

# Pittsfield Township Board of Trustees

December 18, 2017

The regular meeting of the Pittsfield Township Board of Trustees was called to order by Trustee Forrest Mohrman at 7:30 p.m. in the Pittsfield Township Hall. Trustee Mark McConnell was present as well as Fiscal Officer Mandy Cecil. Chairman Mark Diedrick was absent due to illness. Also present were ten guests.

## **#17-172 APPROVAL OF MEETING MINUTES**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the minutes of the regular meeting on December 4, 2017.

The motion passed on a voice vote.

## **#17-173 APPROVAL TO MAINTAIN REGULAR MEETINGS 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY EACH MONTH AT 7:30 PM FOR BUSINESS YEAR 2018.**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve and maintain the regular meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:30 PM for business year 2018. The motion passed on a voice vote.

## **#17-174 APPOINTMENT OF FISCAL OFFICER AS THE RECORDS RETENTION DESIGNEE FOR THE TOWNSHIP**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to appoint the Fiscal Officer as the records retention designee for the township. The motion passed on a voice vote.

## **#17-175 APPROVAL OF RESOLUTION TO SET THE OPEN MEETING POLICY**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the Open Meeting Resolution as stated in the Pittsfield Township Policy Manual. The motion passed on a voice vote.

## **#17-176 APPROVAL OF THE PUBLIC RECORDS POLICY FOR THE TOWNSHIP**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the Public Records Policy for Pittsfield Township as stated in the Pittsfield Township Policy Manual. The motion passed on a voice vote.

## **#17-177 APPROVAL OF THE RECORDS RETENTION SCHEDULE**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the Records Retention Schedule as stated in the Pittsfield Township Policy Manual. The motion passed on a voice vote.

## **#17-178 APPROVAL OF THE SNOW EMERGENCY POLICY FOR THE TOWNSHIP**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the Snow Emergency Policy as stated in the Pittsfield Township Policy Manual. The motion passed on a voice vote.

## **#17-179 APPROVAL OF FINANCIAL REPORTS**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the financial reports as presented. See reports attached.

Current fund balance	\$342,103.97
Balance on 12/4/17	\$349,812.36

The motion passed on a voice vote.

**#17-180 APPROVAL OF CURRENT BILLS AND EXPENSES**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the following:

- Voucher #127-2017, #128-2017, #129-2017, and #130-2017
- Checks #11263 through #11290
- All totaling \$17,707.60

The motion passed on a voice vote.

**#17-181 APPROVAL OF PURCHASE ORDERS**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the following Purchase Orders for 2017, and in addition two PO's for 2018 will need done, one being for Kiley's Tree Service for \$900.00 and one for Brown Overhead Door for \$3,800.00.

- PO# 107-2017     \$1,300.00    Sherwin Williams paint for flooring
- PO# 108-2017     \$468.00     Treasurer of State UAN fees
- PO# 109-2017     \$4,830.00    Melway Paving polymer used on chip and seal

**MEETING REPORTS**

ODOT representative Robert Weaver reported that a resident has complained about garbage trucks turning around in their driveway. ODOT provided information at this time to the township. Trustees will need to speak with those residents on what they are wanting and ok with. Also what are the townships requirements and would we be willing to take over after changes are done by ODOT? ODOT to figure out plans and estimate and get information to Mark Diedrick later in early 2018.

RLCWA – Mark McConnell reported meter change out project is about 40% complete. Trouble with line on Foster road repaired.

CLCAD - Mark McConnell reported the new director is visiting fire department and has plans to participate in events in the district in 2018.

**OLD BUSINESS –**

Building inspectors met and finals inspections have been completed.

**NEW BUSINESS –**

**#17-182 MOTION TO DO PO FOR \$40.00 IN 2018 TO HAVE STEVE MAGYAR RENEW OUR TOWNSHIP'S WEBSITE DOMAIN NAME.**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to do a PO for \$40.00 in 2018 to have Steve Magyar renew our township's website domain name. The motion passed on a voice vote.

**ZONING BUSINESS**

Nothing to report.

**ROAD AND MAINTENANCE**

Salting has begun with the winter snow we have been getting.

**TOWNSHIP HALL & PARK REPORT**

Pat Koniarski's official resignation was effective November 30, 2017.

**#17-183 ADJOURNMENT**

Motion was made by Mark McConnell and seconded by Forrest Mohrman to adjourn the meeting at 8:20 p.m. The motion passed on a voice vote.

The next meeting will be held on December 29, 2017 at 1:00 p.m.

**THE PITTSFIELD TOWNSHIP TRUSTEES**

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Attest: \_\_\_\_\_

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