

# CLAY TOWNSHIP

## Board of Trustees Meeting

January 30, 2017

The special meeting of Clay Township Trustees was called to order by Trustee President Steve Woolf at 4:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our veterans and first responders serving our community and country.

Roll call: Mr. Winner, absent, Mr. Woolf, present Mr. Vore, present

### Business:

Fiscal Officer Limbert presented Resolution 2017-006 to Open and Maintain A Bank Account and to Apply for Credit Cards for Clay Township with Police Chief VanGundy, Road/Cemetery Superintendent Maleski and Fiscal Officer Limbert as holders of the credit cards with limits of \$1,000 each. After general discussion, Trustee Vore moved to accept the resolution and Trustee Woolf seconded.

Roll Call:

Woolf – Yes

Vore – Yes

Trustee Woolf presented Resolution 2017-007 to accept City of Clayton's Resolution 2017-001 for the new appointments made by the city to the JEDD Board as required by the JEDD agreement for Clay Township Trustee's approval. After general discussion, Trustee Woolf move to approve the resolution and Trustee Vore seconded.

Roll Call:

Woolf – Yes

Vore – Yes

Trustee Woolf presented a draft of the Memorandum of Understanding (MOU) for the Montgomery County Soil & Conservation District to administer the Small Municipal Separate Storm Sewer System General Permit (MS4) for which was recently applied for. The Ohio EPA has accepted our Notice of Intent (NOI). General Discussion on the MOU and there were some recommended modifications. Trustee Woolf will make the suggested corrections and bring back for approval.

Trustee Woolf presented information concerning CareWorksComp being our Workers Compensation administrator and to have Clay Township obtain a care prime classification. After general discussion, Clay Township will apply for the classification. Fiscal Officer

Limberty will work with Trustee Woolf on getting a resolution ready for the next Township meeting.

Trustee Woolf shared that Zoning Officer Brown had some information on further action concerning the marijuana legislation that should probably be passed fairly soon. There was some general discussion on actions taken to date. Zoning Officer Brown will be contacted to be sure that the board discuss any issues and be ready to take action, if necessary, at our next meeting.

Trustee Winner arrived for the Trustee meeting.

Fiscal Officer presented the RFP that had been distributed concerning the development of a website for Clay Township. There were two proposals that were received by the due date and another subsequently received indicating it amended their previous submitted RFP. It was noted that no one present had seen anything previously received from that vendor. There was general discussion on the proposals received. There was concern that the RFP was all inclusive for a website. There was general discussion concerning items addressed in the proposals received, items needed for the website, amounts for various items requested and services proposed. After general discussion, it was determined that a "basic" website is probably initially needed. Trustee Vore moved to reject all proposals because they were too high and re-issue a new RFP based upon items needed generated by our in-house committee for website basic needs. Trustee Winner seconded the motion.

Roll Call:

Winner – Yes

Woolf – Yes

Vore – Yes

After the rejection, the Trustees discussed redefining the RFP to specific needs for the website and prepare a bid response sheet for bid responses to be sure all things were addressed for evaluation. Trustee Woolf will meet with key personnel in the township to identify pertinent components desired on the website to have included on the initial website setup. Fiscal Officer Limbert will check with the State Auditor office concerning the preparation of RFPs and procedures for processing them. After further review and input by Township personnel, a new RFP will be prepared for the Trustees to be decided upon at a future meeting.

Trustee Woolf opened the floor for discussion on the recently received survey results from the Ohio Fire Chief's Association – the information was reviewed in light of the initial request for the study. There was concern on whether the work performed was in accordance of

the items requested in the contract. There was general discussion concerning findings, procedures and results of the study. After review of the study results/report, Trustee Woolf expressed that he felt the study done did not completely address what was outlined in the contract. There was discussion and concern with Brookville Fire Department not accepting the Clay/Brookville Fire Contract extension because of the study in process. Trustee Woolf expressed concern what appears to be information being shared with other fire departments before we had a chance to review. There was more general discussion on the survey received from the Ohio Fire Chiefs' Association and it was determined as to a need for clarification for several items in the report. Questions will be prepared by each trustee individually in preparation for the February 6<sup>th</sup> work-session.

The Trustees discussed Record Retention procedures to "clean up" some of the storage areas in the Township of "old" records. Retention lists will be provided to the department heads by the Fiscal Officer for clarification on what records to consider in disposing. Fiscal Officer Limbert will review the storage room(s) with the Police Chief to see what things are currently being stored and develop a plan to address the "old files."

Trustee Woolf suggested setting a date for the next "Keep Clay Clean." Trustee Vore suggested setting a work-session with Road/Cemetery Superintendent Maleski and Police Chief VanGundy for a "Keep Clay Clean" date. Fiscal Officer Limbert will get last year's cost information for "Keep Clay Clean." Trustee Woolf will work on setting up a meeting and plan accordingly.

Trustee Woolf inquired to any clarification needed concerning exempt vs non-exempt employees comp time. Job Descriptions are being updated. There was discussion concerning the limit to an average of 28 hours max per week and 1500 hours total for year per employee. It was felt that there was a need for clarification in the job descriptions concerning this issue and to be consistent with indicating part-time workers are not to go over 28 per week. Updated job descriptions are being prepared for the next Trustee meeting. There was discussion concerning the need for additional part-time individuals to minimize overtime issues when there are snow storms, road work, etc.

Trustee Woolf indicated a property is for sale near SR 49 and SR 40. A consultant, Mr. Harnish of Market Matrix, inquired if Clay Township was interested of any options for the land. The City of Clayton is interested in an option with the landowner to have some say in its future development. There was general discussion on JEDDs, annexation and future development. The land is part of the JEDD. It was concluded that the Township is not in a position to make an offer at this time.

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

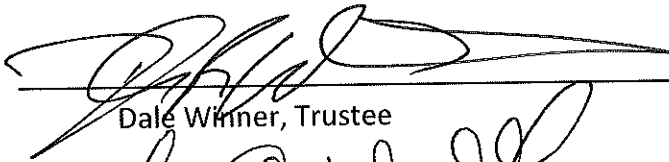
Roll Call:

Winner – Yes

Woolf – Yes

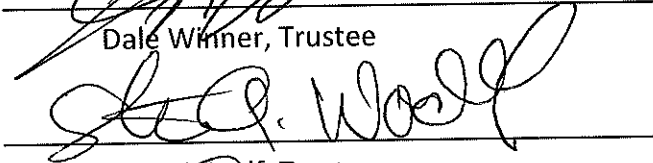
Vore - Yes

Meeting adjourned at 6:36pm.



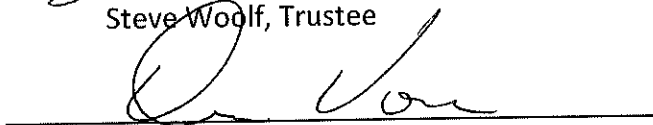
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Dale Winner, Trustee



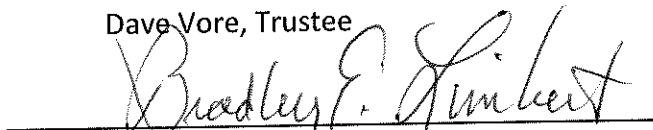
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Steve Woolf, Trustee



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Dave Vore, Trustee



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Bradley E. Lindert, Fiscal Officer