

DUCHOUQUET TOWNSHIP  
SPECIAL ORGANIZATIONAL  
Township Meeting Minutes

JANUARY 2, 2018

The Board of Duchouquet Township Trustees met in special session on this 2nd day of January 2018 at 7:00 P.M. at the Township Meeting Room located at 16038 Dixie Highway, Wapakoneta, Ohio, Auglaize County.

Vice President, Bruce Rohrbacher, called the meeting to order. Roll call was:

Dwight Steinke     yes

Rick Place         Yes

Bruce Rohrbacher    Yes

Cathy Oen         Yes

Also, present Tom Doorley, Inspector

Steve Oen

The Vice 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. Dwight Steinke made a resolution to nominate Bruce Rohrbacher as board president. Rick Place 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. Rick Place seconded the resolution; motion carried.

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

Roll call vote was all yes that Bruce Rohrbacher elected, as President and Dwight Steinke re-elected as Vice President.

Then Fiscal Officer then turned the meeting over to the elected president, Bruce Rohrbacher.

Rick Place made a resolution to set up the 2018 meeting dates for the first Tuesday of every month at 7:30 P.M. at the Township Meeting Room. Dwight Steinke seconded the resolution; motion carried.

Dwight Steinke made a resolution to set up the 2018 Zoning Commission Meeting dates for January 15 March 19, August 20, and November 19 at 8:00 P.M. at the Township Meeting Room. Rick seconded the motion; motion carried.

Rick Place made a resolution to set up the 2018 Zoning Appeals Board organizational meeting for January 15 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. Rick Place seconded the motion; motion carried.

Rick Place made a resolution to re-appoint Ron Bauer to the Zoning Commission Board for a term to expire on January 2023. Dwight Steinke seconded the motion; motion carried.

Dwight Steinke made a resolution to re-appoint Jim Becker to the Appeals Board for a term to expire on January 2023. Rick Place seconded the motion; motion carried.

Dwight Steinke made a resolution to set up the Zoning Boards pay per attended meeting expense and travel allowance for 2018 at:

President and Secretary --- \$30.00

Other Members --- \$25.00

Rick Place seconded the motion; motion carried.

Dwight Steinke made a resolution to set up the new zoning fees for 2018 to be, See attached fee schedule. Rick Place seconded the resolution; motion carried. Roll call vote all yes. Motion carried.

Rick Place 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)

Dwight Steinke 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. Rick Place 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. Rick Place seconded the motion; motion carried.

Rick Place made a resolution to set up the hourly labor rate for 2018 at \$16.00 an hours. Dwight Steinke seconded the motion; motion carried.

Dwight Steinke made a resolution to set up the 2018 mileage allowance for 54.5 cents per mile. Rick Place seconded the motion; motion carried.

Dwight Steinke made a resolution to hire Larry Winkler, Ron Cummins, Dave Acheson, John Limbert Steve Oen and Jeff Schaub to do work for the township. Rick Place seconded the motion; motion carried.

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

Dwight Steinke made a motion to contract with Terri Rohrbacher to clean the township meeting room. Rick Place seconded. Motion passed.

Dwight Steinke 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 2018 since the State of Ohio decided to 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 my 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 monthly 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. Rick Place seconded the motion. Roll call vote was:

Dwight Steinke    Yes

Rick Place        Yes

Bruce Rohrbacher    Yes

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. Rick Place seconded the motion. Roll call vote was all yes; motion passed.

Rick Place made a motion to adjourn the meeting. Dwight Steinke seconded the motion; motion carried.

President \_\_\_\_\_

Bruce Rohrbacher

Fiscal Officer

\_\_\_\_\_

Cathy Oen