

CLAY TOWNSHIP

Board of Trustees Meeting

December 5, 2016

The regular meeting of Clay Township Trustees was called to order by Trustee President Dale Winner at 6:00 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. Vore, present, Mr. Woolf, present Mr. Winner, present

Trustee Winner moved to approve the minutes from the November 7, 2016 trustee meeting, seconded by Trustee Woolf.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Hearing from the Public:

Phillipsburg Mayor, Cheryl Crabtree, inquired if we have had a chance to discuss the storm drainage for the area. The Village of Phillipsburg is curious what all is involved as they are beginning to look into it. Trustee Vore indicated that we have had minimum involvement because it is such a new issue and most of our contact has been with the City of Brookville concerning the issue. It appears to be an issue that would benefit from a cooperative effort if it moves forward with a change in EPA leadership. Mayor Crabtree also asked about the timetable on the survey/study that is being done for the fire district. Trustee Winner indicated that we had not received anything back yet, but in phone conversation with the company doing the survey that we expected to have more information/results of the study within the next couple of weeks, but not later than Christmas.

Gary Horstman, Clay Township Zoning Board, wanted to thank the Board of Trustees for sponsoring them to attend the recent zoning seminar at Sinclair Community College. Trustee Vore asked Zoning Enforcement Officer (ZEO) Brown on status on the legislation requirements concerning marijuana. ZEO Brown indicated they are working on drafting a resolution to be completed within the month for recommended action to be taken within the six month time table of the legislation.

Department Reports:

Police – Chief VanGundy indicated nothing to report.

Road & Cemetery – Chris Maleski, Road/Cemetery Superintendent, nothing to report. The Trustee Winner inquired on the status of the Pleasant Plain Issue II project and Road Superintendent Maleski reported of minor items such as grass seed and completing tile work needs to be done most probably in the spring with the project being completed at this late date. The Trustees discussed the speed limit on Pleasant Plain Road, setting speed limit for Township roads and when posting of the speed is allowed. There was general discussion on the process of changing speed limits on roads as well and the procedures and limitations for Township on such matters. Trustee Vore expressed concern on what can be done in changing speed limits. Fiscal Officer Limbert indicated that he will follow up with Kramer & Associates on procedures to complete the Issue II project with a couple of items to be complete and things outstanding. Trustee Vore and Trustee Woolf indicated issues then when projects are not closed out by end of fiscal year and the need to be sure monies are properly encumbered.

Zoning Report – Zoning Enforcement Officer (ZEO) Justin Brown indicated his report distributed had all updates on activities of the Zoning Department and would entertain any questions. There were none.

Fiscal Officer:

Re-allocations of appropriations were presented for approval. Trustee Winner moved to approve as presented and Trustee Vore seconded the motion.

Roll call:

Vore – Yes Winner – Yes Woolf - Yes

Blanket Certificates and Purchase Orders were presented. Trustee Winner moved to approve as presented and Trustee Vore seconded the motion.

Roll call:

Vore – Yes Winner – Yes Woolf - Yes

Fiscal Officer Limbert presented the warrants through December 5, 2016 for approval. Trustee Winner moved to approve, Trustee Vore seconded the motion.

Roll call:

Vore – Yes Winner – Yes Woolf – Yes

Fiscal Officer Limbert present a deed to be sold in Arlington Cemetery. Trustee Vore to sale the lot and Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Unfinished Business:

None

New Business

Trustee Winner indicated that he would like to amend the motion last month concerning the permanent part-time position to read “to adjust the hourly rate for the Road and Cemetery Department permanent part-time position to \$15 per hour” and to add “effective 11/21/16” after “per hour” in the motion. Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Trustee Vore presented an updated Job Description for the Township’s Zoning Enforcement Officer (ZEO) previously passed at the January 21, 2014 Trustee meeting. He indicated the ZEO is the point of contact with zoning issues for the economic development of the Township and it is a position critical in the Township as well as in the JEDD area for economic development. Trustee Winner moved to accept the updated job description incorporating economic development as presented in the prepared draft and Trustee Vore seconded the motion. There was general discussion that noted the position was to assist with the JEDD board with relevant economic development issues.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Trustee Committee Reports:

Trustee Winner share that he had received letter of appreciation to the Trustees on the road work on the Pleasant Plain Issue II project from residents Dale & Susan Creamer.

Trustee Woolf reported that he had received a letter from the City of Brookville to delay the signing of the one year extension of the fire contract until there was an opportunity to review the result of the study based upon the draft of the survey they recently

received. Trustee Woolf expressed concern that the City of Brookville had received a draft of the study before we received a copy and that it was a study exclusively for Clay Township. This is being referred to legal counsel to potential issues on the handling of our study. We are currently waiting on the results of the study.

Trustee Woolf reported that there will be a RFP ready to be issued at the December 19th meeting for Website development with a due date for proposals of January 20, 2017. Trustees Woolf will have the RFP completed and ready based upon the feedback on the RFP draft that had been distributed.

Trustee Woolf shared a Christmas card received from ChoiceOne , the engineering firm that has done work for us on our Issue II projects.

Trustee Woolf inquired if any information on when our new phone system is scheduled to be installed with Time Warner. Chief VanGundy reported that we had received a projection time table in the next 2-3 months.

Trustee Vore reported that he had attended the recent JEDD meeting and distributed their recent newsletter. He had asked the JEDD to receive copies of meeting minutes in the future. Trustee Woolf was concerned with Clay Township's contact number and logo, or the lack of, on the JEDD's recent newsletter. Trustee Woolf will communicate the concern to the JEDD personnel.

Trustee Vore inquired if any items were scheduled to be addressed with our Record Retention Policy. Trustee Winner indicated that the Record Retention group had not met to prepare a list to be addressed.

Trustee Vore inquired where the 2014 job descriptions might be that Robin Lehman had prepared and sent to the Trustees and Fiscal Officer Buchanan. Fiscal Officer Limbert indicated that he has not been able to locate documents after 2014. He will look and Trustee Vore would help in trying to locate the electronic files.

It was noted that there was going to be a work session Wednesday at 4:00pm for the 2017 budget and related items.

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

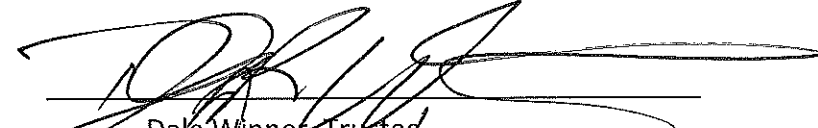
Roll call:

Vore – Yes


Winner – Yes

Woolf – Yes

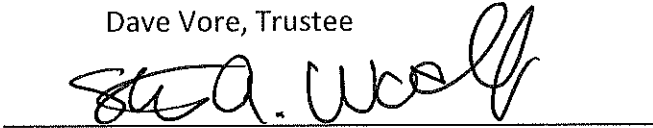
Meeting adjourned at 6:43pm.



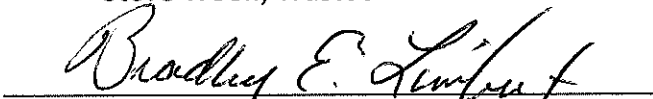
Dale Winner, Trustee



Dave Vore, Trustee



Steve Woolf, Trustee



Bradley E. Limbert, Fiscal Officer