

Trustees

Dave Vore, President
Steve Woolf, Vice President
Jeff Requarth

Fiscal Officer

Brad Limbert



Clay Township

8207 Arlington Road
Brookville, Ohio 45309
(937) 833-4015
www/claytownshipoffices.org

*Board of Trustees
Regular Meeting Agenda
November 19, 2018*

Call to Order

Pledge of Allegiance

Moment of Silence

Roll Call

Approval of the Minutes

November 5, 2018 Regular Meeting

Hearing from the Public (5 minute limit)

Department Reports

- Police
- Road and Cemetery
- Zoning

Fiscal Officer Report

- Distribution of October 2018 Financial Information and Bank Reconciliation
- Approve Financial Acceptance package*
- Resolution 2018-042 Request for Advance of Real Estate Taxes in 2019*
- Resolution 2018-043 Request for Advance from General Fund to Special Assessment Fund*

Old Business

New Business

-Plan of Operation and Governance - Aggregation (SW)

Trustee Committee Reports

-MCTA - Banquet

Meeting Adjournment

-Move to adjourn the meeting.

CLAY TOWNSHIP

Board of Trustees Meeting

November 5, 2018

The regular meeting of Clay Township Trustees was called to order by Trustee President Dave Vore at 5:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our employees, military veterans and first responders serving our community and country.

Roll call:

Requarth, present Woolf, present Vore, present

Trustee Vore moved to approve the minutes from the October 15, 2018 regular Trustee meeting; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Hearing from the Public:

None

Department Reports:

Police Department – Sargent Hawkins was in attendance for Chief VanGundy. Trustee Vore presented the following resolutions for the Police Department:

Resolution 2018-039 for Purchasing of Two Portable Radios and Accessories. Trustee Vore moved to accept Resolution 2018-039; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Resolution 2018-040 for Purchase of Taser Cartridges & Battery Packs. Trustee Vore moved to accept Resolution 2018-040; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Resolution 2018-041 for Trade-In and Purchase of New Patrol Shotguns. Trustee Vore moved to accept Resolution 2018-40; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

November 5, 2018

Trustee Woolf inquired as to what the Township do with the old shotguns that are being replaced. Sargent Hawkins indicated that the old shotguns were traded in on the new ones.

Cemetery/Road Department – Cemetery Superintendent Maleski presented two proposals for the trade-in of the riding mowers. Trustee Requarth asked if they were part of the state bid program in which Cemetery Superintendent Maleski indicated that they were. The difference in the price was the trade-in allowance each vender gave on the trade in. Steinke Tractor Sales, Inc. had a quote of \$2,000 for each mower traded in; North Star Hardware & Implement quote was \$2,100 for each mower traded in. After general discussion, Trustee Woolf moved to accept the trade-in quote from Steinke Tractor Sales; Trustee Vore seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Road Superintendent Maleski presented his Cemetery Report for October. Trustee Vore moved to accept the report; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Road Superintendent Maleski reported that he had researched replacement grates that are needed for the Police/Road Department and had obtained several quotes. After review, Road Superintendent Maleski recommended to purchase the needed grates from CNC Corporation for \$1,166.00. The Trustees concurred to the purchase request and to charge the purchase to the Police and Road Funds.

Road Superintendent Maleski also reported that the radiator fins are deteriorating in both trucks and may need replacing in the near future. The estimated cost would be approximately \$3,000 per truck. There was general discussion. In preparation for winter snow plowing, Trustee Vore moved to replace the radiators now in both trucks; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Requarth inquired as how old were the trucks. One was purchase in 1996 and other as purchased in 2000. After general discussion, the Trustees will look into replacing the older truck when working on the budget for 2019.

Zoning – Zoning Officer Corcoran indicated that his zoning report had been distributed. The BZA has advertised for the open position and the opening was posted on the Township’s webpage. Zoning Officer Corcoran reported that a case was coming up in which the old gas station property located at the corner of SR 40 and SR 49 was in the process planning stage in becoming a storage area and will be requesting a zoning change to B2 area in which the BZA will be reviewed. There were no comments by Trustees and all comments will be held until the case is presented to them for vote.

