

Trustees

Steve Woolf, President
Jeff Requarth, Vice President
Dave Vore



Fiscal Officer

Brad Limbert

Clay Township

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

Board of Trustees
Regular Meeting Agenda
1/21/2019

Call to Order
Pledge of Allegiance
Moment of Silence
Roll Call

Approval of Minutes:

Regular Trustee Meeting January 7, 2019

Hearing from the Public

Department Reports

- Police - Yearly Stats and Approval of the Annual Inventory
Update on Employee Evaluations
Approval of Full Time Promotions, Executive Session
-Resolution 2019-008
Approval of Proposed Department Structure Change
- Road and Cemetery
- Zoning
-Resolution 2019-001 Change in Zoning

Fiscal Officer Report

- Distribution of preliminary financial information
- Move to approve Approval of the Appropriation Re-allocation of accounts*

for payment of bills

-Move to approve Purchase Orders and Blanket Certificates for the payment of bills

-Move to Approve of warrants and electronic payments as presented for payment

-Receipt of second health insurance rebate for 2017

Old Business

New Business

-JEDD - Street Light District

-Resolution 2019-002 Fourth Quarter Trash Assessment

-Resolution 2019-003 Cemetery Fee Schedule for 2019

-Resolution 2019-004 Street Lighting Agreement for JEDD and Miami Valley Lighting, Inc.

-Resolution 2019-005 Vendor for Excavation Projects

-Resolution 2019-006 2019 Trash Fee Schedule

-Resolution 2019-007 2019 Health Plan for Clay Township

-Trash District update

-Processing Payments

-Approval of ODOT 2018 Mileage Certification

Trustee Committee Reports

Trustee Woolf

-Dates for Special Events

-OTA Conference Approval of Attendance

Meeting Adjournment

-Move to adjourn the meeting.

CLAY TOWNSHIP

Board of Trustees Meeting

January 7, 2019

The regular meeting of Clay Township Trustees was called to order by Trustee Steve Woolf at 5:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our employees, military veterans and for one of our Trustees that has been under the weather for the past several weeks.

Roll call:

Requarth, absent Woolf, present Vore, present

Trustee Vore moved to nominate Trustee Woolf as president of the Clay Township Trustees for 2019; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf moved to nominate Trustee Requarth as vice-president of the Clay Township Trustees for 2019; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Vore moved to retain the same committee chairs for 2019 as they were in 2018; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Vore moved to approve the minutes from the December 17, 2018 regular Trustee meeting; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Vore moved to approve the minutes from the December 20, 2018 Special Trustee meeting; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Hearing from the Public:

Brookville Fire Chief Fletcher was present to share his concern of the need to start working on the Fire/EMS contract that will end at the end of 2019 and the financial restraints that will need to be addressed. Chief Fletcher inquired as to when meetings can start to discuss plans for 2020 with request for additional monies had failed in having the issue on 2 ballots in 2018. Trustee Vore inquired as to Chief Fletcher's thoughts on a timeline. Chief Fletcher indicated that the upcoming renewal is critical and would like to meet sometime in the first quarter. Trustee Woolf indicated that a work session should be scheduled to work on plans for the Fire/EMS contracts. Trustee Woolf will be in contact with Trustee Requarth to set something for a time as Trustee Requarth is the Trustee assigned to handle the Fire/EMS services.

Department Reports:

Police Department – Chief VanGundy reported that the carpet installation is complete in the Police Department and wanted to thank the Road Department for their assistance in helping with the moving of items for the installation of the new carpet in their area.

Trustee Vore indicated that in 2019 a Police levy will be up for renewal and wanted to be sure the paperwork is filed timely for the levy to be on the ballot. Trustee Woolf inquired as to placing the issue on the ballot in May vs. November. The Trustees thought the ballot placement should be the same as last time it was passed and they will check with the county to see which ballot it was on.

Cemetery/Road Department – Road/Cemetery Superintendent Maleski had nothing to report at this time.

Trustee Vore presented the December 2018 Cemetery report, as revised, and moved to accept the report as presented. Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

Trustee Vore presented the 2018 Cemetery Annual Report prepared by Cemetery Superintendent Maleski and moved accept the report; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

Trustee Vore presented two cemetery deeds and made the motion to approve the sale of the cemetery lots; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf present the annual fees invoice for the Ohio Cemetery Association that the Township has been a member for a number of years for \$95. Trustee Woolf moved to approve the payment for the membership; Trustee Vore seconded the motion. There was general discussion on the benefits of belonging to the OCA which includes conferences, bulletins on what is happening with cemeteries in Ohio and an annual magazine.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf had received information that none of our Issue II projects were selected for 2019; however, they are available for Small Government funding when that becomes available. However, we need to submit our applications, as originally prepared, for Small Government funding. There was general discussion on Issue II projects in Montgomery County. Trustee Woolf moved to submit our 4 applications for Small Government Funding through OWPC 2019 funding cycle. Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf will contact Kramer & Associates to file our applications for Small Government funding and to update the applications for the officers of the Township.

