

Trustees

Steve Woolf, President
Jeff Requarth, Vice President
Dave Vore

Fiscal Officer

Brad Limbert



Clay Township

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Brookville, Ohio 45309
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www.claytownshipoffices.com

Board of Trustees
Regular Meeting Agenda
2/4/2019

Call to Order
Pledge of Allegiance
Moment of Silence
Roll Call

Approval of Minutes:

Regular Trustee Meeting January 21, 2019

Hearing from the Public

Department Reports

- Police -
- Road and Cemetery
 - Cemetery Report for January
- Zoning

Fiscal Officer Report

- Move to Approve of warrants and electronic payments as presented for payment*
- Resolution 2019-010 Change Operating Account at Huntington to interest-bearing*
- Credit Card Policy*

Old Business

New Business

Trustee Committee Reports

Trustee Woolf

Meeting Adjournment

-Move to adjourn the meeting.

CLAY TOWNSHIP

Board of Trustees Meeting

January 21, 2019

The regular meeting of Clay Township Trustees was called to order by Trustee President Steve Woolf at 5:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our military members here and abroad, firefighters and police officers.

Roll call:

Requarth, absent Woolf, present Vore, present

Trustee Vore moved to approve the minutes from the January 7, 2019 regular Trustee meeting; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Hearing from the Public:

None

Department Reports:

Police Department – Chief VanGundy – presented the Police Department’s yearly stats and annual inventory for 2018. Police VanGundy also presented stats of the Police Department since the last police levy.

Chief VanGundy reported that the police employee evaluations had been completed for 2018.

Trustee Vore moved to accept the Police Department inventory for 2018; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Chief VanGundy, working with Trustee Vore, recommended a structure change in the Police Department with events that have recently been going on in the Township, increased paper work and the need for the availability of supervisory personnel. The proposed change includes an additional supervisor for the number of officers and the

planned increase in officers. Trustee Vore made a motion to approve the Police Department change proposal of adding another Sargent; Trustee Woolf seconded the motion. Trustee Vore noted that the position will also help keep up with the additional paperwork and provide the proper number of supervisory personnel for the number of officers on staff. Trustee Woolf reiterated the need to have proper supervision for the staff on hand.

Roll call:

Woolf – Yes Vore – Yes

Trustee Vore moved to go into Executive Session with Chief VanGundy to discuss full-time promotions; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustees went into executive session at 5:08.

Trustees came out of executive session at 5:15.

Trustee Vore presented Resolution 2019-009 for the promotion of Officer Scott to Sargent. Trustee Woolf moved to accept Resolution 2109-009; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Resolution 2019-008 to move two part-time positions to full time officer status was presented by Chief VanGundy. Trustee Vore moved to accept the resolution; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Chief VanGundy presented the Crime Lab contract renewal. Trustee Vore indicated that the only change from previous year's contract was the provision concerning the "giving of notice" date for withdrawal had been moved up to give them more time to act upon a change for withdraw. There was general discussion. Trustee Vore moved for Chief VanGundy to accept the renewal contract; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Vore indicated he would like for Chief VanGundy to move forward with the process for the upcoming renewal of a police levy to be ready by June, if possible, for the November election. The Township resolution for placing the issue on the ballot is due by August 7th by

4pm. Trustee Woolf indicated that it takes two public meetings for a proper resolution by the Township.

Cemetery/Road Department – Road/Cemetery Superintendent Maleski not here as the road crew has been busy with the recent snow and bad weather conditions in trying to keep the roads clear.

Trustee Woolf indicated that the Township had received the annual ODOT mileage paperwork from the Engineer's Office to be accepted. This information is used for the Township's Local Government Funding that is received. Trustee Woolf moved to accept the ODOT mileage as reported; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Cemetery – Trustee Woolf indicated nothing to report; however, there will be a resolution to be presented for 2019 fees and rates later on in the meeting.

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

Resolution 2019-001 Change in Zoning was presented by Zoning Officer Brown and read by Trustee Vore for a zoning change resulting from an earlier zoning meeting. Trustee Vore moved to approve the resolution; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf indicated he would like for Zoning Officer Brown to follow up on the old Titan Motors property that has two semi trucks for sale which would not be considered a permitted use and to tag the vehicles that they are not permitted to be there

Fiscal Officer:

Fiscal Officer Limbert indicated that he had distributed preliminary financial information to the Trustees. The information is preliminary as the closing of the books for 2018 is not complete; Fiscal Officer Limbert is working on finalizing the year to close the books and will issue final financial reports when done.