Fiscal Officer:

Fiscal Officer Limbert presented the November 5, 2018 Financial Package Acceptance which included the Appropriation Re-Allocations, Purchase Orders and Blanket Certificates, and warrants and electronic payments for Trustee approval. Trustee Vore moved to accept the Financial Package as presented; Trustee Requarth second the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

There was general discussion on the Bank Reconciliation and Financial information that is distributed to the Trustees. The Trustees wanted to make sure that the information is available to the public. Fiscal Officer Limbert indicated that the financial information is posted on the Township’s website. Trustee Woolf wanted to be sure that the attendee’s to the Trustees’ meetings are aware that such information is available. Fiscal Officer Limbert indicated the he would include the Trustee e-mail notification of the financial information package sent to them in the information packet available for the public at the Trustee meeting and indicate that it is also available on the website.

Fiscal Officer Limbert reported that the Township had received a health insurance premium refund check provided by the Affordable Care Act when the health insurance company’s payout did not reach a calculated level. The payout calculation to participating employees had been prepared for Trustee approval of the \$3,537.15 received. After general discussion, Trustee Woolf moved to distribute the refund as presented to the participating employees; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Trustee Reports:

Trustee Requarth reported on the progress of training procedures for the Road and Cemetery Departments. He has been working with Superintendent Maleski and Trustee Woolf to have it ready for training for winter procedures and they are in the process of having training for the other seasons of the year. Trustee Vore inquired if we might receive an insurance rate adjust with OTARMA for having such a program. Trustee Woolf reported that he has checked and OTARMA does not have a discount for having such a program. Trustee Vore also inquired if our procedures will include suggested "Best Practices" for things such as proper work clothes, etc. Trustee Requarth that they will be working with other jurisdictions' training procedures to include "Best Practices" items for consideration. Trustee Requarth plans on obtaining training manuals from ODOT as well.

Trustee Requarth noted that some of the Township Police offices have carpet that may need replaced. He would like to look further into the matter and get back with the Trustees.

Trustee Requarth reported that after reviewing the proposed payroll procedures with the department heads he has a proposal to process payroll in an orderly fashion and to allow adequate "business days" for processing. The motion being proposed, starting in January, that time period remain from Saturday through Friday however, the timesheets would be due the Monday following the end of the time period and that the payment of payroll would move from the following Wednesday to the following Friday so that there would be adequate bank days for processing. There was discussion as to how the Trustees may be paid. Fiscal Officer Limbert indicated that when Trustees elect their compensation as salaries vs per diem, the salary compensation is to be paid monthly. After general discussion, the Trustees acquiesce for their pay to be processed with the first pay of the month for the employees rather than the first Trustee meeting of the month to eliminate a separate payroll being processed. Trustee Requarth moved to accept the proposed pay change for the employees and to include the Trustees pay in the first pay of each month. Trustee Vore seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf reported that he had received a notice from Josh Mandel, Treasurer of State, concerning pooled collateral information needed by 5/3rd Bank. Fiscal Officer Limbert indicated that we no longer have any banking activities with 5/3rd and would contact the State of Ohio to update their information if Trustee Woolf could forward the e-mail to him.

Trustee Woolf reported that the JEDD is considering a lighting district. He is working with legal counsel for how the district should be structured and follow up on what should be done with the Wengerlawn Light District as Miami Valley Lighting has indicated that it is not interested in taking over the district.

Fiscal Officer Limbert reported that the requested monies through Wengerlawn Light District will not be received until 2019, there will be a need to request an advance from the General Fund via resolution for such a request. Fiscal Officer Limbert will prepare a resolution to advance money for the next Trustee meeting. Trustee Requarth inquired as to how many street lights are in the Wengerlawn Light District and Trustee Woolf stated that there were 14 street lights in the district.

Trustee Vore reported after talking to ODOT, the SR 49/170 upgrade project will be ready for bids this coming January to be accepted in April. The project could start in May 2019 with an estimated completion date of October 15, 2019.

Trustee Vore requested that he would like to set a work session for health care/benefits coverage along with working on the 2019 budget. After general discussion, the Trustees plan on setting a work session at an upcoming regular Trustee meeting.

Trustee Vore moved to adjourn the meeting; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Meeting adjourned at 5:31.

Jeff Requarth, Trustee

Steve Woolf, Trustee

Dave Vore, Trustee

Bradley E. Limbert, Fiscal Officer

November 5, 2018



Brad Limbert <blimbert@clayohio.org>

October Financial Information

Sat, Nov 17, 2018 at 9:40 AM

Brad Limbert <blimbert@clayohio.org>

Draft To: Dave Vore <dvore@clayohio.org>, Steve Woolf <swoolf@clayohio.org>, Jeffrey Requarth <jrequarth@clayohio.org>

You will be receiving a series of e-mails with the following attachments for October:

- October Cash Summary by Fund
- October Financials
- October Financials Combined Road
- October Appropriation Status
- October Bank Reconciliation

The October Financials will be posted on the Website; all other are available upon request.