Zoning – Zoning Officer Brown was present and his zoning report had been previously distributed.

Fiscal Officer:

Fiscal Officer Limbert presented the January 7, 2019 Financial Package Acceptance which included the Appropriation Re-Allocations, Blanket Certificates, and warrants and electronic payments for Trustee approval. Trustee Vore moved to accept the Financial Package as presented; Trustee Woolf second the motion.

Roll call:

Woolf – Yes Vore – Yes

Fiscal Officer Limbert reported that after updating the allocation of expenses for the Road and Cemetery with Superintendent Maleski that he recommends that the Township update the allocation of expenses charges to the Cemetery for 2018 which would reduce the Cemetery expenses by about \$4,800. Reallocation of cemetery expenses for 2018 estimated to be \$4,800. There was general discussion. Trustee Woolf moved to reallocate the Cemetery expenses as presented; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

There was general discussion on controlling expenses for the cemetery with the limited revenue being generated and the necessity to work toward a breakeven operation of the cemetery. There was some discussion on a Foundation for the Cemetery that will take time to develop. The Trustees have received comments on how nice the cemetery is maintained and that quality maintenance is expensive. Alternative costs and fees will be reviewed in working toward a breakeven operation.

Old Business:

Officers for 2019 done earlier in the meeting.

New Business:

None

Trustee Reports:

Trustee Vore – nothing

Trustee Woolf had received the certificate of results from the last election for Utility Aggregation which had about 70% approval for both and gave the results to Fiscal Officer Limbert. Trustee Woolf reported that the next step for Utility Aggregation is to forward the Certification Application for PUCO to Trebel for them to start the processes in setting up the aggregation program. Trustee Vore inquired about the start of the program; Trustee Woolf indicated that it will start probably around July. It is an optional program for the residents.

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

Roll call:

Woolf – Yes

Vore – Yes

Meeting adjourned at 5:35.

Jeff Requarth, Trustee

Steve Woolf, Trustee

Dave Vore, Trustee

Bradley E. Limbert, Fiscal Officer

CLAY TOWNSHIP, MONTGOMERY COUNTY
Cash Summary by Fund
 Year 2018

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Preliminary

Fund #	Fund Name	Fund Balance 1/1/2018	Fund Balance Adjustments	Revenue (excluding transfers and advances in)	Transfers In	Advances In	Total Fund & Adjustments & Revenue	Expenditures (excluding transfers and advances out)	Transfers Out	Advances Out	Fund Balance 12/31/2018	Non-Pooled Balance	Pooled Balance
1000	General	\$22,105.99	\$0.00	\$87,816.51	\$0.00	\$0.00	\$109,922.50	\$63,643.41	\$0.00	\$700.00	\$45,579.09	\$0.00	\$45,579.09
2011	Motor Vehicle License Tax	\$21,989.46	\$0.00	\$13,426.88	\$0.00	\$0.00	\$35,326.34	\$17,338.48	\$0.00	\$0.00	\$17,987.86	\$0.00	\$17,987.86
2021	Gasoline Tax	\$32,146.04	\$0.00	\$89,932.05	\$0.00	\$0.00	\$122,078.09	\$53,730.60	\$0.00	\$0.00	\$68,347.49	\$0.00	\$68,347.49
2031	Road and Bridge	\$80,025.52	\$106.71	\$139,392.93	\$0.00	\$0.00	\$219,525.16	\$105,650.15	\$0.00	\$0.00	\$113,875.01	\$0.00	\$113,875.01
2041	Cemetery	\$116,736.29	\$137.70	\$54,743.64	\$0.00	\$0.00	\$211,617.63	\$124,079.31	\$0.00	\$0.00	\$87,538.32	\$0.00	\$87,538.32
2071	Garbage & Waste Disposal District	\$101,529.65	\$37.69	\$295,843.85	\$0.00	\$0.00	\$397,411.19	\$301,520.24	\$0.00	\$0.00	\$95,890.95	\$0.00	\$95,890.95
2081	Police District	\$352,463.07	\$0.00	\$703,606.99	\$0.00	\$0.00	\$1,056,070.06	\$593,511.36	\$0.00	\$0.00	\$462,558.70	\$0.00	\$462,558.70
2111	Fire District	\$1,576.81	\$0.00	\$632,035.15	\$0.00	\$0.00	\$633,611.96	\$632,250.03	\$0.00	\$0.00	\$1,361.93	\$0.00	\$1,361.93
2221	Drug Law Enforcement	\$3,081.98	\$0.00	\$524.00	\$0.00	\$0.00	\$3,605.98	\$300.00	\$0.00	\$0.00	\$3,305.98	\$0.00	\$3,305.98
2231	Permissive Motor Vehicle License Tax	\$89,643.33	\$0.00	\$44,699.11	\$0.00	\$0.00	\$134,342.44	\$34,378.02	\$0.00	\$0.00	\$99,964.42	\$0.00	\$99,964.42
2251	Federal Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2261	Law Enforcement Trust	\$4,201.25	\$0.00	\$0.00	\$0.00	\$0.00	\$4,201.25	\$0.00	\$0.00	\$0.00	\$4,201.25	\$0.00	\$4,201.25
2271	Enforcement and Education	\$5,860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,860.00	\$600.00	\$0.00	\$0.00	\$5,260.00	\$0.00	\$5,260.00
2401	SPECIAL ASSESSMENT LIGHT	\$582.51	\$0.00	\$1,177.90	\$0.00	\$700.00	\$2,460.41	\$1,979.80	\$0.00	\$0.00	\$480.61	\$0.00	\$480.61
2901	FOJ	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
2902	JEDD	\$467,923.96	\$0.00	\$96,718.07	\$0.00	\$0.00	\$564,642.03	\$199,358.25	\$0.00	\$0.00	\$425,283.78	\$0.00	\$425,283.78
2903	ISSUE I-PLEASANT PLAIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4401	CAPITAL PROJECTS FUND	\$3.42	\$0.00	\$396,654.00	\$0.00	\$0.00	\$396,657.42	\$355,665.56	\$0.00	\$0.00	\$40,891.86	\$0.00	\$40,891.86
Report Total:		\$1,300,079.28	\$282.10	\$2,596,471.08	\$0.00	\$700.00	\$3,897,632.46	\$2,424,205.21	\$0.00	\$700.00	\$1,472,627.25	\$0.00	\$1,472,627.25

