

## Luce Township Board Minutes

February 12, 2024

<b>Attendance:</b> Lisa Hemmer, Board President Jeremy Kincaid, Board Member Linda Garrett, Clerk Representatives of River City Wireless:	Rick Garrett, Board Secretary Jeremy Gorman, Trustee Jacob Wilhelmus Rodney Nicholson Heath Robling Jessica Robling
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Meeting was called to order by President Hemmer at 5:24 pm.

### **Presentation by River City Wireless**

River City Wireless would like to expand the coverage area of their wireless internet business to the Hatfield area and the area south of Hatfield to the Ohio River. In order to accomplish this they are proposing replacing the current radio tower at the Hatfield Station with a taller tower. They would do whatever work is needed to take the current tower down, remove all radio equipment from it and mount the radio equipment on the new tower. Permits will have to be obtained from the County before this project can move forward. A sample lease will be provided for the Board to review and this will be negotiated once permits are approved.

### **Mowing Quotes**

Three quotes for mowing the nine Township owned properties for the 2024 mowing season were received. A summary of these quotes was presented by the Clerk. Quotes were received from Carpenter Mowing Service, Jakes Lawn Care LLC, and S & S Excavating, LLC. One bid did not contain all stated requirements included in the specifications for the quotes. The two remaining quotes were discussed. Motion was made to accept the two remaining quotes from Carpenter Mowing Service and Jakes Lawn Care LLC with the same split as last year. This would be Carpenter Mowing Service providing mowing and snow removal for the two fire stations and Jakes Lawn Care LLC providing mowing service for all cemeteries and the Memorial Field. A summary of all quotes has been made a part of the minutes.

Motion to Accept Quotes as stated: Rick Garrett

Motion Second: Jeremy Kincaid

Vote: 3-0

### **Board Minutes**

Motion was made to approve minutes of the January 22, 2024, as presented.

Motion to Approve Minutes as presented: Jeremy Kincaid

Motion Second: Rick Garrett

Vote: 3-0

### **2023 Annual Financial Report**

The Board reviewed the completed 2023 Annual Financial Report from Gateway. Motion was made to approve the 2023 Annual Financial Report as presented, and the Certification page was signed.

Motion to Approve the 2023 Annual Financial Report as presented: Rick Garrett

Motion Second: Lisa Hemmer

Vote: 3-0

## **2024 Township Assistance Guidelines**

The Board reviewed the updated Township Assistance Guidelines for 2024. Income guidelines were updated to reflect 100% of the 2024 Federal Poverty Level. Amount to be allowed for burial assistance was increased from \$500 to \$1,000. Motion was made to approve the 2024 Township Assistance Guidelines as presented, and Resolution 2024-001 stating this was signed and made a part of the Guidelines. A copy of the guidelines are available at the Trustee's office.

Motion to Approve the 2024 Township Assistance Guidelines as presented: Jeremy Kincaid

Motion Second: Rick Garrett

Vote: 3-0

## **Resolution 2024-002 – RESOLUTION FOR CORRECTION OF POSTING ERRORS IN THE LUCE TOWNSHIP PAYROLL DEDUCTIONS FUND**

The Board reviewed the resolution as presented. Motion was made to approve the resolution as presented. The resolution was signed and made a part of these minutes.

Motion to Approve Resolution 2024-002 as presented: Jeremy Kincaid

Motion Second: Rick Garrett

Vote: 3-0

## **Janitor Services Quote**

One quote for janitorial services at the Government Center and the Hatfield Fire Station was received from Mysti DeMarco containing all necessary information and the combined price for cleaning the Government Center biweekly and the Hatfield Fire Station monthly is \$200 per month. A motion was made to accept the quote retroactive to January 1, 2024.

Motion to Accept the Quote for Janitor Services retroactive to 01/01/2024: Jeremy Kincaid

Motion Second: Lisa Hemmer

Vote: 3-0

## **Surplus Computer Equipment**

The Township currently owns the following computer equipment that is no longer being used and has been determined to be obsolete:

4 all-in-one computers/monitors	1 laptop
4 computer towers	1 monitor

Motion to declare this equipment as surplus to be disposed of: Jeremy Kincaid

Motion Second: Rick Garrett

Vote: 3-0

The Township also owns a laptop that would be good for a backup. The cost to purchase a service agreement from Computers Plus for this laptop and to have them restore it to factory setting and add Microsoft Office 365 to it would be \$500.