Let me if you have any questions.

Brad

2 attachments

Fund Balances Oct 2018.pdf
30K

Financials Oct 2018.pdf
1128K



Brad Limbert <blimbert@clayohio.org>

Financial Info #2

Sat, Nov 17, 2018 at 9:42 AM

Brad Limbert <blimbert@clayohio.org>

Draft To: Dave Vore <dvore@clayohio.org>, Steve Woolf <swoolf@clayohio.org>, Jeffrey Requarth <jrequarth@clayohio.org>

3 attachments

Financials Bank Rec Oct 2018.pdf
80K

Financials Combined Road Oct 2018.pdf
83K

Financials Appropriation Status Oct 2018.pdf
346K

CLAY TOWNSHIP, MONTGOMERY COUNTY
Appropriation Supplemental
 11/6/2018 to 11/30/2018

11/19/2018 12:56:43 PM
 UAN v2018.2

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
11/19/2018	11/19/2018	2031-330-213-0000	\$100.00		Permanent	Additional Medicare for Payroll	No
11/19/2018	11/19/2018	2031-330-599-0000	-\$100.00	<i>ROAD</i> Adj. Medicare	Permanent	Additional Medicare for Payroll	No
11/19/2018	11/13/2018	2041-410-211-0000	\$2,000.00		Permanent	To reallocate for PERS	No
11/19/2018	11/13/2018	2041-410-599-0000	-\$2,000.00	<i>Cometary</i> PERS Adj.	Permanent	To reallocate for PERS	No
11/19/2018	11/14/2018	2111-220-314-0000	-\$3,000.00		Permanent	To reallocate to distribute final distribution	No
11/19/2018	11/14/2018	2111-220-370-0000	\$3,000.00	<i>Fire</i> Adj. for Distri	Permanent	To reallocate to distribute final distribution	No
11/19/2018	11/13/2018	2231-330-211-0000	\$600.00		Permanent	To reallocate for PERS	No
11/19/2018	11/16/2018	2231-330-323-0000	\$1,500.00		Permanent	To reallocate for truck repair	No
11/19/2018	11/16/2018	2231-330-599-0000	-\$1,500.00	<i>Permissive</i> Truck Repair	Permanent	To reallocate for truck repair	No
11/19/2018	11/13/2018	2231-330-599-0000	-\$600.00		Permanent	To reallocate for PERS	No
11/19/2018	11/17/2018	2401-310-360-0000	\$700.00	<i>Light Distri</i> 2018-043 Adj. for Advance	Permanent	Advance for Expenses	No

Purchase Order Listing

Year 2018

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
166-2018	BC Reg	11/19/2018	11/14/2018	12/31/2018	Fire - Distr. of Pollback	O	\$40,300.00	\$39,347.42	\$0.00	\$0.00	\$952.58
167-2018	BC Reg	11/26/2018	11/17/2018	12/31/2018	Lighting Assessment - Adv.	O	\$700.00	\$82.32	\$0.00	\$0.00	\$617.68
48-2018	PO Reg	11/19/2018	11/16/2018	12/31/2018	S&J SERVICES ROAD. Truck Repair	O	\$4,175.31	\$4,175.31	\$0.00	\$0.00	\$0.00
Total for selected purchase orders:							\$45,175.31	\$43,605.05	\$0.00	\$0.00	\$1,570.26

