

RECORD OF PROCEEDINGS

Minutes of

Freedom Township Board of Trustees

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held January 8, 2025 20 2025

The Board of Trustees of Freedom Township met on the above date. Trustees, David Bruning Richard Rahe and Kent Schuerman were present. Also present were Fiscal Officer, Julie Getz, Road Superintendent, Bob Rentz and, Fire/EMS Chief, Duane Martin. Also attending – Brooke Hahn

The 2025 reorganization meeting was called to order by Julie Getz, Fiscal Officer, with Trustees, Mr. Kent Schuerman, Mr. David Bruning and Mr. Richard Rahe present.

The Fiscal Officer requested nominations for Chairman for year 2025. *Trustee Schuerman moved to nominate Richard Rahe, seconded by Trustee Bruning.*

Roll call: Mr. Schuerman YES Mr. Bruning YES Mr. Rahe YES

Motion carried.

The meeting was turned over to Chairman, Rick Rahe, who requested nominations for Vice Chairman for the Year 2025. *Trustee Bruning moved to nominate Kent Schuerman as Vice Chairman for the Year 2025. Trustee Rahe seconded the motion,*

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

The date, time and place of meetings was discussed. Place: Township Office/Meeting Room, 525 E. Front St., Pemberville.

Mtg. #1 on the second Wednesday of each month at 8:00 A.M.

Mtg. #2 on the fourth Wednesday of each month at 7:30 P.M.

Trustee Rahe moved to hold meetings on/at the above stated date, time and place. Trustee Bruning seconded the motion.

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

Trustee Schuerman moved that Special and Emergency Meetings to be held at the same location as the regular meetings unless otherwise provided. Notice for special or emergency meetings and changes to regular meeting times will be posted at: The Fire Station and/or Township/Maintenance Bldg. at 525 E. Front St., and also Pemberville Post Office and the Pemberville Public Library and the Township Website as far in advance as practicable. Changes to regular meeting times will be noticed to the public in accordance with methods prescribed by the State of Ohio. Trustee Bruning seconded the motion.

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

INSURANCE – Julie reported on the new policy for insurance coverage and proposed changes to the policy approved on December 30, 2024. Upon review, *Trustee Bruning moved to approve the revised policy with regard to insurance coverage for township employees as presented and to replace the policy approved on December 30, 2024 with the revised policy. Trustee Schuerman seconded the motion.*

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

ZONING – MEETINGS - Expense for meetings attended by zoning members set at (with quorum - if no quorum & meeting not held pay 50% of rate):

\$50.00 per meeting to President

\$75.00 per meeting to Secretary

\$50.00 per meeting to other members

Trustee Schuerman moved to adopt the above stated compensation for the Zoning Commission and Zoning Board of Appeals with a second by Trustee Bruning.

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Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

There was discussion about the Freedom Township Zoning Commission and Freedom Township Zoning Board of Appeals members and positions that will need to be filled. Zoning fees will remain the same for 2025.

CEMETERIES – Cemetery fees will remain the same for 2025.

PEMBERVILLE-UNION CEMETERY – *Trustee Bruning moved to add himself to the Pemberville-Union Cemetery Board since the board changes to 2 township trustees and 1 village council member for 2025. Trustee Schuerman seconded the motion;*

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

POLICIES & HANDBOOKS -

The following policies and handbooks were discussed.

- a) Credit Card Policy - OK
- b) Cell Phone Policy - OK
- c) Public Records Policy – Will review and destroy records according to ORC.
- e) Employee Handbook – Trustees will review during 2025.
- f) Zoning Manual – In process of revision by Zoning Commission.
- g) Public Records Training & Fiscal Officer Training-Up to date for all elected Officials.
- h) Executive Session (Ohio Sunshine Laws) – Up to date for all elected Officials.
- i) Discuss Ethics Policy & Ohio Ethics Law – Will address needs during 2025.

COMPENSATION - *A motion was made by Trustee Schuerman to compensate the Trustees by annual salary in equal monthly amounts in accordance with (O.R.C. 505.24) & the Fiscal Officer in accordance with (O.R.C. 507.09). Trustee Bruning seconded the motion.*

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

FINANCIAL PROCEDURES - The Board discussed The Union Bank Company's Depository Agreement. It is sufficient at this time and the agreement is in place through 2028.

CHECKING ACCOUNT - *A motion was made by Trustee Bruning to approve Freedom Township's checking account with The Union Bank Company requiring a minimum of two trustees and the fiscal officer signatures on township checks with a second to the motion by Trustee Schuerman.*

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

The signature card for the safe deposit box is up to date.