CLAY TOWNSHIP, MONTGOMERY COUNTY
Appropriation Supplemental
 January 2019

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Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
01/21/2019	01/21/2019	2031-330-221-0000	\$4,000.00	2902-110-221-0000	Permanent	To reallocate for HSA payment	No
01/21/2019	01/21/2019	2031-330-599-0000	-\$4,000.00	2902-110-221-0000	Permanent	To reallocate for HSA payment	No
01/21/2019	01/21/2019	2902-110-221-0000	\$1,000.00	2902-110-221-0000	Permanent	to reallocate for HSA payment	No
01/21/2019	01/21/2019	2902-130-211-0000	\$525.00	2902-130-211-0000	Permanent	Reclassify to proper account	No
01/21/2019	01/21/2019	2902-290-211-0000	-\$525.00	2902-290-211-0000	Permanent	Reclassify to proper account	No
01/21/2019	01/21/2019	2902-290-211-0000	\$1,500.00	2902-290-211-0000	Permanent	To reallocate PERS for Elected Officials	No
01/21/2019	01/21/2019	2902-290-500-0000	-\$1,500.00	2902-290-500-0000	Permanent	To reallocate PERS for Elected Officials	No
01/21/2019	01/21/2019	2902-290-500-0000	-\$1,000.00	2902-290-500-0000	Permanent	to reallocate for HSA payment	No

Purchase Order Listing

Year 2019

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
40-2019	BC Reg	01/21/2019	01/19/2019	12/31/2019	Road	0	\$18,300.00	\$5,366.16	\$0.00	\$0.00	\$12,933.84
					Merricott Hops						
41-2019	BC Reg	01/21/2019	01/19/2019	12/31/2019	GEN	0	\$900.00	\$265.00	\$0.00	\$0.00	\$635.00
					Travel + Mtgs						
42-2019	BC Reg	01/21/2019	01/19/2019	12/31/2019	Police	0	\$10,000.00	\$2,942.00	\$0.00	\$0.00	\$7,058.00
					Small Tools + Equip						
43-2019	BC Reg	01/21/2019	01/19/2019	12/31/2019	CEM	0	\$5,000.00	\$95.00	\$0.00	\$0.00	\$4,905.00
					Other Expenses						
44-2019	BC Reg	01/21/2019	01/20/2019	12/31/2019	Police	0	\$6,400.00	\$20.00	\$0.00	\$0.00	\$6,380.00
					Telephone						
Total for selected purchase orders:							\$40,600.00	\$8,688.16	\$0.00	\$0.00	\$31,911.84