Motion to purchase the service agreement from Computers Plus and to update the laptop:

Jeremy Kincaid

Motion Second: Rick Garrett

Vote: 3-0



**Trustee's Report**

The Trustee reported that he will be attending the next Richland Town Board meeting.

**Next Meeting**

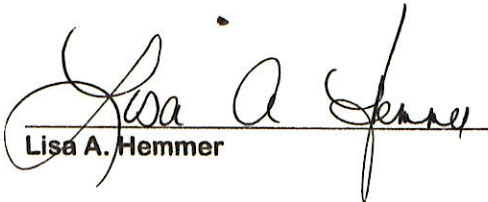
The next meeting was not scheduled at this time.

**Adjournment - Time: 7:00 pm**

**Motion to Adjourn: Rick Garrett**

**Motion Second: Jeremy Kincaid**


**Vote: 3-0**



Lisa A. Hemmer



Wm. Rick Garrett



Jeremy D. Kincaid

## 2024 Mowing Bids

Paid in 2023

<b>Contractor</b>	<b>Carpenter Mowing Service</b>	<b>Jakes Lawn Care LLC</b>	<b>S &amp; S Excavating, LLC</b>
<b>Contact Person</b>	<b>Jarrad Carpenter</b>	<b>Jacob Wilhelmus</b>	<b>Zach Shoemaker</b>
<b>Mailing Address</b>	<b>3589 W CR 425 N, Richland</b>	<b>8312 W CR 500 N, Richland</b>	<b>1067 S CR 850 W, Rockport</b>
<b>Phone Number</b>	<b>812-686-0794</b>	<b>812-660-0786</b>	<b>812-202-5205</b>

## Richland Fire Station / Government Center

<b>Price per Mowing</b>	<b>\$ 65.00</b>	<b>\$ 35.00</b>	<b>\$ 60.00</b>	<b>\$ 65.00</b>
<b>Time per Mowing</b>	<b>1 hour</b>	<b>None given</b>	<b>None given</b>	
<b>Spraying</b>	<b>1 time fee of \$250 for parking lots at both stations</b>	<b>No price included with bid</b>	<b>No price included with bid</b>	

## Hatfield Fire Station

<b>Price per Mowing</b>	<b>\$ 75.00</b>	<b>\$ 50.00</b>	<b>\$ 75.00</b>	<b>\$ 75.00</b>
<b>Time per Mowing</b>	<b>1 hour</b>	<b>None given</b>	<b>None given</b>	
<b>Spraying</b>	<b>1 time fee of \$250 for parking lots at both stations</b>	<b>No price included with bid</b>	<b>No price included with bid</b>	
<b>Additional</b>	<b>\$200 per bush hogging for the field around the repeater tower</b>	<b>\$150 per bush hogging or \$75 to mow bi-weekly for the field around the repeater tower</b>		<b>\$200 per bush hogging completed twice</b>

## Memorial Field

<b>Price per Mowing</b>	<b>\$ 130.00</b>	<b>\$ 135.00</b>	<b>\$ 175.00</b>	<b>\$ 135.00</b>
<b>Time per Mowing</b>	<b>2 hours</b>	<b>None given</b>	<b>None given</b>	
<b>Spraying</b>	<b>\$250 per spraying for parking lots</b>	<b>No price included with bid</b>	<b>No price included with bid</b>	

## 2024 Mowing Bids

Paid in 2023

<b>Contractor</b>	<b>Carpenter Mowing Service</b>	<b>Jakes Lawn Care LLC</b>	<b>S &amp; S Excavating, LLC</b>
<b>Contact Person</b>	<b>Jarrad Carpenter</b>	<b>Jacob Wilhelmus</b>	<b>Zach Shoemaker</b>

