

THE WOODVILLE TOWNSHIP TRUSTEE'S REGULAR MEETING – January 17, 2024

Chairman Ken Green called the meeting to order at 7:00 pm and led the audience in the Pledge of Allegiance.

Attendance:

Trustees: Bill Hammer, Ken Green, and Paul Runion
Fiscal Officer: Lori Kepus
Fire Chief: Tim Schnitker
EMS Chief: Jeff Jackson (left at 7:15 pm)
Road Supervisor: Jim Busdiecker
Zoning Inspector: Steve Michaelis
Guests: Jim Miller (left at 7:20 pm)

GUESTS - Jim Miller was present to inquire how to turn his property's zoning from Commercial to Agriculture on his property tax bill. He said his property was declared Agriculture by the township, but the county auditor still lists it as Commercial. He was referred to contact the County Auditor as the Trustees have no say on how property taxes are billed.

EMS – LS19 had 43 runs in December with 22 transports to area hospitals.

FIRE DEPARTMENT – Fire Chief Tim Schnitker presented the following update from the fire department:

- Bill Andrews and I fixed the circuit breaker on the exhaust system. It seems to be working as of now.
- Bill Andrews and I took the new X-2 Fire Truck back to Sutphen on January 15 for some repairs.
- After meeting with WW Williams, they are going to schedule repairs on R-1 for next week to work on the HVAC.
- There are some floor tiles in the meeting room and east hallway that are starting to peel. Trustee Runion will contact Delventhal.
- We are sending at least 1 person to SCBA maintenance class. Richard Browne (Atlantic Emergency Solutions) is picking up the cost for that person. I would like at least 1 more person to go. The class is \$100 and is an all-day class with lunch provided.
- Discussed the April 8th Solar Eclipse. I would like to put 4 people on duty that day to cover both sides of Route 20 anticipating very heavy traffic. I will be writing up a formal comprehensive plan for logistics.
- Trustee Runion did speak with our Attorney Jim Barney about the legality of selling the old X-2 through a fire trade magazine. He is awaiting a response.

ZONING – Zoning Inspector Steve Michaelis reported on the following:

- The Woodville Township Zoning Commission met on January 10. John Willey from Sandusky County Regional Planning was in attendance. Zoning maps were reviewed. Steve is going to verify that the information is accurate, particularly for the Martin Marietta, Camper, & Linke property zoning changes that were made a few years back.
- Air B-N-B's were discussed at the zoning meeting. No determination was made if they would be classified as a motel in our zoning regulations, or if another resolution change is needed to address this. Steve will ask the prosecutor.
- Letters were sent to Wiese (cc to Martin Marietta) and Schaffner (US 23) for zoning violations. Schaffner called and will be applying for a Home-Based Business or Special Use Permit.
- Jaime & Meaghan Morris, permit and variance request is scheduled for February 15.
- A realtor inquired if Penn Lane (an ag driveway) can be used to access commercial property?
- Possible camper at Tom Linke's on TR 165 was investigated. Drove past during the day and at night and there appeared to be no activity – no lights.
- Tim O'Reilly, 1430 SR 105, had a question about solar panels. He said he will probably put solar panels on the roof of his barn so no permit will be needed.
- A shipping container was placed on David Honaker's property on U S20 on 1-8-24. He was sent a violation letter on January 15.
- I filled out the yearly census report.
- Toledo Edison installed a utility pole on the corner of SR 582 and TR 16 and it is very close to the road and some resident have expressed concerns. The Trustees stated that the utility pole is in the state's right-of-way and the Township Trustees have no control over that.

ROAD DEPARTMENT – Jim Busdiecker reported the new truck is working decently and he has made some minor repairs. They got the new title today.

Potential road work for 2024 for discussed with the following plan developed. The county engineer will be asked to put together an engineer's estimate in preparation for bidding.

Potential 2024 Road Work

TR 93 Repair between TR 123 and TR 115
TR 165 from CR 2 to TR 16 (\$85,000)
TR 165 from Lime Road to the Wyandot Entrance (\$72,000)
TR 167 from CR 44 to box culvert on CR 44 (\$30,000)

CEMETERY – No report.

FISCAL OFFICER – Lori Kepus presented the Trustees with the Township's **balanced bank reconciliation** for the month of December, and the updated Fund, Revenue, and Appropriation Status reports.

Below is the December financial report.

December Revenue Received	\$ 107,646.07
December Expenses Paid	\$ 290,596.49
Balance of all Funds as of 12/31/2023	\$ 2,346,353.78

Other Activities Accomplished:

- Year-end 2023 completed - Annual Financial Report done and on file in the Fiscal Office.
- 2023 Hinkle Financial Reports Prepared and Filed with the Annual Financial Report
- Taxes and Annual Filings were completed, paid, and filed
 - Federal & State Taxes 4th Quarter, 2023
 - Federal & State Taxes Annual 2023
 - Ohio Job & Family Services payroll report filed
 - W2s and 1099s are completed
- Annual Tax Filing with the Social Security Administration completed
- BWC Payroll True-up Report is done – We overpaid \$862 and received a refund.
- Filed the BWC’s Public Employment Risk Reduction Program (PERRP) Injury and Illness report stating that the Township had ZERO injury claims this year!
- 2024 Permanent Appropriations completed, approved, and sent to the County Auditor
- Renewed Volunteer Firemen’s Dependency Board Members
- Renewed and secured appropriate bonding limits for the Township Officials and Employees through OTARMA.

After careful review and discussion, Trustee Hammer made a motion to adopt **Resolution 2024-01** to adopt the following permanent appropriations for 2024 and to make supplemental adjustments to the appropriations as necessary throughout the year. Trustee Runion seconded. All answered yes to roll call. Motion passed. Kepus will file the permanent appropriations with the county auditor.

2024 Permanent Appropriations for Woodville Township

General Fund	185,000.00
Motor Vehicle License Tax	3,000.00
Gasoline Tax	86,000.00
Road & Bridge Fund	320,000.00
Cemetery Fund	104,000.00
EMS Fund	320,000.00
EMS-Permanent Improvement Fund	15,540.00
Fire Fund	382,000.00
Permissive License Tax Fund	100,000.00
American Rescue Plan	<u>130,620.22</u>
TOTAL	\$ 1,646,160.22

Trustee Hammer made a motion to renew the Township’s pledge in the amount of \$1,500 to the Sandusky County Economic Development Corporation’s Campaign. Trustee Runion seconded. All answered yes to roll call. Motion passed.

Memorial donations to any of the township’s departments was discussed. Trustee Hammer made a motion that when memorial donations are given to the township for Fire & EMS, the donations will be split between the Fire and EMS at a rate determined by the Trustees. Trustee Runion seconded. All answered yes to roll call. Motion passed. The Trustees agreed that the \$550 in donations received in memory of James Busdeker are to be split 75% to the EMS Fund and 25% to the FIRE Fund.

- The Sandusky County Township Association annual dinner at Ole Zims is January 18, 2024.
- The OTA Winter Conference in Columbus is February 7-9.
- The Trustees changed their February 7 meeting to Tuesday, February 6, 2024.

Trustee Hammer made a motion to approve the warrants. Trustee Runion seconded. All answered yes to roll call. Motion passed. Trustee Runion made a motion to approve the January 3, 2024 meeting minutes. Trustee Hammer seconded. All answered yes to roll call. Motion passed.

At 9:10 pm, with no further business, Trustee Hammer moved for adjournment. Trustee Runion seconded. This meeting was held in accordance with the Ohio Revised Code’s Sunshine Law.