

CLAY TOWNSHIP

Board of Trustees Meeting

March 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 and police officers serving here and abroad.

Roll call:

Requarth, present Woolf, present Vore, present

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

Roll call:

Requarth – Yes Woolf – Yes Vore - Yes

Hearing from the Public:

None

Department Reports:

Police Department – Chief VanGundy reported that there were a couple of resolutions to be presented and he had an item to be addressed.

Resolution 2019-020 Police Levy for the November ballot for 5 years beginning in 2020 was presented by Trustee Vore and Trustee Vore moved to accept the Resolution 2019-020; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore - Yes

Chief VanGundy presented a letter of resignation of Police Officer/Zoning Director Justin Brown to pursue a full time position with the City of Union effective March 25, 2019. There

was general discussion and expression of appreciation for his service with Clay Township. Trustee Requarth moved to accept the resignation; Trustee Woolf seconded the motion.,
Roll call:

Requarth – Yes Woolf – Yes Vore - Yes

Chief VanGundy indicated that due to time limitation, they have only have 14 days for posting the job internally. After discussion with current officers, Officer Whitmore expressed interest in the position and selected a tentative effective date of March 25th. Trustee Vore presented Resolution 2019-021 Zoning Position Vacancy and Process for the appointment of Officer Whitmore as full time and in the position of Police Officer/Zoning Director and moved to approve Resolution 2019-021; Trustee Requarth seconded the motion. There was general discussion on the position and Officer’s Whitmore understanding of the position.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Chief VanGundy expressed a concern for police with the recently passed Credit Card Policy.

Chief VanGundy shared a concern of the policy about currently having a credit card with his name on it and the Fiscal Officer maintaining his card until needed. There is now a situation which he longer maintains control of the card. Chief VanGundy asked if the cards could be changed to not have individual names. Fiscal Officer Limbert indicated that he has contacted DayAir Credit Union and they are sending new cards in just the Township’s name in which the Fiscal Officer would sign and issue the cards as needed to the employees. Chief VanGundy also shared that the new bill allows credit cards to be issued for a limited amount of time in which vacations, etc. may create an issue in getting the card in certain situations. Also, the bill allows Law Enforcement Officers to have a debit card which would be very helpful to have in case of an emergency to use instead of trying to locate the Fiscal Officer to a credit card or some other means of making a payment in such a situation. After general discussion, Trustee Vore moved for Fiscal Officer Limbert to work with DayAir Credit Union to obtain a \$500 debit card for the Police Department; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Requarth inquired about a backup plan if something happens to Fiscal Officer Limbert. Trustee Woolf and Trustee Vore indicated that the State would provide assistance to the Township to keep things going until a replacement could be obtained.

Chief VanGundy shared a concern on front office coverage in which the Zoning Director or other employees work the front desk and the salary expense for that time is charged to the department/fund in which the employee is usually charged. This procedure inflates that department/fund expenses and Chief VanGundy requested that the Trustees consider allocating salaries of the individuals providing front office coverage to the departments/

funds that are currently used to allocate Ms. Williams', Office Administrator, compensation. After general discussion, Trustee Woolf moved to allocate employee's compensation in providing front office coverage to be 50% of their normal department charge and 50% to be allocated the same percentage currently used for the Office Administrator and Chief VanGundy would continue to coordinate the scheduling; Trustee Vore seconded the motion. Chief VanGundy will adjust the timesheets accordingly.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Cemetery/Road Department – Road/Cemetery Superintendent Maleski was absent, Randy Robbins presented an estimate for garage door replacement to the shop. Mr. Robbins reported that the two new mowers for the cemetery will be in and they will start preparing the Cemetery to be ready for Memorial Day. Mr. Robbins also reported that they are scheduling 9 foundations to be poured in April. General discussion took place on the garage door that needs to be replaced. Trustee Requarth moved to approve purchasing the new garage door presented in the estimate; Trustee Woolf seconded the motion adding that the expenditure to be charged to the Gas Tax Fund.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Woolf had distributed information concerning the Montgomery County Stormwater District regarding drainage issues with Road and Pansing Road work that needs to be done. To do the work, the Township has existing pipe left over other projects that can be used. Trustee Woolf has been working with the County to engineer the two projects and is working with the residents to do the necessary work to address the drainage issues on those two roads for minimal cost for everyone. Trustee Vore moved to use the 300 ft of pipe the Township currently has to work on these projects; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Zoning – Zoning Officer Brown indicated his zoning report had been previously distributed. Zoning Officer Brown and nothing to report. There currently is not any zoning meetings scheduled. Zoning Officer Brown will assist with the training of the new person and Trustee Woolf would like to introduce the new Zoning Officer to the Zoning board members. Zoning Officer Brown will communicate with the current Zoning members to introduce new Zoning

