

Trustees

Steve Woolf, President
Dave Vore, Vice President
Jeff Requarth



Fiscal Officer

Brad Limbert

Clay Township

8207 Arlington Road
Brookville, Ohio 45309
(937) 833-4015

www.claytownshipoffices.com

Board of Trustees
Regular Meeting Agenda
1/7/2019

Call to Order
Pledge of Allegiance
Moment of Silence
Roll Call

Approval of Minutes:

Regular Trustee Meeting December 17, 2018
Special Trustee Meeting December 20, 2018

Hearing from the Public

Department Reports

- Police
- Road and Cemetery
 - Approval of December Cemetery Report
 - Approval of 2018 Cemetery Report
 - Sale of Cemetery Lots (2 Deeds)
- Zoning

Fiscal Officer Report

-Move to approve Financial Acceptance Package.
-2018 Allocations Involving Cemetery

Old Business

-2019 Officers

New Business

Trustee Committee Reports

Meeting Adjournment

-Move to adjourn the meeting.

CLAY TOWNSHIP

Board of Trustees Meeting

December 17, 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, veterans situation, 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 approve the minutes from the December 3, 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 10, 2018 Special Trustee meeting; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Hearing from the Public:

There were no requests to speak.

Trustee Vore moved to go into executive session for a special hearing concerning a hearing for Officer Martin Stringfellow and requested the attendance of Chief VanGundy and attorney Alex Hale. Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

The Trustee went into executive session at 5:05pm.

The Trustees came out of executive session at 5:21 pm. There were not decisions or actions taken in the executive session.

Trustee Vore for the record, he is submitting Exhibit 1 for Inspectional Services Investigation Report 18-50 concerning Officer Stringfellow. Trustee Vore also submitted Exhibit 2 a document that Officer Stringfellow received concerning the Montgomery County Sherriff Office internal investigation document for Clay Township Charging Form issued by Office VanGundy and Exhibit 3 a certified Municipal Court document regarding the case against Officer Stringfellow.

Chief VanGundy presented having found that Officer Stringfellow was in violation of procedures recommended to dismiss Officer Stringfellow from Clay Township Police Department. Trustee Vore moved that Officer Stringfellow be removed from Clay Township Police Department. Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Vore indicted that the dismissal would be effective December 17, 2018.

Documentation was attested by Fiscal Officer Limbert. Trustee Vore expressed his appreciation for the work attorney Alex Hale had performed concerning the case.

Department Reports:

Police Department – Chief VanGundy reported that the Police Department will be working on hiring additional police personnel. Chief VanGundy is planning on pre-hire testing of candidates on January 21 for those applicants passing the initial tests given on January 7th and the Oral Board on January 11th. The intent is to present successful candidates for Trustee approval at the January 21st Trustee meeting to start full time in February.

A Police 5-Year Pay Plan was presented by Trustee Vore after the procedures that the Township had gone through with the Police Department for pay review. Based upon the events over the past several years and to be able to recruit and retain competent officers, a five step pay plan for the police department was presented. Trustee Vore made a motion to accept the 5 Step Pay Plan effective 1/1/19. Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

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

Trustee Woolf reported on the progress of the cemetery/road budgets and recommended a 3% raise for the road, cemetery and administrative staff effective January 1, 2019. Trustee Vore seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

Trustee Vore requested additional financial information concerning revenues covering costs in working with the budget. Trustee Vore would like to see how much revenue (sales, closing, etc.) would be needed to cover the hours worked in the cemetery and operating expenses. There was general discussion on the financial information needed and Fiscal Officer Limbert will prepare additional information.

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

Fiscal Officer:

Fiscal Officer Limbert presented the December 17, 2018 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

Old Business:

Fiscal Officer Limbert presented Resolution 2018-049 for Permanent Appropriations for 2019. Trustee Vore moved to approve Resolution 2018-049; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

Trustee Woolf shared that this is the first time that he was aware of having a Permanent Appropriation Budget passed in December and believe this is another step in good financial responsibility for the Township.

