to come before the Board of Trustees, Mr. Willis made motion to adjourn seconded by Mr. Lotycz.



Mr. Paul Lotycz, Chairman



Ms. Cynthia Zienta, Fiscal Officer



Mr. Mike Willis, Trustee

Mr. Gilbert Overmyer, Trustee