

KOCHVILLE TOWNSHIP
BOARD MEETING
MINUTES OF
December 17, 2013

1. Open Board Meeting

The Regular Board Meeting was called to order at 7:30 p.m. by Supervisor Loiacano. The Pledge of Allegiance was recited.

2. Roll Call

PRESENT: Supervisor Loiacano, Clerk Machata, Treasurer Brewster, Trustee Ferrell, and Trustee Thon.

ALSO PRESENT: Steve King, Twp Manager/DDA Director; Dave Meyer, Township Legal Counsel; Kevin Kilby, Kochville Township DDA Legal Counsel; Mike Comstock, DPW Manager; Alan Malesky, Fire Chief; and 2 other gentleman from Windstream phone system. There were no other residents/guests.

Agenda Approval

Motion was made by Trustee Thon and seconded by Supervisor Loiacano to approve agenda with the following change: under New Business, remove item (h) and add items 10 (j) Accounting Tech Position; 10(k) Water/Sewer procedures clarification and 10 (l) 2014 meeting calendar. Motion carried.

KOCHVILLE TOWNSHIP
Board of Trustee Monthly Meeting- Agenda
December 17th, 2013 - 7:30 p.m.

- 1) *Pledge/Open Meeting*
- 2) *Roll Call*
- 3) *Agenda Approval*
- 4) *Public Comment: Open / Close*
- 5) *Meeting Minutes Approval*
 - a) *Board of Trustee Meeting – November 26th 2013*
 - b) *Special Board Meeting – December 4th 2013, (budget-workshop)*
- 6) *Financial Report Ending –November 30th, 2013*
- 7) *Communications/Information*
- 8) *Committee Reports/Suggestions (Received & Filed)*

<i>A. Fire Dept</i>	<i>B. DPW</i>	<i>C. Code Enforcement</i>
<i>D. DDA</i>	<i>E. Office</i>	<i>F. Recreation Committee</i>
- 9) *Unfinished Business*
 - a) *Discussion / Motion-*

10) *New Business*

- a) *Discussion / Motion – Windstream phone system presentation*
- b) *Discussion / Motion – Intergovernmental agreement between Kochville Twp. and DDA-(attorneys)*
- c) *Discussion / Motion – Kochville Township Manager Ordinance 13-11-(attorneys)*
- d) *Discussion / Motion – Employment Agreement between Kochville Twp. and S. King -(attorneys)*
- e) *Discussion / Motion – Authorization to add Steve King to credit card policy user list*
- f) *Discussion / Motion – Personnel policy amendments –(Steve)*
- g) *Discussion / Motion – Water/sewer rates discussion and presentation –(Steve)*
- h) *Discussion / Motion – Township staff salaries adjustment for FY 2014-15–(Steve)*
- i) *Discussion / Motion – Freeland-Kochville Trail – Preliminary Engineering (PE) {contractor & Charge} – (Steve & Jim)*
- j) *Discussion / Motion –*
- k)

11. *Manager Comments/Information/Report*

- 12. *Payment of : Regular Bills; Non-recurring Bills*
- 13. *Board Member Comments -*
- 14. *Next regular scheduled Meeting: January 14th 2014, 7:30pm*
- 15. *Adjourn meeting*

3. Public Comments - None

4. Meeting Minutes Approval

Moved by Trustee Ferrell and seconded by Treasurer Brewster to approve the November 26, 2013 minutes of the Regular Board Meeting as written. Motion carried.

Moved by Clerk Machata and seconded by Trustee Thon to approve the December 4, 2013 minutes of the Budget Workshop Meeting as written. Motion carried.

6. Financial Report Ending November 30, 2013

Treasurer Brewster read the balance for each of the following funds for the month ending November 30, 2013.

a) General Fund	\$1,081,157.03
b) Fire Fund	\$200,542.66
c) Building	\$61,813.07
d) Debt Services Kochville Road	(\$14,832.50)
e) Sewer Fund	\$306,204.81
f) Water Fund	\$329,434.23
g) Tax Collection	\$61,242.65

Total of all Funds \$ 2,025,561.95

7. **Communications/Information** - None

8. **Committee Reports – Received and Filed**

9. **Unfinished Business**- None

10. New Business

- a) Twp Manager Steve King, briefly discussed the need to update the current phone system. Paul Robuck from Windstream gave a power point presentation. Garber and MMR has the phone system that Windstream is proposing to the Township.
- b) Attorney Dave Meyer and Attorney Kevin Kilby explained the Interlocal Agreement. Moved by Clerk Machata and seconded by Trustee Thon to approve an Interlocal Agreement between Kochville Township and DDA. Motion carried. The Township would pay the DDA (Downtown Development Authority) roughly \$6,666.67 per month for Steve King's services.
ROLL CALL VOTE:
Ayes: Ferrell, Thon, Brewster, Machata, and Loiacano
Nays: None
Absent: None
- c) DDA Attorney, Kevin Kilby, briefly reviewed Ordinance 13-11. Moved by Treasurer Brewster and seconded by Clerk Machata to table the Kochville Township Manager Ordinance 13-11 until January 14, 2014 meeting. Motion carried.
- d) Moved by Trustee Thon and seconded by Clerk Machata to approve an Employment Agreement between Kochville Township and Steve King. Motion carried.
ROLL CALL VOTE:
Ayes: Ferrell, Thon, Brewster, Machata, and Loiacano
Nays: None
Absent: None
- e) Moved by Clerk Machata and seconded by Supervisor Loiacano to table, until January 14, 2014 meeting, the addition of Steve King to credit card policy user list. Motion carried.
- f) Moved by Trustee Ferrell and seconded by Supervisor Loiacano to approve a Personnel Committee consisting of Township Manager, Steve King (Chairman); Trustee Ed Thon, and Clerk Kevin Machata ~~and Steve King (Chairman)~~. Motion carried.

- g) DPW Manager, Mike Comstock gave a presentation on the Township's current fees and a history.
- h) This item was removed from the agenda. (Twp Staff salaries adjustment)
- i) Moved by Treasurer Brewster and seconded by Clerk Machata to award Design Engineering contract for the Freeland-Kochville Trail. Motion carried.
ROLL CALL VOTE:
Ayes: Ferrell, Thon, Brewster, Machata, and Loiacano
Nays: None
Absent: None
- j) Steve King discussed the need to find a new accounting technician employee. No motion/action was taken.
- k) Water/Sewer Procedures were discussed.
- l) The 2014 Township Board of Trustees Meeting Calendar was discussed and will be completed by the January 2014 meeting.

11. Manager Comments/Information - None

12. Payment of Regular Bills; Non-recurring Bills

Moved by Trustee Ferrell and seconded by Supervisor Loiacano to approve payment of the regular bills. Motion carried. There was no non-recurring bill.

13. Board Comments

Trustee Ferrell stated the Planning Commission wants to start working on the Master Plan and wants to know if there are any special directions for the Commission. She wished everyone a Merry Christmas and a happy and healthy New Year.

Treasurer Brewster would like a motion detector installed in the Treasurer's Office because of security issues. He also inquired about the pay dates for Board members.

Clerk Machata wished everyone a Merry Christmas and Happy New Year

14. Next regular scheduled Board Meeting - January 14, 2014 @ 7:30 pm.

15. Adjourn Meeting

Moved by Clerk Machata and seconded by Trustee Ferrell to adjourn the meeting at 10:32 p.m. Motion carried.


Kevin Machata, Clerk 1/15/14
Date