

Trustees

Dave Vore, President
Steve Woolf, Vice President
Jeff Requarth

Fiscal Officer

Brad Limbert



Clay Township

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

*Board of Trustees
Regular Meeting Agenda
December 3, 2018*

Call to Order

Pledge of Allegiance

Moment of Silence

Roll Call

Approval of the Minutes

November 19, 2018 Regular Meeting

Hearing from the Public (5 minute limit)

Department Reports

- Police
- Road and Cemetery
 - Cemetery Report for November
 - Deed - Sale of Lot
- Zoning

Fiscal Officer Report

-Approve Financial Acceptance package

Old Business

- Proposal for carpet in Road Room and Offices (JR)
- IRS Acknowledgement for Tax Exempt Bond

New Business

- 2018-044 JEDD Member William Kindred Approval
- 2018-045 JEDD Member James Borland Approval
- 2018-046 Zoning Commission Member Shiela Bushong Approval
- 2018-047 Board of Zoning Appeals Member Gloria Ramsey Approval

Trustee Committee Reports

Meeting Adjournment

-Move to adjourn the meeting.

CLAY TOWNSHIP

Board of Trustees Meeting

November 19, 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, military veterans and first responders serving our community and country.

Roll call:

Requarth, present Woolf, present Vore, present

Trustee Vore moved to approve the minutes from the November 5, 2018 regular Trustee meeting; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Hearing from the Public:

Lauren Bowen from the Treasurer of Ohio office gave an update on the Ohio Checkbook program and inquired if the Township would consider participating in the program. There was general discussion and the Trustees shared that the Township has taken steps with their new website of disclosing monthly financial information. However, the Trustees indicated they would take the request under consideration.

Department Reports:

Police Department – Chief VanGundy was present. Trustee Vore moved for the Trustees to go into executive session for a personnel matter with Chief VanGundy. Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustees went into executive session at 5:09pm.

Trustees came out of executive session at 5:43pm indicating that no decisions or motions had been made.

November 19, 2018

Trustee Vore moved to authorize a charging form for a police officer under investigation and facing discipline for Chief VanGundy to administer; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Vore moved to extend the investigory time limits on a current investigation requested by Chief VanGundy until December 3, 2018; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Cemetery/Road Department – Road Superintendent Maleski reported that Mark Clark and Randy Robbins have completed their winter training and believes that they are ready for the upcoming snow/ice season. Mr. Maleski also wished everyone a Happy Thanksgiving.

Zoning – Zoning Officer Corcoran indicated that his zoning report had been previously distributed. Zoning Officer Corcoran also indicated there was an upcoming Miami Valley Planning and Zoning workshop that members of the Zoning and BZA members would like to attend for a total cost of \$495. Trustee Vore moved to approve the request; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Vore inquired about a house on Pleasant Plain Road that has been overtaken by weeds and bushes. Zoning Officer Corcoran will follow up with the property owners to clean the property up.

Fiscal Officer:

Fiscal Officer Limbert presented the November 19, 2018 Financial Package Acceptance which included the Appropriation Re-Allocations, Purchase Order and Blanket Certificates, and warrants and electronic payments for Trustee approval. Trustee Vore moved to accept the Financial Package as presented; Trustee Requarth second the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Fiscal Officer Limbert presented Resolution 2018-042 to Request for Advance of Real Estate Taxes for 2019. Trustee Vore moved to accept Resolution 2018-042; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Fiscal Officer Limbert presented Resolution 2018-043 to Request for Advance from General Fund to Special Assessment Light Fund. Trustee Vore moved to accept Resolution 2018-043; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Trustee Requarth inquired as to the status Wengerlawn Lighting District. Trustee Woolf indicated that Dayton Power & Light currently is not accepting lighting districts and will be looking at lighting districts after the first of the year.

Old Business:

None

New Business:

Plan of Operation and Governance – Aggregation. Trustee Woolf updated the Trustees on the steps for implementing the recently passed aggregation program for the Township. The next step is to have two public meetings which have been scheduled for December. Notices for the meetings have been placed in the newspaper for full readings of the aggregation process.

Trustee Reports:

Trustee Requarth had nothing more to report.