New Business:

None

Trustee Reports:

Trustee Woolf reported that the next step for Utility Aggregation passed earlier this year is for the Trustees to pass a motion to go forward with the aggregation for PUCO. Trustee Woolf moved to establish the Gas Aggregation Program; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

Trustee Woolf moved to establish the Electric Aggregation Program; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

Trustee Woolf will be take the paperwork to be notarized and file with State of Ohio.

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

Special Trustee Meeting

December 20, 2018

The special meeting of Clay Township Trustees was called to order by Trustee President Dave Vore at 4:00 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, absent Woolf, present Vore, present

There was general discussion on having an extra meeting in December for financial items to close out the year. For next year, the plan will be to have Permanent Appropriations completed with the related Purchase Orders and Blanket Certificates prepared to be able to complete the year during the 2nd regularly scheduled Trustee Meeting for the month of December.

Fiscal Officer:

Fiscal Officer Limbert presented the December 20, 2018 Financial Package Acceptance which included the Appropriation Re-Allocations, Blanket Certificates and Purchase Orders, 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 presented Resolution 2018-050 to establish allocation percentages to funds and authorization to pay bills between meetings. Trustee Vore moved to accept Resolution 2018-050; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Fiscal Officer Limbert presented Resolution 2018-051 for the Clay Township 2019 Compensation Method for the Trustees. Trustee Vore moved to accept Resolution 2018-51; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

New Business:

Fiscal Officer Limbert presented a Cemetery Deed for a recent sale of a lot. Trustee Vore moved to approve the sale; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Resolution 2018-052 for Year-end Administrative Items for 2019 was presented. After general discussion, Trustee Vore moved to accept Resolution 2018-052; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

There was general discussion on the election of Trustee Officers for 2019. It was concluded to decide on the 2019 Trustee Officers at the next meeting when Trustee Requarth could be included in the process.

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

Roll call:

Woolf – Yes Vore – Yes

Meeting adjourned at 4:24pm.

Jeff Requarth, Trustee

Steve Woolf, Trustee

Dave Vore, Trustee

Bradley E. Limbert, Fiscal Officer

CLAY TOWNSHIP, MONTGOMERY COUNTY
Appropriation Supplemental

1/7/2019 1:26:19 PM
 JAN v2019.1

December 2018

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
12/21/2018	12/21/2018	2021-330-111-0000	\$100.00	Trustee	Permanent	Reallocation for Trustee Comp	No
12/21/2018	12/21/2018	2021-330-599-0000	-\$100.00	Comp	Permanent	Reallocation for Trustee Comp	No
12/24/2018	12/24/2018	2081-210-190-0000	\$4,200.00	Wages	Permanent	Reallocation for Vacation Pay - Stringfellow	No
12/24/2018	12/24/2018	2081-210-323-0027	-\$4,200.00	Police	Permanent	Reallocation for Vacation Pay - Stringfellow	No