Status: O - Open, C - Closed, B - Batch

Payment Listing
11/13/2018 to 11/30/2018

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
636-2018	11/13/2018	11/13/2018	EW	INTERNAL REVENUE SERVICE	\$2,393.13	O
637-2018	11/20/2018	11/16/2018	EP	JUSTIN A BROWN	\$857.68	O
638-2018	11/20/2018	11/16/2018	EP	JAMES M CORCORAN	\$785.87	O
639-2018	11/20/2018	11/16/2018	EP	JAMES R HAWKINS	\$1,279.57	O
640-2018	11/20/2018	11/16/2018	EP	STEVE A HODGE JR	\$594.43	O
641-2018	11/20/2018	11/16/2018	EP	KEITH A LUCKING	\$1,073.73	O
642-2018	11/20/2018	11/16/2018	EP	CHRIS J MALESKI	\$1,227.57	O
643-2018	11/20/2018	11/16/2018	EP	HAYWOOD L MCDANIEL	\$232.55	O
644-2018	11/20/2018	11/16/2018	EP	Randall A Robbins	\$933.93	O
645-2018	11/20/2018	11/16/2018	EP	ANTHONY ALAN SCOTT	\$1,246.35	O
646-2018	11/20/2018	11/16/2018	EP	William B Stewart	\$774.48	O
647-2018	11/20/2018	11/16/2018	EP	LOUIS J VAN GUNDY	\$1,452.11	O
648-2018	11/20/2018	11/16/2018	EP	MICHELE WILLIAMS	\$782.75	O
650-2018	11/20/2018	11/19/2018	CH	AFLAC	\$26.30	O
651-2018	11/13/2018	11/19/2018	CH	AFLAC	\$26.45	O
652-2018	11/19/2018	11/19/2018	CH	SUNOCO	\$176.52	O
653-2018	11/19/2018	11/19/2018	CH	SPEEDWAY SUPER AMERICA	\$1,695.18	O
654-2018	11/19/2018	11/19/2018	CH	SECURITY NATIONAL BANK	\$1,138.88	O
655-2018	11/26/2018	11/19/2018	CH	DAYTON POWER AND LIGHT	\$694.15	O
656-2018	11/15/2018	11/19/2018	EW	PERS	\$10,261.36	O
657-2018	11/21/2018	11/19/2018	EW	AFLAC	\$151.48	O
658-2018	11/21/2018	11/19/2018	EW	INTERNAL REVENUE SERVICE	\$1,614.15	O
659-2018	11/21/2018	11/19/2018	EW	OHIO CHILD SUPPORT PAYMENT CENTRA	\$113.46	O
660-2018	11/21/2018	11/19/2018	EW	OHIO CHILD SUPPORT PAYMENT CENTRA	\$113.46	O
661-2018	11/21/2018	11/19/2018	EW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$35.00	O
45378	11/20/2018	11/16/2018	PR	Mark A Clark	\$105.80	O
45381	11/19/2018	11/19/2018	AW	BRAD LIMBERT	\$353.71	O
45400	11/19/2018	11/19/2018	AW	JUSTIN BROWN	\$353.71	O
45401	11/19/2018	11/19/2018	AW	JAMES HAWKINS	\$353.72	O
45402	11/19/2018	11/19/2018	AW	Keith Lucking	\$353.72	O
45403	11/19/2018	11/19/2018	AW	CHRIS MALESKI	\$353.71	O
45404	11/19/2018	11/19/2018	AW	ANTHONY SCOTT	\$353.72	O
45405	11/19/2018	11/19/2018	AW	MARTIN STRINGFELLOW	\$353.71	O
45406	11/19/2018	11/19/2018	AW	JOHN VAN GUNDY	\$353.72	O
45407	11/19/2018	11/19/2018	AW	DAVID VORE	\$353.71	O
45408	11/19/2018	11/19/2018	AW	STEVEN WOOLF	\$353.72	O
45409	11/19/2018	11/19/2018	AW	CITY OF BROOKVILLE	\$23,608.45	O
45410	11/19/2018	11/19/2018	AW	VILLAGE OF PHILLIPSBURG	\$13,771.60	O
45411	11/19/2018	11/19/2018	AW	VILLAGE OF VERONA	\$1,967.37	O
45412	11/19/2018	11/19/2018	AW	MONTGOMERY SOIL AND WATER	\$1,000.00	O
45413	11/19/2018	11/19/2018	AW	Dayton Regional HazMat Response Team	\$506.38	O
45414	11/19/2018	11/19/2018	AW	AIM Media Midwest	\$42.04	O
45415	11/19/2018	11/19/2018	AW	A.E.DAVID	\$56.85	O
45416	11/19/2018	11/19/2018	AW	Contractors Materials Company	\$1,196.75	O
45417	11/19/2018	11/19/2018	AW	READY REFRESH	\$203.55	O
45418	11/19/2018	11/19/2018	AW	DAYAIR CREDIT UNION	\$996.83	O

Payment Listing

11/13/2018 to 11/30/2018

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
45419	11/19/2018	11/19/2018	AW	S&J SERVICES	\$4,175.31	O
45420	11/19/2018	11/19/2018	AW	S&J SERVICES	\$4,201.61	O
45421	11/19/2018	11/19/2018	AW	MIAMI VALLEY PLANNING & ZONING WORL	\$495.00	O
Total Payments:					\$85,545.23	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$85,545.23	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.