Trustee Woolf reminded the Trustees of the upcoming Montgomery County Township Association Banquet on December 6th. Trustee Woolf moved to authorization the Township to pay the registration fee for Township individuals attending; Trustee Vore seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf gave Medical Mutual information he had received to Fiscal Officer.

Trustee Woolf reported that we have not received any health benefit quotes other than our renewal notice from Medical Mutual that indicated a reduction in premium for 2019 and the plan would be effective 1/1/19. Trustee Woolf also shared that the Township can switch back to an HSA that could be effective 1/1/2019. The Trustees will need to identify their choice of a bank to handle the funds which the Township could use DayAir Credit Union and the accounts that serviced the Township's HSA plan previously managed by them. Trustee Vore stated that the Township needs to communicate to the plan participants of the change and the effective date of 1/1/19 if the change is made.

Trustee Vore shared a letter that he had received from the Clay Township Historical Society sharing their activities for 2018.

Trustee Vore also reported that he is working on a 2019 meeting schedule that has been distributed to the Trustees for their review and the schedule will need to be approved later in December.

Trustee Vore had received from Rob Freemont from CETERA (a 457 Plan Administrator) for a Deferred Comp program and reminded everyone of the availability of the Ohio Deferred Comp program. The Township Department heads are encourage to let the Township employees know deferred comp programs are available and Fiscal Officer Limbert has additional information on them. There was general discussion on Deferred Comp.

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

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Meeting adjourned at 5:45.

Jeff Requarth, Trustee

Steve Woolf, Trustee

Dave Vore, Trustee

Bradley E. Limbert, Fiscal Officer

November 19, 2018

CLAY TOWNSHIP, MONTGOMERY COUNTY
Appropriation Supplemental
 11/20/2018 to 12/31/2018

12/3/2018 4:11:25 PM
 UAN v2018.2

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
12/03/2018	12/01/2018	1000-110-111-0000	\$850.00	Trustee Wages	Permanent	Reallocate for Trustee wages	No
12/03/2018	11/30/2018	1000-110-213-0000	-\$100.00	Medicare	Permanent	Reallocate for Medicare	No
12/03/2018	11/30/2018	1000-120-211-0000	\$1,000.00	PERS	Permanent	To reallocate PERS	No
12/03/2018	11/30/2018	1000-120-213-0000	\$100.00	Medicare	Permanent	Reallocate for Medicare	No
12/03/2018	12/02/2018	1000-120-221-0000	-\$200.00	Dental	Permanent	Reallocate for Dental	No
