

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
3/4/2019

Call to Order
Pledge of Allegiance
Moment of Silence
Roll Call

Approval of Minutes:

Regular Trustee Meeting February 18, 2019

Hearing from the Public

Department Reports

- Police - Collaborative Board Certification Update
 - Trustee Signatures on Employee Job Descriptions
 - Resolution 2019-016 Purchase New MDT's
 - Resolution 2019-017 Tax Revenue Certificate from Auditors Office
 - Resolution 2019-018 Hire Part Time Police Employee
 - Resolution 2019-019 Approval of Zoning Job Description

- Road and Cemetery
 - Cemetery Deed
 - Report of Superintendent of Arlington Cemetery

- Zoning

Fiscal Officer Report

-Move to Approve of:

Appropriation Supplements

Blanket Certificates

Warrants and Electronic Payments

as presented for payment

- Change from US Healthworks to Concentra

- Verizon update

Old Business

-Huntington Bank update

New Business

Trustee Committee Reports

Trustee Woolf

Trustee Requarth

Trustee Vore

Meeting Adjournment

-Move to adjourn the meeting.

CLAY TOWNSHIP

Board of Trustees Meeting

February 18, 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, road workers, police officers and a prayer of your choice.z

Roll call:

Requarth, present Woolf, present Vore, absent

Trustee Requarth moved to approve the minutes from the February 4, 2019 regular Trustee meeting; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes

Hearing from the Public:

None

Department Reports:

Police Department – Chief VanGundy – not present due to holiday; nothing to report.

Cemetery/Road Department – Road/Cemetery Superintendent Maleski absent. Trustee Woolf indicated that the Road Department has been very busy with keeping the roads clean with icy conditions.

Trustee Woolf presented a Cemetery Deed for approval of sale and moved to accept the sale; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes

Zoning – Zoning Officer Brown was not present and his zoning report had been previously distributed.

Fiscal Officer:

Fiscal Officer Limbert presented the February 18, 2019 appropriation supplements, blanket certificates and warrants and electronic payments for payment. Trustee Wolf moved to accept the appropriation supplements, blanket certificates and warrants and electronic payments as presented; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes

Fiscal Officer Limbert indicated that the Notes for 2018 Financials had been distributed for the Trustees review. Fiscal Officer Limbert shared that the Prosecuting Attorney and OTARMA had been contacted to determine if there were any potential contingencies that would require disclosure in the year-end financials. They had indicated there were none and would be sending letters stating as such.

Fiscal Officer Limbert had received an U.S. Census for Boundaries and inquired if there any boundary changes in the past year to report. The Trustees indicated there were none and Fiscal Officer Limbert will file the report accordingly.

Old Business:

Trustee Requarth presented the four bids that had been received on furnaces for the Township House and had prepared a summary with the options to compare the bids received. After general discussion, Trustee Requarth recommended the proposal from Southtown with a service contracts for 2 years for \$7,996 with \$644 per year for service contract. Trustee Requarth made a motion to accept the Southtown bid; Trustee Woolf seconded the motion. It was noted that expenditures under \$50,000 do not required bids. Trustee Requarth indicated that the selection was based upon price and service, and that the warranties were about the same for all units. Trustee Woolf added to authorize Trustee

Requarth to sign the proposal acceptance to the motion; Trustee Requarth seconded the addition.

Roll call:

Requarth – Yes Woolf – Yes

Fiscal Officer Limbert reported that after the Trustee review of the Credit Card Policy prepared, the policy had been sent to the Prosecuting Attorney office for review. The Credit Card Policy had been received back from the Prosecuting Attorney ready for approval. After general discussion, Trustee Woolf read Resolution 2019-005 Clay Township Credit Policy. Trustee Requarth moved to accept Resolution 2019-015; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes

New Business:

Board of Election 2019 Schedule recently received was presented by Fiscal Officer Limbert and had been distributed to the Trustees. After general discussion with no issues, Fiscal Officer Limbert will sign and return to the Board of Elections. A copy will be given to Michele Williams, Office Administrator, to put on the Township schedule.

Trustee Requarth presented Resolution 2019-013 Revision of Employee Manual. Trustee Requarth indicated that the update consisted mainly in updating page numbers, references and content page. Trustee Woolf moved to accept Resolution 2019-013; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes

Resolution 2019-014 Flood Waters presented by Trustee Woolf for the Montgomery County Soil & Water (MCS&W) to manage the MS4 Storm-water per Ohio EPA guidelines. The Resolution is a MOU for 4 years and MCS&W is to manage the project. Trustee Woolf provided general description and history of the program. Trustee Woolf indicated there is information on our website for the education of residents on soil and water conservation. Trustee Woolf moved to accept Resolution 219-014 for compliance with MS4 requirements; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes

Fiscal Officer Limbert asked for consideration in not having Trustee meetings on Monday holidays. Fiscal Officer Limbert has a concern for computer/software support from UAN as they are closed over the weekend and holidays. If there is any issue with printing or processing in preparation of a Trustee meeting on a Monday holiday, potentially warrants, vouchers, etc. would not be ready for the Trustee meeting and the Trustee meeting would possibly have to be scheduled. The suggestion was noted for scheduling future meetings.