Fiscal Officer Limbert presented the January 21, 2019 Appropriations Re-allocations of accounts for payment of bills, Purchase Orders and Blanket Certificates for the payment of

bills and the warrants and electronic payments presented for payment. Trustee Vore moved to accept the Appropriations Re-allocations, Purchase Order and Blanket Certificates and Warrants and electronic payments as presented; Trustee Woolf second the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf indicated that there had been a second health insurance rebate check received for 2017 and according to the Affordable Care Act, the rebate amount will be distributed to the participants of the plan for 2017. Trustee Woolf moved to accept the rebate check and make a distribution to the participants of the 2017 health insurance program; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Old Business:

None

New Business:

Resolution 2019-003 for the Cemetery Fee Schedule for 2019 was read by Trustee Woolf. Trustee Woolf moved to accept Resolution 2019-003; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf read Resolution 2019-004 for Street Lighting Agreement for the JEDD and Miami Valley Lighting, Inc. There was general discussion and Trustee Woolf moved to accept Resolution 2019-004; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf read Resolution 2019-005 to hire vendors on an “as needed” basis for excavating projects. There was general discussion. Trustee Woolf moved to accept Resolution 2019-005; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf read Resolution 2019-007 for a 2019 Health Care Plan for Clay Township that was requested by our health insurance company for when benefits start for participants and to identify a Benefit Administrator and Billing Contact. Trustee Woolf indicated that he would be the Benefit Administrator and Fiscal Officer Limbert would be the Billing Contact. Trustee Vore moved to accept Resolution 2019-007; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf read Resolution 2019-006 2019 Trash Fee Schedule per a resolution issued 2015 for trash fee increases. There was general discussion concerning the scheduled increase. Trustee Woolf moved to accept Resolution 2019-006; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Trustee Woolf presented Resolution 2019-002 Fourth Quarter Trash Assessment. Trustee Woolf moved to accept Resolution 2019-002; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes Vore – Yes

Fiscal Officer Limbert updated the Trustees that he had been processing the trash bill payments to better understand the trash billing system and to make sure the changeover in software would be done with minimal problems. At this time, Fiscal Officer Limbert indicated that he would like to have someone else perform the input of trash payments. Trustee Vore inquired if Fiscal Officer Limbert had discussed this with any another employee which Fiscal Officer Limbert indicated he had to see if there was any interest. Trustee Vore stated that any employee responsibility issues should go through the Trustees. There was general discussion and review of the Fiscal Officer's responsibility of the Trash District; Fiscal Officer Limbert will continue process trash bill payments. There was additional discussion on errors in the conversion, time it takes to process payments and the possibility of having payments made through our website. Fiscal Officer Limbert will check with Huntington Bank for on-line payments and Trustee Woolf will check with iWorQ for their ability to process payments made through a website. Trustee Vore asked that Bonding be reviewed to see if the Township is property bonded for individuals handling monies. Fiscal Officer Limbert will check with the insurance company. Trustee Woolf requested that the elected officials be notified of any issues that specifically effect residents with Trash bills sent.

Trustee Reports:

Trustee Woolf reminded everyone of the upcoming OTA conference that he and Fiscal Officer Limbert will be attending. Trustee Woolf requested a verbal approval for him and Fiscal Officer Limbert to attend. Trustee Vore moved to approve the attendance of the OTA conference; Trustee Woolf seconded the motion. Trustee Vore inquired about the status of Trustee Requarth registration refund. Trustee Woolf indicated that he is working on transferring his registration to another individual that wishes to attend for a refund.

Roll call:

Woolf – Yes

Vore – Yes

Trustee Vore expressed his appreciation and the due diligence of the Road Crew for their work on the weather conditions that we had experienced this past week.

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

Roll call:

Woolf – Yes

Vore – Yes

Meeting adjourned at 5:56.

