

**DUCHOUQUET TOWNSHIP  
SPECIAL ORGANIZATIONAL  
Township Meeting Minutes**

**JANUARY 2, 2016**

The Board of Duchouquet Township Trustees met in special session on this 2<sup>nd</sup> day of January 2016 at 9:30 A.M. at the Township Meeting Room located at 16038 Dixie Highway, Wapakoneta, Ohio, Auglaize County.

The meeting was called to order by President, John Limbert. Roll call was:

Dwight Steinke	yes
John Limbert	Yes
Bruce Rohrbacher	Yes
Cathy Oen	Yes

Also present: Tom Doorley, Inspector

The President turned the meeting over to the Fiscal Officer, Cathy Oen.

The Fiscal Officer, Cathy Oen, asked for a nomination from the floor for the position of Board President. Bruce Rohrbacher made a resolution to nominate John Limbert as board president. Dwight Steinke seconded the resolution; motion carried.

The Fiscal Officer, Cathy Oen, asked for a nomination from the floor for the position of Board Vice President. Bruce Rohrbacher made a resolution to nominate Dwight Steinke as board vice president. John Limbert seconded the resolution; motion carried.

The Fiscal Officer, Cathy Oen, then asked for a motion from the floor to close the nominations. Dwight Steinke made a motion to close the nominations and Bruce Rohrbacher seconded the motion; motion carried.

Roll call vote was all yes that John Limbert be re-elected as President and Dwight Steinke be re-elected as Vice President.

Then Fiscal Officer then turned the meeting over to the re-elected president, John Limbert.

Dwight Steinke made a resolution to set up the 2016 meeting dates for the first Tuesday of every month at 7:00 P.M. for the months of November, December, February, March and April and at 8:00 P.M. for the months of May, June, July, August, September, and October all at the Township Meeting Room. Bruce Rohrbacher seconded the resolution; motion carried.

Dwight Steinke made a resolution to set up the 2016 Zoning Commission Meeting dates for January 18, March 14, August 15, and November 14 at 8:00 P.M. at the Township Meeting Room. Bruce Rohrbacher seconded the motion; motion carried.

Bruce Rohrbacher made a resolution to set up the 2016 Zoning Appeals Board organizational meeting for January 18 at 7:30 PM. Dwight Steinke seconded the motion; motion carried.

Dwight Steinke made a resolution to re-appoint Thomas Doorley as the Township Zoning Inspector at a continued monthly salary of \$385.00 and each attended zoning meeting \$30.00 and an hourly rate of \$16.00 for any extra legal procedures and additional extra work necessary in any special situations. Bruce Rohrbacher seconded the motion; motion carried.

Bruce Rohrbacher made a resolution to re-appoint Jeff Beane to the Zoning Commission Board for a term to expire on January 2021. Dwight Steinke seconded the motion; motion carried.

Dwight Steinke made a resolution to re-appoint Ted Boop to the Appeals Board for a term to expire on January 2021. Bruce Rohrbacher seconded the motion; motion carried.

Bruce Rohrbacher made a resolution to appoint Ron Cummins as alternate for the Commission Board for a term to expire on January 2021. Dwight Steinke seconded the motion; motion carried.

Dwight Steinke made a resolution to set up the Zoning Boards pay per attended meeting expense travel allowance for 2016 at:

President and Secretary	---	\$30.00
Other Members	---	\$25.00

Bruce Rohrbacher seconded the motion; motion carried.

Dwight Steinke made a resolution to set up the new zoning fees for 2016 to be: See attached fee schedule. Bruce Rohrbacher seconded the resolution; motion carried. Roll call vote all yes; motion carried.

Bruce Rohrbacher made a resolution to approve the Zoning forms used by the Inspector: Form 1 - Application for Zoning Certificate, Form #2 - Application for Variance; Form #3 - Application for Conditional Use Permit; Form #4 - Notice of Zoning Violation; Form #6; Form #7 -Application for Zoning Amendment. Dwight Steinke seconded the resolution; motion carried. (See attached copies of these forms)

Bruce Rohrbacher made a resolution to hire the Fiscal Officer, Cathy Oen, for secretarial work for the zoning boards at a rate of \$16.00 an hour. Dwight Steinke seconded the motion; motion carried.

Dwight Steinke made a resolution to give the Fiscal Officer the authority to transfer funds within the Primary and Investment accounts has required to pay the township bills and the authority to transfer money between funds if necessary. Bruce Rohrbacher seconded the motion; motion carried.

Bruce Rohrbacher made a resolution to set up the hourly labor rate for 2015 at \$16.00 an hours. Dwight Steinke seconded the motion; motion carried.

Dwight Steinke made a resolution to set up the 2016 mileage allowance for 54 cents per mile. Bruce Rohrbacher seconded the motion; motion carried.

Bruce Rohrbacher made a resolution to re-hire Larry Winkler, Ron Cummins, Dave Acheson, Rick Place and Joe Limbert to do work for the township and Terri Rohrbacher to clean the meeting room. Dwight Steinke seconded the motion; motion carried.

Dwight Steinke made a resolution to appoint Uniopolis Fire Chief, Kelly Knutzen, as Duchouquet Township's Fire Prevention Officer. Bruce Rohrbacher seconded the motion; motion carried.

Bruce Rohrbacher made a resolution to continue with the prior resolution made effective November 4, 2003 to elect not to procure a group plan but under Ohio Revised Code Section 505.60, 505.602 and/or 9.833 but to elect to reimburse the trustees and the clerk for their out-of-pocket group insurance premiums for insurance obtained elsewhere for coverage for 2016 if the State of Ohio decided to ever continue with this benefit. The maximum amount per person per year which Duchouquet Township will reimburse will not exceed \$10,000.00. The types of coverage for which Duchouquet Township will reimburse and offer to all trustees and fiscal officer and their immediate dependents may be hospitalization, surgical care, major medical, disability, dental care, eye care, Medicare supplement or sickness and accident insurance. The fiscal officer will process a reimbursement quarterly from receipts provided by the trustees and fiscal officer. The disability coverage and cancer coverage policies will also be paid annually and billed directly to the township due that they are a group policy. The life insurance premiums will also be billed directly to the township as they are a group coverage and the premium will not be included in the amount set up for reimbursement due to the fact that everyone is entitled to this coverage and the amount of premium will be very different due to the age of each member. Dwight Steinke seconded the motion. Roll call vote was:

Dwight Steinke	Yes
John Limbert	Yes
Bruce Rohrbacher	Yes

Dwight Steinke asks the Board to still discontinue his disability coverage. He wants to decline the coverage.

Dwight Steinke made a motion to set up some guidelines for travel and reimbursement for expenses for travel, meals, etc. Guidelines include that the township will reimburse for all travel associated with township business and education. Township will pay for hotel rooms if travel is overnight and all meals for trustees, fiscal officer and employees (no spouses) and no alcoholic beverages. If the travel is done by own vehicle the township will pay mileage. Receipts must be represented to the fiscal officer for reimbursement. Bruce Rohrbacher seconded the motion. Roll call vote was all yes; motion passed.

Bruce Rohrbacher made a motion to adjourn the meeting. Dwight Steinke seconded the motion; motion carried.

President \_\_\_\_\_  
John Limbert

Fiscal Officer

\_\_\_\_\_  
Cathy Oen