Trustee Reports:

Trustee Requarth gave an update of an operation manual for the road and cemetery. In checking with other public entities, Trustee Requarth has not found a manual for Road and Cemetery for cities, counties and the state. What is being done is documentation for training and module training. Trustee Requarth shared that the "Job Description" usually defines what things are going to be done on the job and the Township needs to be sure they can work the equipment/do the jobs outlined in the "Job Description." After general discussion, the Township may add some general description for jobs in our existing employee manual as well as the expectation of training on equipment. The Trustees also discussed of a need to have a uniform policy for employees and consideration of a shoe allowance for safety shoes for proper attire in doing their work. Trustees Requarth will prepare a rough draft guideline for the road and cemetery for the Employee Manual.

Trustee Woolf gave an update on the Dayton Montgomery County Public Health Division (DMCPHC) which is considering requiring septic tanks to be tested to be sure they are in compliance with the County code with the rules from the Ohio and US EPA. Darke County has starting doing annual testing with a fee and this has generated concern from residents. The DMCPHC has provided a survey which the President of the Trustees is required to complete.

Trustee Woolf also reported that steps are being taken to enlist "Census Operators" as they will start taking the census in 2019-20. Trustee Woolf reiterated the importance of a good census as the information is used for allocation of some of the federal/state funds distributed.

Trustee Woolf reported that he and Fiscal Officer Limbert will meet with Huntington Bank this coming Thurs to discuss the Bank's services for a cemetery endowments and residents making payments for trash on line.

Trustee Woolf shared a "Fix our Roads Ohio" article. Trustee Woolf indicated what groups endorse this movement for funding work on roads. Trustee Woolf gave a brief history and what various gas tax rates are for surrounding states. There was general discussion including gas tax options and other alternatives.

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

Roll call:

Requarth – Yes

Woolf – Yes

Meeting adjourned at 6:00 pm

Jeff Requarth, Trustee

Steve Woolf, Trustee

Dave Vore, Trustee

Bradley E. Limbert, Fiscal Officer

CLAY TOWNSHIP, MONTGOMERY COUNTY
Appropriation Supplemental
 March 2019

3/4/2019 1:11:11 PM
 UAN v2019.1

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
03/04/2019	03/04/2019	2021-330-221-0000	\$1,000.00) <i>Medical Ins.</i>	Permanent	To reallocate for Medical Ins	No
03/04/2019	03/04/2019	2021-330-599-0000	-\$1,000.00		Permanent	To reallocate for Medical Ins	No

CLAY TOWNSHIP, MONTGOMERY COUNTY
Purchase Order Listing
 Year 2019

3/4/2019 1:13:39 PM
 UAN v2019.1

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
53-2019	BC Reg	03/04/2019	03/01/2019	12/31/2019	Police TRAINING	0	\$1,500.00	\$30.00	\$0.00	\$0.00	\$1,470.00
54-2019	BC Reg	03/04/2019	03/02/2019	12/31/2019	Police Protective Supplies		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
55-2019	BC Reg	03/04/2019	03/02/2019	12/31/2019	Police Maint + Repairs		\$2,458.00	\$184.00	\$0.00	\$0.00	\$2,274.00
15-2019	PO Reg	03/05/2019	03/02/2019		Brite Police Life Books	0	\$11,592.00	\$0.00	\$0.00	\$0.00	\$11,592.00
Total for selected purchase orders:							\$16,550.00	\$214.00	\$0.00	\$0.00	\$16,336.00