CLAY TOWNSHIP, MONTGOMERY COUNTY
Appropriation Supplemental
 January 2019

1/7/2019 4:10:06 PM
 UAN v2019.1

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
01/02/2019	01/01/2019	2071-290-111-0000	-\$3,900.00	TRUSTEE	Permanent	to reallocate for Trustee pay	No
01/02/2019	01/01/2019	2071-320-111-0000	\$3,900.00	TRUSTEE	Permanent	to reallocate for Trustee pay	No
01/07/2019	01/07/2019	2071-190-213-0000	-\$150.00	TRUSTEE	Permanent	Reallocate Medicare for wages	No
01/07/2019	01/07/2019	2071-320-213-0000	\$150.00	MEDICARE	Permanent	Reallocate Medicare for wages	No
01/07/2019	01/07/2019	2902-110-213-0000	-\$200.00	JEDP	Permanent	To reallocate medicare for employees	No
01/07/2019	01/07/2019	2902-130-213-0000	\$100.00	MEDICARE	Permanent	To reallocate medicare for employees	No
01/07/2019	01/07/2019	2902-290-213-0000	\$100.00	JEDP	Permanent	To reallocate medicare for employees	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
176-2018	BC Reg	12/21/2018	01/01/2019	12/31/2018	Road Electric	0	\$650.00	\$333.13	\$0.00	\$0.00	\$316.87
53-2018	PO ThrNw	12/17/2018	01/05/2019	Dump Trucks S&J SERVICES	Road	0	\$1,283.77	\$0.00	\$0.00	\$0.00	\$1,283.77
54-2018	PO ThrNw	12/31/2018	01/06/2019	Gas SPEEDWAY SUPER AMERICA	Police, Road, Cem.	0	\$1,208.09	\$0.00	\$0.00	\$0.00	\$1,208.09
Total for selected purchase orders:							\$3,141.86	\$333.13	\$0.00	\$0.00	\$2,808.73

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

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
37-2019	BC Reg	01/07/2019	01/04/2019	12/31/2019	Gen <i>Miscellaneous</i>	O	\$8,000.00	\$469.00	\$0.00	\$0.00	\$7,531.00
38-2019	BC Reg	01/07/2019	01/05/2019	12/31/2019	Road <i>Contracted Ser.</i>	O	\$1,500.00	\$221.00	\$0.00	\$0.00	\$1,279.00
39-2019	BC Reg	01/07/2019	01/05/2019	12/31/2019	Police <i>Other Prof. Ser.</i>	O	\$3,000.00	\$165.73	\$0.00	\$0.00	\$2,834.27
Total for selected purchase orders:							\$12,500.00	\$855.73	\$0.00	\$0.00	\$11,644.27