## Cemeteries

## Carter

<b>Price per Mowing</b>	\$ 20.00	\$ 25.00	\$ 45.00	\$ 25.00
<b>Time per Mowing</b>	30 minutes	None given	None given	

## Graff

<b>Price per Mowing</b>	\$ 35.00	\$ 40.00	\$ 60.00	\$ 40.00
<b>Time per Mowing</b>	45 minutes	None given	None given	

## Glendale

<b>Price per Mowing</b>	\$ 30.00	\$ 40.00	\$ 55.00	\$ 35.00
<b>Time per Mowing</b>	45 minutes	None given	None given	

## Sandale

<b>Price per Mowing</b>	\$ 35.00	\$ 40.00	\$ 45.00	\$ 40.00
<b>Time per Mowing</b>	35 minutes	None given	None given	

## Baker's Creek

<b>Price per Mowing</b>	\$ 55.00	\$ 60.00	\$ 150.00	\$ 60.00
<b>Time per Mowing</b>	1 hour	None given	None given	

## Richardson

<b>Price per Mowing</b>	\$ 80.00	\$ 80.00	\$ 75.00	\$ 85.00
<b>Time per Mowing</b>	1.5 hours	None given	None given	

## 2024 Mowing Bids

Paid in 2023

Contractor	Carpenter Mowing Service	Jakes Lawn Care LLC	S & S Excavating, LLC
Contact Person	Jarrad Carpenter	Jacob Wilhelmus	Zach Shoemaker

## Total for all properties quoted

Price per Mowing	\$ 525.00	\$ 505.00	\$ 740.00
Time per Mowing	9 hours 5 minutes	10.5 hours	None given
Additional		\$465 per mowing if awarded all jobs	

## Additional Information

Tree Removal \$50 per man-hour (if chain saw required)		
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## Snow Removal at Government Center/Richland Station &amp; Hatfield Station

Price	\$300 per removal at both stations	\$75 per hour / salt included	\$ 125.00
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\$300

## Required Information Included

Description of Mowing Equipment	included	included	included
References	included	included	included
Certificate of Insurance	included	included	No
Quotation Sheet Used	yes	yes	yes
Received	2/6/2024	1/25/2024	2/6/2024
Timely	8:15 AM	11:55 AM	2:00 PM



## RESOLUTION NO. 2024-002

RESOLUTION FOR CORRECTION OF POSTING ERRORS  
IN THE LUCE TOWNSHIP PAYROLL DEDUCTIONS FUND

WHEREAS, the Payroll Deductions sub-funds consist solely of withholdings from employees salaries which are paid monthly to the appropriate government agency or insurance vendor; and

WHEREAS, the balance of the Payroll Deductions funds should reconcile to zero dollars at any given time; however, some payments for payroll taxes and/or insurance payments withheld were paid from other funds instead of the Payroll Deductions funds; and

WHEREAS, the Payroll Deductions fund has had a year-end reconciled balance of \$871.04 since December 31, 2018.

NOW, THEREFORE, the Luce Township Board hereby resolves that:

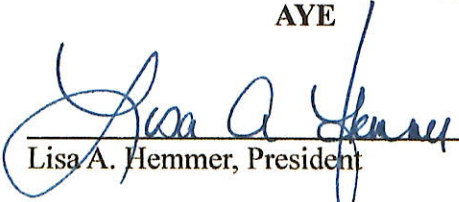
1. Due to the year-end reconciled balance in the Payroll Deductions fund remaining at a constant amount of \$871.04; and
2. The fact that the balance remaining is immaterial to the total fund balances of the Township, and the \$871.04 is not readily attributable to any one fund.
3. The Luce Township Trustee is instructed to transfer \$871.04 from the Payroll Deductions fund to the Township Fund.

Dated this 12<sup>th</sup> day of February, 2024.

LUCE TOWNSHIP BOARD

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Lisa A. Hemmer, President

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Wm. Rick Garrett, Secretary

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Wm. Rick Garrett, Secretary

  
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Jeremy D. Kincaid, Member

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Jeremy D. Kincaid, Member

ATTEST: February 12, 2024

  
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Jeremy E. Gorman, Trustee