12/03/2018	12/02/2018	1000-120-223-0000	\$200.00		Permanent	Reallocate for Dental	No
12/03/2018	11/30/2018	1000-130-599-0000	-\$1,000.00	PERS	Permanent	To reallocate PERS	No
12/03/2018	12/01/2018	1000-130-599-0000	-\$850.00	Trustee Wages	Permanent	Reallocate for Trustee wages	No
12/03/2018	12/01/2018	2021-330-111-0000	\$150.00	Trustee Wages	Permanent	Reallocate for Trustee pay	No
12/03/2018	12/01/2018	2021-330-599-0000	-\$150.00		Permanent	Reallocate for Trustee pay	No
12/03/2018	12/03/2018	2041-410-323-0008	-\$2,000.00	Operating Supplies	Permanent	To reallocate for Operating Supplies	No
12/03/2018	12/03/2018	2041-410-420-0000	\$2,000.00		Permanent	To reallocate for Operating Supplies	No
12/03/2018	12/03/2018	2071-190-213-0000	\$25.00		Permanent	To reallocate for Medicare Elected Official	No
12/03/2018	12/03/2018	2071-190-221-0000	-\$50.00	Medicare	Permanent	To adjust for Medicare	No
12/03/2018	12/03/2018	2071-320-213-0000	-\$25.00		Permanent	To reallocate for Medicare Elected Official	No
12/03/2018	12/03/2018	2071-320-213-0000	\$50.00		Permanent	To adjust for Medicare	No
12/03/2018	12/01/2018	2081-210-111-0000	\$400.00	Trustee/Fiscal	Permanent	Reallocate for Trustee/Fiscal Officer pay	No
12/03/2018	12/01/2018	2081-210-121-0000	\$200.00	Officer Pay	Permanent	Reallocate for Trustee/Fiscal Officer pay	No
12/03/2018	12/01/2018	2081-210-190-0000	-\$600.00		Permanent	Reallocate for Trustee/Fiscal Officer pay	No
12/03/2018	12/01/2018	2231-330-111-0000	\$300.00	Trustee Pay	Permanent	Reallocate for Trustee Pay	No
12/03/2018	12/01/2018	2231-330-599-0000	-\$300.00		Permanent	Reallocate for Trustee Pay	No
12/03/2018	11/30/2018	2902-110-213-0000	\$500.00	Medicare	Permanent	To set up Medicare & PERS for JEDD	No
12/03/2018	11/30/2018	2902-110-213-0000	-\$200.00	PERS	Permanent	To reallocate for Medicare	No
12/03/2018	11/30/2018	2902-130-211-0000	\$1,000.00	Allocation	Permanent	To set up Medicare & PERS for JEDD	No
12/03/2018	11/30/2018	2902-130-213-0000	\$200.00		Permanent	To reallocate for Medicare	No
12/03/2018	11/30/2018	2902-190-599-0000	-\$1,500.00		Permanent	To set up Medicare & PERS for JEDD	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
168-2018	BC Reg	12/03/2018	11/30/2018	12/31/2018	ROAD Crack Sealing	0	\$10,000.00	\$6,775.80	\$0.00	\$0.00	\$3,224.20
169-2018	BC Reg	12/03/2018	12/01/2018	12/31/2018	Cemetery Tree + Stump Removal		\$2,000.00	\$800.00	\$0.00	\$0.00	\$1,200.00
170-2018	BC Reg	12/03/2018	12/02/2018	12/31/2018	General Dental Prem.	0	\$200.00	\$27.80	\$0.00	\$0.00	\$172.20
171-2018	BC Reg	12/03/2018	12/03/2018	12/31/2018	Cemetery Operating Supplies		\$2,000.00	\$268.08	\$0.00	\$0.00	\$1,731.92
Total for selected purchase orders:							\$14,200.00	\$7,871.68	\$0.00	\$0.00	\$6,328.32