Jeff Requarth, Trustee

Steve Woolf, Trustee

Dave Vore, Trustee

Bradley E. Limbert, Fiscal Officer

Payment Listing

Year 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
63-2019	01/22/2019	01/22/2019	EW	INTERNAL REVENUE SERVICE	\$1,754.76	O
65-2019	02/01/2019	01/29/2019	EP	JUSTIN A BROWN	\$1,134.66	O
66-2019	02/01/2019	01/29/2019	EP	JAMES M CORCORAN	\$1,108.68	O
67-2019	02/01/2019	01/29/2019	EP	JAMES R HAWKINS	\$1,244.92	O
68-2019	02/01/2019	01/29/2019	EP	STEVE A HODGE JR	\$645.76	O
69-2019	02/01/2019	01/29/2019	EP	KEITH A LUCKING	\$1,886.65	O
70-2019	02/01/2019	01/29/2019	EP	CHRIS J MALESKI	\$1,889.86	O
71-2019	02/01/2019	01/29/2019	EP	HAYWOOD L MCDANIEL	\$550.69	O
72-2019	02/01/2019	01/29/2019	EP	Chad A Norman	\$148.85	O
73-2019	02/01/2019	01/29/2019	EP	Randall A Robbins	\$759.98	O
74-2019	02/01/2019	01/29/2019	EP	ANTHONY ALAN SCOTT	\$1,216.67	O
75-2019	02/01/2019	01/29/2019	EP	William B Stewart	\$871.69	O
76-2019	02/01/2019	01/29/2019	EP	LOUIS J VAN GUNDY	\$1,520.15	O
77-2019	02/01/2019	01/29/2019	EP	MICHELE WILLIAMS	\$827.55	O
79-2019	02/04/2019	01/30/2019	EP	Bradley E Limbert	\$966.10	O
80-2019	02/04/2019	01/30/2019	EP	Jeffery J Requarth	\$961.93	O
81-2019	02/04/2019	01/30/2019	EP	DAVID A VORE	\$500.14	O
82-2019	02/04/2019	01/30/2019	EP	STEVEN A WOOLF	\$906.91	O
84-2019	02/06/2019	02/04/2019	EW	AFLAC	\$151.48	O
85-2019	02/06/2019	02/04/2019	EW	DAYAIR CREDIT UNION	\$379.10	O
86-2019	02/06/2019	02/04/2019	EW	DELTA DENTAL	\$154.90	O
87-2019	02/06/2019	02/04/2019	EW	INTERNAL REVENUE SERVICE	\$2,831.64	O
88-2019	02/06/2019	02/04/2019	EW	OHIO CHILD SUPPORT PAYMENT CENTRA	\$113.46	O
89-2019	02/06/2019	02/04/2019	EW	OHIO CHILD SUPPORT PAYMENT CENTRA	\$113.46	O
90-2019	02/06/2019	02/04/2019	EW	OHIO DEPARTMENT OF TAXATION	\$833.58	O
91-2019	02/06/2019	02/04/2019	EW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$45.00	O
92-2019	02/06/2019	02/04/2019	EW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$45.00	O
93-2019	02/06/2019	02/04/2019	EW	SCHOOL DISTRICT INCOME TAX	\$75.53	O
94-2019	02/04/2019	02/04/2019	CH	SUNOCO	\$92.85	O
95-2019	02/04/2019	02/04/2019	CH	CONSUMERS LIFE INSURANCE CO	\$157.29	O
96-2019	02/04/2019	02/04/2019	CH	Google Payment	\$278.20	O
97-2019	01/31/2019	02/04/2019	CH	Medical Mutual	\$4,642.32	O
98-2019	02/04/2019	02/04/2019	CH	DELTA DENTAL	\$301.72	O
99-2019	02/04/2019	02/04/2019	CH	DAYTON POWER AND LIGHT	\$855.79	O
100-2019	02/04/2019	02/04/2019	CH	Verizon	\$256.59	O
101-2019	02/04/2019	02/04/2019	CH	STAPLES	\$615.30	O
45536	02/01/2019	01/28/2019	PR	DARYLE BOOSE	\$520.76	O
45537	02/01/2019	01/28/2019	PR	Mark A Clark	\$456.20	O
45538	01/28/2019	01/28/2019	AW	Miami Valley Shooting Grounds	\$1,968.00	O
45539	02/04/2019	02/04/2019	AW	MCMAKEN CAR WASH	\$50.59	O
45540	02/04/2019	02/04/2019	AW	A.E.DAVID	\$86.95	O
45541	02/04/2019	02/04/2019	AW	Chase Electric	\$218.70	O
45542	02/04/2019	02/04/2019	AW	Concentra	\$80.50	O
45543	02/04/2019	02/04/2019	AW	ENGLEWOOD TRUCK TOWING	\$50.00	O
45544	02/04/2019	02/04/2019	AW	GRAINGER	\$211.48	O
45545	02/04/2019	02/04/2019	AW	Galls, LLC	\$272.99	O

Payment Listing

Year 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
45546	02/04/2019	02/04/2019	AW	Lykins Oil Company	\$1,067.95	O
45547	02/04/2019	02/04/2019	AW	INDUSTRIAL ORGANIZATIONAL SOLUTION	\$16.00	O
45548	02/04/2019	02/04/2019	AW	Lock-Nest Mobile Locksmith LLC	\$115.00	O
45549	02/04/2019	02/04/2019	AW	MONTGOMERY COUNTY SHERIFF'S OFFIC	\$11,991.25	O
45550	02/04/2019	02/04/2019	AW	MONTGOMERY COUNTY SHERIFF'S OFFIC	\$15.00	O
45551	02/04/2019	02/04/2019	AW	MINKNER SERVICE	\$120.00	O
45552	02/04/2019	02/04/2019	AW	MONTGOMERY COUNTY TREASURER	\$442.24	O
45553	02/04/2019	02/04/2019	AW	BROOKVILLE AUTO	\$228.36	O
45554	02/04/2019	02/04/2019	AW	ALL AMERICAN STORE LLC	\$101.22	O
45555	02/04/2019	02/04/2019	AW	TIME WARNER CABLE	\$169.86	O
45556	02/04/2019	02/04/2019	AW	LOWES	\$98.26	O
45557	02/04/2019	02/04/2019	AW	DONNELLON MCCARTHY	\$207.98	O
45558	02/04/2019	02/04/2019	AW	MARTIN STRINGFELLOW	\$176.03	O
Total Payments:					\$49,504.48	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$49,504.48	

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.