Office Whitmore and assist in the transition. Trustee Vore moved to accept the Zoning Department report; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Fiscal Officer:

Fiscal Officer Limbert reported that the December “Final” Financials had been distributed to the Trustees and placed on the website. The January financials have also been distributed and will be placed on the website as well

Fiscal Officer Limbert presented the March 18, 2019 appropriation supplements, blanket certificates and purchase order, and warrants and electronic payments. Trustee Woolf moved to accept the appropriation supplements, blanket certificates and purchase order, and warrants and electronic payments as presented; Trustee Vore seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore - Yes

Old Business:

Trustee Woolf wanted to follow up on the Human Resource (HR) discussion at the Township’s last meeting concerning his involvement with the insurance benefits and clarification. Trustee Woolf had been appointed to coordinate the switch in insurance companies. Trustee Woolf is working on issues that have been identified in the change. There was general discussion on addressing HR issues and setting up HR procedures for the Township. Trustee Requarth expressed concern in making sure HR issues are addressed and handled properly. It was identified that some of the old personnel records are still in storage in the conference room storage room. After general discussion, all old accounting and personnel files in the conference room storage room will be consolidated with the other accounting and personnel files in the off-site secured storage location. There was continued general discussion on a HR system and record-maintenance which would include the hiring and termination of employees. Trustee Woolf will work with Fiscal Officer Limbert to develop a formal processing of Clay Township employees.

Trustee Woolf updated the Trustees on the JEDD Lighting District. The JEDD is in the process of formalizing the district.

New Business:

Trustee Woolf reported the MC Environmental Services request for Brookville Lake Estates a survey to be completed to address issues for possible grants for work that may be need done. There was general discussion concerning environmental issues and residents' needs. Trustee Vore indicated that the Township does not have the statutory authority, we do not have the expertise and expressed concerns on other issues with the request. Trustee Woolf will report back to the MCES on our concerns.

Trustee Woolf indicated a concern on the lighting in the Police parking lot and suggested improving the Safety/Security Lighting. There was general discussion as some of the lights/units needed replaced. It was noted that lighting was not as bright as in other parking lots, but was adequate. The Police Department prefers it being "darker" for the security of the officers' safety and going to/from their vehicles. The Township will replace the necessary fixtures.

Trustee Woolf requested a time to schedule the 2019 Public Records Retention meeting to meet ORC requirement. Trustee Woolf will work on setting a meeting time.

Trustee Woolf indicated that he will also set a Trash District (ClayPhil) meeting.

Fiscal Officer Limbert shared that he had forwarded copies of the Renewal Liquor Permit letter from the State to the Trustees indicating that no action was needed for renewal unless there were issues not to renew. After general discussion, Fiscal Officer will get a listing of the current holders for the Trustees to review.

Trustee Reports:

Trustee Woolf reported that the MVRP banquet was coming up in April. The Trustees concurred to have Trustee Woolf represent the Township

Trustee Woolf reported that the MC Soil and Water District renewal invoice had been received and gave to Fiscal Officer Limbert for payment.

Trustee Requarth reported that he had met with Brookville Chief Fletcher concerning the status of the levy and the Township will not be placing anything on the ballot in 2019. Trustee Requarth also indicated there is concern on the status of Phillipsburg's future coverage with their recent changes and what may needs to be done.

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

Roll call:

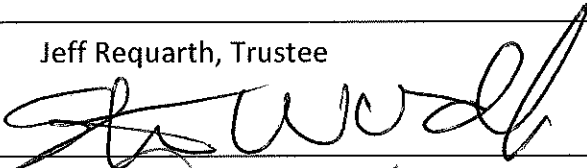
Requarth – Yes

Woolf – Yes

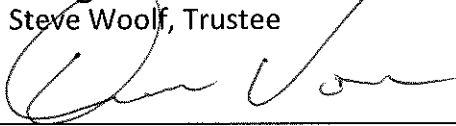
Vore - Yes

Meeting adjourned at 5:53 pm

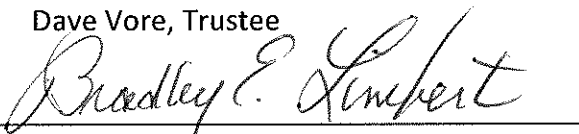
Jeff Requarth, Trustee



Steve Woolf, Trustee



Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer