

CLAY TOWNSHIP

Board of Trustees Meeting

October 15, 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 October 1, 2018 regular Trustee meeting; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Abstained Vore – Yes

Hearing from the Public:

None

Department Reports:

Police Department – Police Chief VanGundy reported that he had received two letters/cards of appreciation from residents on issues they had and the assistance from the Police Department in addressing those issues. Officer Stewart had received specific mention in their expression of appreciation.

Cemetery/Road Department – Randy Robinson, filling in for Road Superintendent Chris Maleski, reported that Lutheran Road paving was completed and they are finishing up with berming; however, they had a truck repair as a bearing went bad on the berming unit which is being fixed. Mr. Robinson reported that ditch mowing is in process and will probably be done this week. The cemetery had 21 footers for headstones poured this week and the department is getting ready for the upcoming winter months.

Trustee Woolf – Requested that Road Superintendent Maleski needs to update/prepare a new Field Training Program and have the new and current employees go through

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the training for the upcoming work that will be need to be done this winter and then for each "season" throughout the year. Trustee Woolf will work with Road Superintendent Maleski for this training. Trustee Vore shared that ODOT also offers training that the Township employees might be able to utilize.

Zoning – Zoning Officer Corcoran gave his zoning report and reported the resignation of BZA member, Jeanne Peyton. Trustee Vore moved to accept the resignation of Ms. Peyton; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

The Trustees signed the letter of resignation and indicated that the Township will need to advertise the open position.

Fiscal Officer:

Fiscal Officer Limbert presented the Financial Package Acceptance which included the Appropriation Re-Allocations and Supplemental Appropriations, Purchase Order, 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

Unfinished Business:

None

New Business:

Fiscal Officer Limbert presented Resolution 2018-038 Assessment of Third Quarter Trash Bills totaling \$4,639.16. Trustee Vore moved to accept Resolution 2018-038; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

There was general discussion on the residents accounts assessed. Trustee Requarth inquired as to the possibility of receiving a report for the year of all accounts assessed which

Fiscal Officer Limbert indicated that could be prepared. Trustee Woolf inquired as to the financial information to be reported on the Township's books for these unpaid amounts in which Fiscal Officer Limbert indicated that since the Township books are on the "cash method" that billings are recorded when monies are received.

Fiscal Officer Limbert gave an update on the Township's conversion from ZonePro to iWorQ software used for Zoning and Trash. Fiscal Officer Limbert indicated that the conversion is going well with minor issues that iWorQ is immediately addressing. The quarterly trash billings had gone out a couple days late once the trash invoice/bill paper was received to print the 4th quarter trash bills. Zoning Officer Corcoran briefly updated the trustees on his training and the use of the new software indicating minor issues but timely response by iWorQ. Trustee Vore shared a concern the size and color of the post-card for the trash bill so residents can distinguish the trash bill from junk bill they receive. Trustee Woolf also requested to be sure to have the Township's web address printed on the trash bill. There was general discussion on the new programs capabilities for Zoning and Trash including computer storage required for the program and data. Zoning Director Corcoran will check on the storage requirements.

Trustee Reports:

Trustee Woolf gave health care invoices from Medical Mutual/Burnham and Flower to Fiscal Officer Limbert. Trustee Woolf also updated the Trustees the issue on the handling of employee contribution (FSA) to their HRA accounts indicating that it resulted in how the accounts were initially set up which required the expenses to be forwarded directly to Burnham and Flower to be paid. We will have to wait until the next renewal period to change the process to utilize the payments with the HRA cards.

Trustee Woolf also shared that the RFP for health care coverage needs to be delayed due to him being sick and Fiscal Officer Limbert being out of town for a week at that time as well. Trustee Woolf requested that the timetable for the RFP be moved back to November 1 with a goal of have a decision made by December 1. The Trustees concurred with the change.

Trustees Woolf presented the annual dues from Montgomery County Regional HazMat \$536.80 to Fiscal Officer Limbert as well as the annual Montgomery County Water and Soil invoice for inspection of properties in the Farmland Preservation program of \$400 to be scheduled to be paid.

Trustee Woolf requested to set up a possible time to meet for a budget meeting for 2019. Fiscal Officer Limbert indicated that we would have budget information ready later next week. There was general discussion on the budget process, upcoming critical financial needs and changes in income the Township receives. Fiscal Officer Limbert will work on scheduling a meeting for the budget next week when the information is ready.

Trustee Requarth updated the Trustees on the proposed changes in payroll that he has been working on. Trustee Requarth is working on a change effective January 1, changing the due date of the timesheets from Friday, the last day of payroll, to the following Monday and the pay date of Wednesday following the end of payroll period of Friday to the next Friday following the end of payroll period. Trustee Requarth feels the transition would be more palatable in January since January is a 3 pay month. There was general discussion. Trustee Requarth will be meeting with the department heads to review the changes for a smooth transition.

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

Roll call:

Requarth – Yes

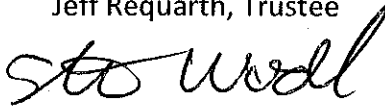
Woolf – Yes

Vore – Yes

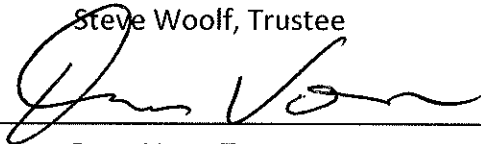
Meeting adjourned at 5:31.



Jeff Requarth, Trustee



Steve Woolf, Trustee



Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer

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