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

Payment Listing

1/8/2019 to 1/31/2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
40-2019	01/18/2019	01/15/2019	EP	JUSTIN A BROWN	\$1,014.37	O
41-2019	01/18/2019	01/15/2019	EP	JAMES R HAWKINS	\$1,303.74	O
42-2019	01/18/2019	01/15/2019	EP	STEVE A HODGE JR	\$525.66	O
43-2019	01/18/2019	01/15/2019	EP	KEITH A LUCKING	\$1,216.08	O
44-2019	01/18/2019	01/15/2019	EP	CHRIS J MALESKI	\$1,232.52	O
45-2019	01/18/2019	01/15/2019	EP	HAYWOOD L MCDANIEL	\$960.11	O
46-2019	01/18/2019	01/15/2019	EP	Randall A Robbins	\$547.23	O
47-2019	01/18/2019	01/15/2019	EP	ANTHONY ALAN SCOTT	\$1,331.70	O
48-2019	01/18/2019	01/15/2019	EP	William B Stewart	\$924.82	O
49-2019	01/18/2019	01/15/2019	EP	LOUIS J VAN GUNDY	\$1,520.15	O
50-2019	01/18/2019	01/15/2019	EP	MICHELE WILLIAMS	\$806.17	O
52-2019	01/19/2019	01/17/2019	EP	ANTHONY ALAN SCOTT	\$210.25	O
54-2019	01/11/2019	01/21/2019	EW	PERS	\$11,682.78	O
55-2019	01/21/2019	01/21/2019	EW	Medical Mutual	\$600.00	O
56-2019	01/21/2019	01/21/2019	CH	DAYAIR CREDIT UNION	\$40,800.00	O
57-2019	01/21/2019	01/21/2019	CH	BUREAU OF WORKERS' COMPENSATION	\$231.00	O
58-2019	01/21/2019	01/21/2019	CH	Medical Mutual	\$10,721.00	O
59-2019	01/21/2019	01/21/2019	CH	TIME WARNER CABLE	\$159.99	O
60-2019	01/21/2019	01/21/2019	CH	CONSUMERS LIFE INSURANCE CO	\$194.29	O
61-2019	01/21/2019	01/21/2019	CH	VISION SERVICE PLAN -OH	\$192.36	O
62-2019	01/21/2019	01/21/2019	CH	SECURITY NATIONAL BANK	\$1,138.88	O
45510	01/18/2019	01/15/2019	PR	DARYLE BOOSE	\$208.86	O
45511	01/21/2019	01/21/2019	AW	JUSTIN BROWN	\$159.07	O
45512	01/21/2019	01/21/2019	AW	JAMES HAWKINS	\$318.13	O
45513	01/21/2019	01/21/2019	AW	BRAD LIMBERT	\$318.14	O
45514	01/21/2019	01/21/2019	AW	Keith Lucking	\$318.13	O
45515	01/21/2019	01/21/2019	AW	CHRIS MALESKI	\$318.14	O
45516	01/21/2019	01/21/2019	AW	ANTHONY SCOTT	\$318.13	O
45517	01/21/2019	01/21/2019	AW	MARTIN STRINGFELLOW	\$176.03	O
45518	01/21/2019	01/21/2019	AW	JOHN VAN GUNDY	\$318.13	O
45519	01/21/2019	01/21/2019	AW	DAVID VORE	\$318.14	O
45520	01/21/2019	01/21/2019	AW	STEVEN WOOLF	\$318.13	O
45521	01/21/2019	01/21/2019	AW	Culligan of Fairfield	\$125.84	O
45522	01/21/2019	01/21/2019	AW	DAYAIR CREDIT UNION	\$368.76	O
45523	01/21/2019	01/21/2019	AW	DONNELLON MCCARTHY	\$84.50	O
45524	01/21/2019	01/21/2019	AW	INDUSTRIAL ORGANIZATIONAL SOLUTION	\$199.00	O
45525	01/21/2019	01/21/2019	AW	JOHNSON'S FLOORING CENTER	\$2,942.00	O
45526	01/21/2019	01/21/2019	AW	Katherine T Platoni, PsyD	\$180.00	O
45527	01/21/2019	01/21/2019	AW	MONTGOMERY COUNTY SHERIFF'S OFFIC	\$60.00	O
45528	01/21/2019	01/21/2019	AW	OHIO CEMETERY ASSOCIATION	\$95.00	O
45529	01/21/2019	01/21/2019	AW	POSTMASTER	\$1,000.00	O
45530	01/21/2019	01/21/2019	AW	MCMAHNS BOTTLED GAS	\$1,383.18	O
45531	01/21/2019	01/21/2019	AW	DCTS	\$650.00	O
Total Payments:					\$87,490.41	
Total Conversion Vouchers:					\$0.00	

Payment Listing

1/8/2019 to 1/31/2019

Total Less Conversion Vouchers: \$87,490.41

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.