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

Payment Listing

UAN v2019.1

2/19/2019 to 3/31/2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
126-2019	03/01/2019	02/25/2019	EP	JUSTIN A BROWN	\$1,388.18	O
127-2019	03/01/2019	02/25/2019	EP	JAMES R HAWKINS	\$1,492.54	O
128-2019	03/01/2019	02/25/2019	EP	STEVE A HODGE JR	\$905.30	O
129-2019	03/01/2019	02/25/2019	EP	KEITH A LUCKING	\$1,370.36	O
130-2019	03/01/2019	02/25/2019	EP	CHRIS J MALESKI	\$1,255.33	O
131-2019	03/01/2019	02/25/2019	EP	Chad A Norman	\$67.71	O
132-2019	03/01/2019	02/25/2019	EP	Randall A Robbins	\$1,055.42	O
133-2019	03/01/2019	02/25/2019	EP	ANTHONY ALAN SCOTT	\$1,530.14	O
134-2019	03/01/2019	02/25/2019	EP	LOUIS J VAN GUNDY	\$1,520.15	O
135-2019	03/01/2019	02/25/2019	EP	MICHELE WILLIAMS	\$806.17	O
138-2019	03/04/2019	02/27/2019	EP	Bradley E Limbert	\$966.10	O
139-2019	03/04/2019	02/27/2019	EP	Jeffery J Requarth	\$961.93	O
140-2019	03/04/2019	02/27/2019	EP	DAVID A VORE	\$500.14	O
141-2019	03/04/2019	02/27/2019	EP	STEVEN A WOOLF	\$906.91	O
143-2019	03/06/2019	03/04/2019	EW	DAYAIR CREDIT UNION	\$379.10	O
144-2019	03/06/2019	03/04/2019	EW	DELTA DENTAL	\$176.04	O
145-2019	03/06/2019	03/04/2019	EW	INTERNAL REVENUE SERVICE	\$2,874.96	O
146-2019	03/06/2019	03/04/2019	EW	Medical Mutual	\$600.00	O
147-2019	03/06/2019	03/04/2019	EW	OHIO CHILD SUPPORT PAYMENT CENTRA	\$113.46	O
148-2019	03/06/2019	03/04/2019	EW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$45.00	O
149-2019	03/06/2019	03/04/2019	EW	UNITED HEALTH CARE	\$70.00	O
150-2019	03/04/2019	03/04/2019	EW	AFLAC	\$151.48	O
151-2019	03/04/2019	03/04/2019	CH	DAYTON POWER AND LIGHT	\$28.77	O
152-2019	03/04/2019	03/04/2019	CH	SUNOCO	\$76.07	O
153-2019	03/04/2019	03/04/2019	CH	Google, Inc.	\$285.07	O
154-2019	03/04/2019	03/04/2019	CH	Verizon	\$149.82	O
155-2019	03/04/2019	03/04/2019	CH	STAPLES	\$512.75	O
156-2019	03/04/2019	03/04/2019	CH	VISION SERVICE PLAN -OH	\$256.85	O
157-2019	03/04/2019	03/04/2019	CH	CONSUMERS LIFE INSURANCE CO	\$169.63	O
158-2019	03/04/2019	03/04/2019	CH	TIME WARNER CABLE	\$159.99	O
159-2019	03/04/2019	03/04/2019	CH	Medical Mutual	\$9,826.82	O
160-2019	03/04/2019	03/04/2019	CH	DELTA DENTAL	\$458.40	O
45585	03/04/2019	02/25/2019	WS	JAMES M CORCORAN	\$175.41	O
45586	03/01/2019	02/26/2019	PR	HAYWOOD L MCDANIEL	\$1,387.24	O
45587	03/01/2019	02/26/2019	PR	William B Stewart	\$542.97	O
45588	03/01/2019	02/26/2019	PR	Cody Michael Whitmore	\$729.55	O
45589	03/04/2019	03/04/2019	AW	A.E.DAVID	\$406.25	O
45590	03/04/2019	03/04/2019	AW	JUSTIN BROWN	\$30.00	O
45591	03/04/2019	03/04/2019	AW	BEST ONE	\$274.04	O
45592	03/04/2019	03/04/2019	AW	Galls, LLC	\$110.00	O
45593	03/04/2019	03/04/2019	AW	HOWELLS BODY SHOP	\$108.00	O
45594	03/04/2019	03/04/2019	AW	Lykins Oil Company	\$100.00	O
45595	03/04/2019	03/04/2019	AW	BROOKVILLE AUTO	\$341.43	O
45596	03/04/2019	03/04/2019	AW	HAYWOOD MCDANIEL	\$22.60	O
45597	03/04/2019	03/04/2019	AW	MONTGOMERY COUNTY SHERIFF'S OFFIC	\$900.00	O
45598	03/04/2019	03/04/2019	AW	NORTHMONT PRINTING	\$91.00	O

Payment Listing

2/19/2019 to 3/31/2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
45599	03/04/2019	03/04/2019	AW	MCPAHNS BOTTLED GAS	\$1,807.79	O
45600	03/04/2019	03/04/2019	AW	TCL Cleaning, LLC	\$368.00	O
45601	03/04/2019	03/04/2019	AW	MCPAKEN CAR WASH	\$45.86	O
45602	03/04/2019	03/04/2019	AW	JOHN VAN GUNDY	\$5.00	O
45603	03/04/2019	03/04/2019	AW	U.S. HEALTHWORKS	\$180.00	O
45604	03/04/2019	03/04/2019	AW	TIME WARNER CABLE	\$163.24	O
45605	03/04/2019	03/04/2019	AW	MARTIN STRINGFELLOW	\$571.44	O
45606	03/04/2019	03/04/2019	AW	MULCHMAN GREENLINE	\$160.65	O
Total Payments:					\$39,581.06	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$39,581.06	

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.