

## **RIVES TOWNSHIP BOARD MEETING**

**Main Street Pavilion**

**July 20, 2023**

A Regular Board Meeting of the Rives Township Board was called to order, July 20, 2023 at 6:00 p.m. Members present: Supervisor Jerry Adams, Clerk Vercilla Hart, Treasurer Joseph Yang, Trustee Christine Beecher and Trustee Bryce Hammond.

### **AGENDA**

**Motion by Hammond supported by Beecher to approve agenda of July 20 as changed. Roll Call: Yang Yes; Beecher Yes; Hart Yes; Hammond Yes; Adams Yes. 5 Ayes – Motion Carried.**

**Public Comment opened at 6:02 pm and closed at 6:08 pm with four (4) commenting.**

**Motion by Hammond supported by Hart to approve the June 16, 2023 minutes as presented. Call: Yang Yes; Beecher Abstain; Hammond Yes; Hart Yes; Adams Yes. 4 Ayes, 1 Abstained – Motion Carried.**

**Motion by Hart supported by Beecher to approve bills from previous administration, including payroll and excluding Spencer Manufacturing, and cemeteries. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion carried.**

**Motion by Hart supported by Adams to move \$10,000 legal fees, out of Township Properties to Legal Fees Township Board. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

Vercilla has been cleaning up late payments for our 941 and working on issues with 2021 taxes with our auditor. ADP would be \$140 per month. There was also discussion of Jan Hamilton requesting a 1099 instead of being on the payroll. This issue will be tabled until next month.

**Motion by Yang supported by Hart to contract with ADP (Automatic Data Processing) for payroll and filing 941 quarterly taxes. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion carried.**

There was discussion of mileage rates. The Federal rate is \$.655. Our current rate is the state rate of \$.585. **Motion by Yang supported by Hammond to pay Rives Township mileage rate at the Federal mileage rate. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion carried.**

**Motion by Hart supported by Yang to pay Willis & Jurasek (auditors) up to \$450 to fix payroll issues from 2021. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion carried.**

There was discussion of monthly battery check on the sump pump and checking on salt in the softener. Bryce agreed to check the sump pump and add salt as needed.

**Motion by Adams supported by Beecher to move to monthly meetings.**

**2023-24 Township Board Meetings will be:**

<b>August 10, 2023,</b>	<b>September 7, 2023,</b>	<b>October 5, 2023,</b>
<b>November 9, 2023,</b>	<b>December 7, 2023,</b>	<b>January 4, 2024,</b>
<b>February 8, 2024</b>	<b>March 7, 2024.</b>	

**Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion carried.**

Bryce contacted the insurance company to do a free Risk Assessment of parks in the Township. He read a letter stating each item to be fixed.

1. Park ordinances- We do have to have them and they should be reviewed every 5 years.
2. Township Parks need signage and rules.
3. Playground equipment needs inspections on a regular basis; weekly in season and monthly in the off season. Playground equipment also needs to have a “fall” material; i.e., a cushion of sand or crushed rubber or chips.
4. At the Main Street Playground, the swing set supports are compromised and need to be replaced. The slide handle needs to be replaced or removed. The bleachers have damaged boards. The baseball field is overgrown and needs maintained.
5. The Territorial Park is remote. It needs a parking lot; needs signs stating no motorized vehicles; there are dead trees on the trail; needs signs stating no swimming or swim at your own risk.
6. Lansing Avenue climbing structure has missing rungs. It needs to be replaced or removed.

There is a Professional Development Day on August 10<sup>th</sup> for Park, Playground and Safety.

Bryce would like to start a Parks and Rec Committee with goals to use the money set aside in the Budget. It would include five people; one of whom is a Board member.

Mary Miller volunteered to fix the bleachers on Main Street. Mary Hall volunteered her father to fix the handle on the slide at Main Street. Jerry will look into getting rid of the structure at Lansing Ave.

Bryce will head up the Parks & Rec Committee. He will type something up to put on the website and also on Facebook. The Board will make a decision on this issue and announce the committee at the next Board meeting.

**Motion by Yang supported by Beecher to upgrade the alarm system for a 36-month contract then month to month. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

Frank Adamczyk has resigned from the Planning Commission. Jerry Adams stated he would like to replace Frank with Jan Hayward. There was discussion of opening it up for others. Jerry will talk with Jan Hamilton. We do not take applications for non-elected positions.