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

Payment Listing

11/21/2018 to 12/31/2018

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
662-2018	11/27/2018	11/26/2018	EP	Chad A Norman	\$151.99	O
664-2018	12/03/2018	11/30/2018	EP	JUSTIN A BROWN	\$857.68	O
665-2018	12/03/2018	11/30/2018	EP	JAMES M CORCORAN	\$1,110.70	O
666-2018	12/03/2018	11/30/2018	EP	JAMES R HAWKINS	\$1,158.57	O
667-2018	12/03/2018	11/30/2018	EP	STEVE A HODGE JR	\$600.27	O
668-2018	12/03/2018	11/30/2018	EP	KEITH A LUCKING	\$1,013.25	O
669-2018	12/03/2018	11/30/2018	EP	CHRIS J MALESKI	\$1,194.41	O
670-2018	12/03/2018	11/30/2018	EP	HAYWOOD L MCDANIEL	\$769.45	O
671-2018	12/03/2018	11/30/2018	EP	Chad A Norman	\$129.62	O
672-2018	12/03/2018	11/30/2018	EP	Randall A Robbins	\$800.26	O
673-2018	12/03/2018	11/30/2018	EP	ANTHONY ALAN SCOTT	\$1,163.14	O
674-2018	12/03/2018	11/30/2018	EP	William B Stewart	\$670.71	O
675-2018	12/03/2018	11/30/2018	EP	LOUIS J VAN GUNDY	\$1,452.11	O
676-2018	12/03/2018	11/30/2018	EP	MICHELE WILLIAMS	\$782.75	O
678-2018	12/04/2018	12/01/2018	EP	Bradley E Limbert	\$1,142.11	O
679-2018	12/04/2018	12/01/2018	EP	Jeffery J Requarth	\$960.25	O
680-2018	12/04/2018	12/01/2018	EP	DAVID A VORE	\$600.64	O
681-2018	12/04/2018	12/01/2018	EP	STEVEN A WOOLF	\$906.69	O
683-2018	11/30/2018	12/03/2018	CH	DAYTON POWER AND LIGHT	\$159.99	O
684-2018	12/03/2018	12/03/2018	CH	VISION SERVICE PLAN -OH	\$210.78	O
685-2018	12/03/2018	12/03/2018	CH	CONSUMERS LIFE INSURANCE CO	\$212.79	O
686-2018	12/03/2018	12/03/2018	CH	Google Payment	\$290.20	O
687-2018	12/03/2018	12/03/2018	CH	DELTA DENTAL	\$354.40	O
688-2018	11/30/2018	12/03/2018	CH	Medical Mutual	\$2,766.74	O
689-2018	12/03/2018	12/03/2018	CH	Medical Mutual	\$10,723.94	O
690-2018	12/05/2018	12/03/2018	EW	DELTA DENTAL	\$154.90	O
691-2018	12/05/2018	12/03/2018	EW	INTERNAL REVENUE SERVICE	\$2,427.04	O
692-2018	12/05/2018	12/03/2018	EW	Medical Mutual	\$600.00	O
693-2018	12/05/2018	12/03/2018	EW	OHIO CHILD SUPPORT PAYMENT CENTRA	\$113.46	O
694-2018	12/05/2018	12/03/2018	EW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$35.00	O
695-2018	12/05/2018	12/03/2018	EW	SCHOOL DISTRICT INCOME TAX	\$74.41	O
696-2018	12/05/2018	12/03/2018	EW	OHIO DEPARTMENT OF TAXATION	\$842.53	O
45422	12/03/2018	12/03/2018	AW	JOHN DEERE FINANCIAL	\$49.99	O
45423	12/03/2018	12/03/2018	AW	MCMAKEN CAR WASH	\$59.56	O
45424	12/03/2018	12/03/2018	AW	MONTGOMERY COUNTY TOWNSHIP ASSC	\$60.00	O
45425	12/03/2018	12/03/2018	AW	PHOTO SPORTS CENTER	\$68.00	O
45426	12/03/2018	12/03/2018	AW	MONTGOMERY COUNTY SHERIFF'S OFFIC	\$75.00	O
45427	12/03/2018	12/03/2018	AW	NORTHMONT PRINTING	\$75.00	O
45428	12/03/2018	12/03/2018	AW	DONNELLON MCCARTHY	\$84.50	O
45429	12/03/2018	12/03/2018	AW	BROOKVILLE CHAMBER OF COMMERCE	\$85.00	O
45430	12/03/2018	12/03/2018	AW	A.M. Leonard	\$106.61	O
45431	12/03/2018	12/03/2018	AW	TRACTOR SUPPLY CREDIT PLAN	\$106.82	O
45432	12/03/2018	12/03/2018	AW	Verizon	\$148.28	O
45433	12/03/2018	12/03/2018	AW	TIME WARNER CABLE	\$169.86	O
45434	12/03/2018	12/03/2018	AW	A.E.DAVID	\$185.05	O
45435	12/03/2018	12/03/2018	AW	REICHARD CHEVROLET	\$218.01	O

Payment Listing

11/21/2018 to 12/31/2018

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
45436	12/03/2018	12/03/2018	AW	Galls, LLC	\$259.00	O
45437	12/03/2018	12/03/2018	AW	LOWES	\$279.05	O
45438	12/03/2018	12/03/2018	AW	NORTHMONT AREA CHAMBER OF COMME	\$320.00	O
45439	12/03/2018	12/03/2018	AW	TCL Cleaning, LLC	\$368.00	O
45440	12/03/2018	12/03/2018	AW	BROOKVILLE AUTO	\$648.46	O
45441	12/03/2018	12/03/2018	AW	MONTGOMERY COUNTY SHERIFF'S OFFIC	\$840.00	O
45442	12/03/2018	12/03/2018	AW	Axon Enterprise, Inc	\$1,138.00	O
45443	12/03/2018	12/03/2018	AW	TCT SERVICES	\$2,000.00	O
45444	12/03/2018	12/03/2018	AW	MONTGOMERY COUNTY ENGINEER	\$6,475.80	O
45445	12/03/2018	12/03/2018	AW	MOTOROLA SOLUTIONS INC	\$9,869.76	O
45446	12/03/2018	12/03/2018	AW	Lykins Oil Company	\$536.17	O
Total Payments:					\$58,656.70	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$58,656.70	

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.