

**ALLEN TOWNSHIP BOARD OF TRUSTEES**

**May 4, 2020**

**Minutes**

**Call to Order**

Trustee McCreary, as Chairman called the regular meeting of the Allen Township Trustees to order on May 4, 2020, at 7:00 p.m.

**Pledge of Allegiance**

Trustee McCreary began the meeting with the Pledge of Allegiance.

<b>Roll Call:</b>	Don McCreary	Township Trustee Chairman
	Jack Rausch	Township Trustee
	Lori LaCella	Township Fiscal Officer
	Steve Brose	Fire Chief
	Nick Johnson	Road Superintendent

**FINANCES & ADMINISTRATION**

The Fiscal Officer read the minutes of March 2, 2020, said minutes were approved as read.

The Fiscal Officer provided each member of the Board with a list of recent receipts and pending expenditures for review. There was a motion by Trustee Rausch and a second by Trustee McCreary, and upon certification by the Fiscal Officer that appropriate funds were available, the pending expenditures were approved. The Fiscal Officer also provided the most recent payroll reports for the Board's review. The board reviewed the previous month's bank reconciliation and verified the sequence of the checks.

The fiscal officer provided an update on the grant. The grant contractor will be beginning construction as soon as weather permits.

The fiscal officer presented the board with the final appropriations. After review and discussion Trustee, Rausch moved, seconded by Trustee McCreary that the final appropriations be approved. Upon roll call, all being in favor, the appropriations were approved.

**PUBLIC FORUM**

**ZONING BUSINESS**

Mr. Streng was not in attendance but reported for April.

Mr. Streng noted there could be two possible BZA hearings, both dealing with sign requests. The meetings will be conducted virtually with Zoom.

Mr. Streng received a request for two ground signs to be installed at the new location of Jackson Collision Service at 18205 Poling Rd. They plan to install two signs, one facing U.S. 33 and one to be visible from both Northwest Pkwy. and Poling Rd. The signs are larger than allowed by zoning resolution, and it only states one sign allowed. A BZA hearing is required, for variances to be considered.

Mr. Streng received a request from John Kiriah, of Kenjoh Outdoor Advertising to install a billboard at 17955 Poling Rd. The property is zoned B3, and bill boards are only permitted for conditional use in

areas zoned U1 or M2. This request has been sent to Thayne Gray, of the Union County Prosecutors office for review of the ORC. Zoning also states that bill boards must be 200' from each highway right of way. He has 200' from U. S. 33 but not from Poling Rd. The bill boards must also be 100' from each adjacent property line, he only has 60' from the property line to Jackson property, and 60' from his own property.

See the attached report for additional detail.

**SHERIFF REPORT**

Not in attendance.

**ROAD BUSINESS**

Road Superintendent, Nick Johnson reported on various projects within the Township. Completed ditch clean up on Boord Rd. and Rick Connolly completed the hydro seeding on Poling and Boord Rd. and a water hole on Darby and cut it back to drain. Working on a hole on Holycross Epps Rd.

Road Superintendent, Nick Johnson noted a resident on Clark Dawson Rd. is having water issues.

Road Superintendent, Nick Johnson noted the pavilion in the park has pavers that will need fixed. Discussed the option of doing concrete or decorative rock.

Landscaping with Women's Touch Lawn Care & Landscaping estimated the mulching, trimming and bi weekly maintenance cost of \$9126.00. After discussion it was decided to not mulch for \$6600.00 and to provide maintenance only for \$2526. There was a motion by Trustee Rausch and a second by Trustee McCreary to proceed with the Lawn Care maintenance.

Axe Tree Service quoted \$2750 to remove all dead trees along Poling Rd. starting at Bear Swamp going East 850 feet and \$3850 to remove lower large limbs on trees away from the road starting at Bear Swamp Rd. and going 850 feet and to haul away all debris. The total is \$6600.00, there was a motion by Trustee Rausch and a second by Trustee McCreary to proceed with the removal service with Axe Tree Service. Before proceeding it was requested that Nick try to contact the home owner and if necessary send a certified letter.

**Resolution 2020.5**

Road Superintendent, Nick Johnson, provided a quote from the Union County Engineer for chip seal for a total of \$77,404.49 on the following roads: Buck Allen Rd., Boord Rd. Hunters Run, Bishop Rd., James Watkins Rd. Smokey Rd. Benton Rd. and Pottersburg Rd. There was a motion by Trustee Rausch and a second by Trustee McCreary to proceed with the chip seal.

**Resolution 2020.6**

Road Superintendent, Nick Johnson, provided a quote from the Union County Engineer for \$5945.95 for all pot hole repair township roads in Allen Township. There was a motion by Trustee Rausch and a second by Trustee McCreary to proceed with repair of township roads.

**Resolution 2020.7**

Road Superintendent, Nick Johnson, provided a quote from the Union County Engineer for Hunters Run to cut and remove berm in front of 15840 and 16071 Hunters Run. There was a motion by Trustee Rausch and a second by Trustee McCreary to proceed for \$2093.40.

### **Resolution 2020.8**

Road Superintendent, Nick Johnson, provided a quote from the Union County Engineer for \$1760.53 for Clark Dawson Road ditch clean up, remove stumps in ditch and restore the flow line of the ditch to promote water. There was a motion by Trustee Rausch and a second by Trustee McCreary to proceed with the estimate.

### **FIRE & EMERGENCY SERVICES**

Chief, Steve Brose while occupying the community room, noticed a few fire code issues with the building. They have been corrected and updated.

Chief Steve Brose will be postponing the kitchen remodel due to the upcoming potential budget issues due to the coronavirus. Chief Steve Brose has reviewed the budget and reduced planned spending as much as possible to brace for potential impact related to COVID-19.

Chief Steve Brose would like to build a small 8X10 BBQ grill shelter just off of the patio. This shelter will protect the grill from the weather and strong winds destroying our past grills. Project cost total \$2500. There was a motion by Trustee Rausch and a second by Trustee McCreary to proceed with the purchase.

The 2006 Chevy 5500 ambulance was picked up and paid for by Leesburg Twp.

The 2000 Chevy 3500HD will be going to Govdeals.com. There was a motion by Trustee Rausch and a second by Trustee McCreary declaring the items in excess and approved to sell.

Chief Steve Brose, noted all purchases related to COVID-19 are being tracked in a separate UAN cost center within the EMS budget.

We received \$1491 in the form of stimulus monies from Medicare (CARES ACT) to be used toward PPE and cleaning supplies related to COVID-19. This amount was 6.2% of our 2019 Medicare fee for service.

The EMS billing income has been decreased due to the low volume.

Chief Steve Brose requested the purchase of PPE 10-reusable fire decks gowns. These are \$92.50 each. There was a motion by Trustee Rausch and a second by Trustee McCreary to proceed with the purchase.

The Family First Coronavirus Response ACT (FFCRA) took affect April 1, 2020. Union County Prosecuting Attorney sent a memo advising Townships to exclude emergency responders to ensure to maintain an appropriate level of staffing. See attached reports.

The community has been generous and supportive. Thanks to Nancy Streng and Masks for everyday Hero's for donating masks to the Fire Department.

See the attached report for additional detail.

### **CORRESPONDENCE/OTHER MISCELLANEOUS**

None

**EXECUTIVE SESSION**

None

There being no further business, Trustee Rausch moved to adjourn the meeting, Trustee McCreary offered a second. Upon a roll call vote, all were in favor, the meeting was adjourned.

  
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Don McCreary (Chairman)

  
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Jack Rausch

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Ron Chapman (Absent for medical leave)