

February 2, 2023

The monthly meeting of the Richmond Township Supervisors was held at the Township Building at 30348 State Highway 408. The meeting was called to order with a salute to the flag and a moment of silence at 6:00 P.M. In attendance were Supervisors Morton, Sharpe, and James (via phone), Rhonda Phillips, Scott Wheelock, Kathleen Wheelock, Bob Potts, Bob Dewey, Tammy Turner, Laura Morton, Patti Capron, and Rick Makohus.

**Minutes of the January 3, 2023:** Copies were distributed to those in attendance. Morton asked if there were any additions and/or corrections.

\*\*Motion made by Sharpe, seconded by James, to accept the minutes as they stand. Motion carried; three ayes.

**Correspondence:**

Conservation District Annual Dinner – no one will be attending

**Bills and Receipts:** See Treasurer's report.

\*\* Motion made by Morton, seconded by Sharpe, to approve all bills and receipts. Motion carried; three ayes.

**Reports:**

***Planning Commission*** – No report.

***Rec Board*** – No report.

***Road Master's Report*** – The month of January we have been out patching bad spots with 2B. The roads are falling apart fast due to up and down weather. We got a York rake for the tractor to help bring 2B back to the roads. We have been plowing and putting down skid. There is an oil leak in the 2011 International. We ordered parts. As time goes on, we will be back out patching bad spots when the weather permits.

***Tax Collection Committee*** – No report.

***Web Site Report*** – There were 239 visitors. 92% were from the US.

**Old Business -**

***EMS issue*** – This issue has been dismissed for the time being.

***Update on Truck issue*** – The F-550 seized up, and it would cost around \$15,000 to replace the engine. Morton is going to look at a truck tomorrow.

\*\*Motion made by Sharpe, seconded by James, to purchase the truck pending the observations tomorrow. Motion carried; three ayes.

**New Business:**

***Eddies Rd issue*** – There was a discrepancy regarding the name of the road for the broadband project. Athens has a different name for the road. The decision was made to keep the name as Eddies Rd.

***Municipal Property Records*** – The supervisors decided to set a minimum for items that are put on this record. Patti recommended setting a minimum at \$500 (this is the purchase price).

***Auditors' Recommendations*** –

1. Recommend that Richmond Township keep an existing Machinery and Equipment list that is updated with all purchases and disposals throughout the year. Documented purchase price, dates of purchase, description, and disposal dates, if applicable, will need to be listed.
2. A separate inventory list that consists of items acquired that have a purchase value of no less than \$500. The inventory list will need to be updated with all additions and disposals throughout

the year that is within this value range. Purchase price, dates of purchase, description, and disposal date, if applicable, will need to be listed.

3. The Auditors were unable to reasonably reconcile fuel usage against fuel purchases. The hand written documentation of estimated usage cannot be verified as accurate. The recommendation to the Township Supervisors is to invest in a method of tracking usage that would allow beginning and ending meter readings. Subsequently, a new log would need created that would include date, beginning meter reading, ending meter reading, staff person utilizing the fuels, and purpose. This recommendation is to tighten records of usage and protect the township from error or inadvertent personal usage.
4. Recommend that Richmond Township employees keep an accident report form in each one of the township vehicles in case of the unfortunate event of an accident involving any Township vehicles, whether at fault or not. The purpose of this form is to document clear and concise information at an accident scene.

#### **Citizens` Comments and Concerns**

No comments were brought before the board.

\*\* Motion made by Morton, seconded by Sharpe, to adjourn. Motion carried; three ayes.  
Meeting adjourned at 6:22 P.M.

Respectfully submitted,

Rhonda Phillips  
Township Secretary