EFT TRANSACTIONS – The board discussed procedures for making Electronic Fund Transfers. After discussion, the board developed a policy by resolution. *Trustee Schuerman moved to adopt a resolution authorizing payment of certain obligations of the township by direct deposit of funds by Electronic Fund Transfers. Trustee Bruning seconded the motion;*

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

Mr. Schuerman told Ms. Getz to review the liability insurance policy for cyber security coverage.

APPROPRIATION SUPPLEMENTAL – *Trustee Schuerman moved to approve the Fiscal Officer to transfer funds from one appropriations item to another. Trustee Bruning seconded the motion;*

Roll call: Mr. Rahe YES, Mr. Schuerman YES, Mr. Bruning YES

Motion carried.

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Regular Meeting

Chairman, Rick Rahe adjourned the reorganization meeting and called the regular meeting to order at 9:45 A.M.

Mr. Schuerman moved to approve the minutes of the December 30, 2024 meeting, seconded by Mr. Rahe; Bruning yes, Rahe yes, Schuerman yes, motion carried.

Bills and Payroll were presented. *A motion to accept the bills and payroll was made by Mr. Rahe, seconded by Mr. Schuerman;*

Roll: Rahe, yes, Schuerman yes, Bruning yes, motion carried.

Receipts were presented. *A motion to accept the receipts was made by Mr. Rahe, seconded by Mr. Bruning,*

Roll: Rahe, yes, Schuerman yes, Bruning yes, motion carried.

FUND REPORTS – Fund reports were presented, reviewed and approved.

GUEST – ZONING – Brooke Hahn presented information on the newest proposed revisions to the zoning manual by the Zoning Commission. The main topic was the change to frontage requirements for R-1, R-2, & A-1 zoning. The Zoning Board proposed increasing the R-1 frontage requirement to 330 feet and A-1 from 260 to 420. The trustees discussed the change. After discussion, the trustees requested that the zoning commission reconsider leaving the requirement as 100 feet of frontage, minimum lot size of .5 acres for R-1 and, 260 feet of frontage, minimum lot size of 1.5 acres for A-1 since they believe the 330 feet and 420 feet respectively, is too large for frontage. Ms. Hahn said she would take the objection back to the commission for reconsideration.

FIRE – OLD BUSINESS –

NEW BUSINESS – VFDF BOARD - Chief Martin discussed the email from the Division of State Fire Marshals regarding the Volunteer Firefighters Dependency Fund regarding the ORC requirement that the PFFD create a VFDF Board every January. Mr. Rahe and Mr. Bruning will be the legislative representatives on the VFDF board. **EMT CLASSES** – Chief Martin reported that 4 members of the department will be starting EMT classes; Jason Young, Logan Perry, Jameson King, and Aaron Brooks.

ROADS – OLD BUSINESS: TRACTOR/LOADER – No report. **MOWERS** – Mr. Rentz reported that the new mower and road mower are scheduled for delivery on Friday.

ROADS – NEW BUSINESS – RAISES – The board discussed raises for the seasonal employees. *Trustee Schuerman moved that if Noah Lang and Jason Young return, they will receive \$16.50 per hour and Dean Schuerman will receive \$17.00 per hour for snow plowing and additional misc. tasks as needed. Trustee Bruning seconded the motion,*
Roll: Rahe, yes, Schuerman yes, Bruning yes, motion carried.

CEMETERY – No Report

GENERAL OLD BUSINESS – SALE OF WATER ST. PROPERTY – Ms. Getz presented the Resolution authorizing the sale of the Water Street property and said that she would go to the courthouse and pick up the copy of the recorded corrective deed to be attached. Also, the board discussed authorizing a trustee to sign the closing documents on behalf of the township. They decided to authorize any of them to sign on behalf of the township. *Trustee Schuerman moved to authorize all 3 trustees to sign the closing documents for the sale of the property so that whoever*

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is available at the time of the closing can be the signatory on the documents. Trustee Bruning seconded the motion;

Roll: Rahe, yes, Schuerman yes, Bruning yes, motion carried.

H2OHIO GRANT -- Trustee Rahe reported that the Ohio EPA is currently not accepting applications for funds to build salt buildings. He was informed by email that there may be more funding becoming available in the spring.

COMMUNICATIONS - VILLAGE ZONING REQUEST - Ms. Getz presented a letter from the Village of Pemberville regarding a variance request for 118 East Front Street, Pemberville; meeting to take place on January 23, 2025 at 6:00 P.M. in the Council Chambers.

There being no further business coming before the Board, Trustee Rahe adjourned the meeting until Wednesday, January 22, 2025 at 7:30 P.M.



Richard Rahe, Chairman



Fiscal Officer



Kent Schuerman, Vice Chairman



David Bruning, Trustee