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

Payment Listing

January 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2019	01/04/2019	12/31/2018	EP	JUSTIN A BROWN	\$953.84	O
2-2019	01/04/2019	12/31/2018	EP	JAMES R HAWKINS	\$1,180.64	O
3-2019	01/04/2019	12/31/2018	EP	STEVE A HODGE JR	\$308.76	O
4-2019	01/04/2019	12/31/2018	EP	KEITH A LUCKING	\$1,004.77	O
5-2019	01/04/2019	12/31/2018	EP	CHRIS J MALESKI	\$1,194.41	O
6-2019	01/04/2019	12/31/2018	EP	HAYWOOD L MCDANIEL	\$864.41	O
7-2019	01/04/2019	12/31/2018	EP	Chad A Norman	\$218.97	O
8-2019	01/04/2019	12/31/2018	EP	Randall A Robbins	\$822.08	O
9-2019	01/04/2019	12/31/2018	EP	ANTHONY ALAN SCOTT	\$1,202.94	O
10-2019	01/04/2019	12/31/2018	EP	William B Stewart	\$826.16	O
11-2019	01/04/2019	12/31/2018	EP	LOUIS J VAN GUNDY	\$1,452.11	O
12-2019	01/04/2019	12/31/2018	EP	MICHELE WILLIAMS	\$782.75	O
14-2019	01/04/2019	01/01/2019	EP	Bradley E Limbert	\$1,183.72	O
15-2019	01/04/2019	01/01/2019	EP	Jeffery J Requarth	\$960.25	O
16-2019	01/04/2019	01/01/2019	EP	DAVID A VORE	\$659.10	O
17-2019	01/04/2019	01/01/2019	EP	STEVEN A WOOLF	\$906.69	O
19-2019	01/01/2019	01/07/2019	CH	BUREAU OF WORKERS' COMPENSATION	\$7,392.00	O
20-2019	01/07/2019	01/07/2019	CH	Google Payment	\$278.20	O
21-2019	01/07/2019	01/07/2019	CH	Greater Cleveland Partnership	\$469.00	O
22-2019	01/07/2019	01/07/2019	CH	DELTA DENTAL	\$354.40	O
23-2019	01/07/2019	01/07/2019	CH	TREASURER, STATE OF OHIO	\$221.00	O
26-2019	01/07/2019	01/07/2019	CH	DAYTON POWER AND LIGHT	\$672.66	O
27-2019	01/07/2019	01/07/2019	CH	CONSUMERS LIFE INSURANCE CO	\$212.79	O
28-2019	01/07/2019	01/07/2019	CH	VISION SERVICE PLAN -OH	\$210.78	O
29-2019	01/07/2019	01/07/2019	CH	JOHN DEERE FINANCIAL	\$214.96	O
30-2019	01/07/2019	01/07/2019	CH	SUNOCO	\$53.97	O
31-2019	01/07/2019	01/07/2019	CH	SPEEDWAY SUPER AMERICA	\$1,357.54	O
32-2019	01/07/2019	01/07/2019	CH	corecomm	\$19.95	O
33-2019	01/07/2019	01/07/2019	CH	STAPLES	\$320.66	O
34-2019	01/07/2019	01/07/2019	CH	Verizon	\$108.05	O
35-2019	01/07/2019	01/07/2019	EW	INTERNAL REVENUE SERVICE	\$2,362.28	O
36-2019	01/07/2019	01/07/2019	EW	OHIO CHILD SUPPORT PAYMENT CENTRA	\$113.46	O
37-2019	01/07/2019	01/07/2019	EW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$45.00	O
38-2019	01/07/2019	01/07/2019	EW	OHIO DEPARTMENT OF TAXATION	\$1,292.48	O
39-2019	01/07/2019	01/07/2019	EW	SCHOOL DISTRICT INCOME TAX	\$83.90	O
45482	01/04/2019	12/31/2018	PR	DARYLE BOOSE	\$86.36	O
45483	01/07/2019	01/07/2019	AW	MCMAKEN CAR WASH	\$47.58	O
45484	01/07/2019	01/07/2019	AW	A.E.DAVID	\$50.25	O
45485	01/07/2019	01/07/2019	AW	BROOKVILLE AUTO	\$255.09	O
45486	01/07/2019	01/07/2019	AW	MIAMI VALLEY REGIONAL PLANNING COM	\$1,663.82	O
45487	01/07/2019	01/07/2019	AW	Republic Services #260	\$63,682.15	O
45488	01/07/2019	01/07/2019	AW	Lykins Oil Company	\$268.25	O
45489	01/07/2019	01/07/2019	AW	LOWES	\$612.90	O
45490	01/07/2019	01/07/2019	AW	TIME WARNER CABLE	\$169.86	O
45491	01/07/2019	01/07/2019	AW	TCL Cleaning, LLC	\$368.00	O
45492	01/07/2019	01/07/2019	AW	DONNELON MCCARTHY	\$222.89	O

Payment Listing

January 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
45493	01/07/2019	01/07/2019	AW	DCTS	\$31.80	O
45494	01/07/2019	01/07/2019	AW	READY REFRESH	\$110.62	O
45495	01/07/2019	01/07/2019	AW	AIM Media Midwest	\$38.50	O
45496	01/07/2019	01/07/2019	AW	S&J SERVICES	\$1,283.77	O
45497	01/07/2019	01/07/2019	AW	Miami Valley Shooting Grounds	\$6,396.00	O
45498	01/07/2019	01/07/2019	AW	Galls, LLC	\$96.80	O
45505	01/07/2019	01/07/2019	WH	CCA - Division of Taxation	\$91.57	O
45506	01/07/2019	01/07/2019	WH	CITY OF DAYTON	\$112.67	O
45507	01/07/2019	01/07/2019	WH	CITY OF ENGLEWOOD	\$339.84	O
45508	01/07/2019	01/07/2019	WH	CITY OF TROTWOOD	\$132.45	O
45509	01/07/2019	01/07/2019	WH	CITY OF VANDALIA BRKV	\$345.73	O
Total Payments:					\$106,711.58	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$106,711.58	

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.