**Motion by Adams supported by Hart to replace Frank Adamczyk on the Planning Commission with Jan Hayward. Call: Yang Yes; Beecher Yes; Hammond No; Hart Yes; Adams Yes. 4 Ayes, 1 nay – Motion carried.**

**Motion by Adams supported by Beecher to accept the resignation of Coleman DeConick, Mechanical and Plumbing Inspector. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

**Motion by Adams supported by Hammond to accept the resignation of Rick Baldwin, Collection Site Manager, effective immediately. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

There was discussion of replacing Rick Baldwin with Austin Oxbrough. Austin was present at the meeting and agreed to start July 22, 2023. He has worked at the Collection Site for 8 years.

**Motion by Adams supported by Beecher to appoint Austin Oxbrough as Collection Site Manager effective immediately. All ayes. Motion Carried.**

**Motion by Adams supported by Beecher to hire Tim Basore to replace Coleman DeConick as Plumbing and Mechanical Inspector. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

**Motion by Adams supported by Hart to approve \$2500 for Jones Cemetery to promote historical interest. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

Attorney Lucas is asking for six years of permits regarding the former Treasurer investigation. Hart reported to Lucas she cannot send them without Board approval. Lucas is wanting to confirm criminal intent. Vercilla reported to the State Police as the Board approved in a motion at the June meeting. The State Police detective is requesting to meet with Supervisor Adams and Clerk Hart. Bryce also reported to the State Police on behalf of the township. Vercilla requested those documents to be turned over to the clerk for permanent legal records. Adams will send an email to Lucas to clarify why and what he is requesting.

Vercilla presented a proposal to hire Fahey Schultz Burzych Rhodes as our Township Attorney. Given the discussion of Lucas, this issue will be tabled until next month.

There was discussion of non-statutory duties of the Treasurer and Clerk and hiring an Office Manager. This person would work for the Board; not an individual. Duties would include answering phones, receiving payments, Building Dept. permits. The rate of pay is \$14 / hour and the person would work M-W 10 am – 2 pm and Thursdays 2 pm – 6 pm. The Township Assessor, Ashley Fletcher is willing to help with the Building Department permits. She is willing to hold office hours on Thursdays specifically for permits. Joseph will come up with a job description and collect resumes. The Board will interview them at the August 10<sup>th</sup> Board meeting.

**Motion by Yang supported by Hammond to hire Ashley Fletcher for the Building Department and training of new employee for \$300 / week based on approval from Jackson County as a temporary employee. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

**Motion by Adams supported by Hammond to appoint Roger DeCamp to a new three-year term on the Zoning Board of Approval. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

**Motion by Adams supported by Hammond to appoint Rae Pierce to a new three-year term on the Zoning Board of Approval. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

**Communications:**

Joseph reported we have an antiquated email system and recommended we look at Outlook 365. It would be an increase of \$6 / person more plus a conversion fee of \$100 per email (a one-time cost). Jerry will let PC Chair know to use Township email rather than his personal email.

**Motion by Yang supported by Beecher to convert our email system to Office 365. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

There was discussion of internet issued with Frontier and the costs of StarLink. Frontier has no plans to run fiber optic to the Township. We will limp with Frontier for a little bit longer.

Beecher reported the Planning Commission is working on the Solar Ordinance.

Hammond recommended the two new Board members, Hart and Yang, sign the Code of Ethics, which they both then did.

**Motion by Hart supported by Hammond to hire the Clerk and Deputy Clerk of Parma to assist with the August 8<sup>th</sup> election at the election hourly rate. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

Vercilla thanked the two members from the Fire Department who helped carry in Joseph's new desk.

**Motion by Hart supported by Adams to pay Joseph \$3,375.24 for postage and office supplies. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

**Motion by Hart supported by Adams to pay Vercilla \$724 for postage. Call: Yang Yes; Beecher Yes; Hammond Yes; Hart Yes; Adams Yes. 5 Ayes – Motion Carried.**

There was discussion of a CD which matured at the end of June and was put into the General Fund. Adams assured Yang he has the authority to put into a new CD. Yang will look into a new CD.

Hart reported that there are 22 accounts which have not been reconciled from the previous administration. The auditor will not reconcile; they only audit the books. No decision made.

Chris Trapp reported there have been more fire calls and notably severe calls. There was discussion of the software package for emergency reporting. Chris also noted that Pulaski Township is in major disarray and they are interested in the old fire truck. Chris will reach out to Chief Mosher.

Jerry reported he is on the county jail committee and involved in discussions on solutions for jail housing.

#### **PUBLIC COMMENT**

9:35 p.m. – 9:45 p.m.

4 People commenting.

Motion by Adams supported by Beecher to adjourn the meeting. All Ayes – Motion Carried.

The meeting adjourned at 9:45 p.m.

Submitted by Vercilla Hart, Rives Township Clerk