

# CLAY TOWNSHIP

## Board of Trustees Meeting

February 6 2017

The regular meeting of Clay Township Trustees was called to order by Trustee President Steve Woolf 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. Winner, present, Mr. Woolf, present Mr. Vore, present

Trustee Woolf moved to approve the minutes from the January 16, 2017 trustee meeting, seconded by Trustee Vore.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Vore moved to approve the minutes from the January 30, 2017 special trustee meeting, seconded by Trustee Woolf.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

### Hearing from the Public:

None.

### Department Reports:

Police – Chief VanGundy presented Officer Barger's resignation effective February 13<sup>th</sup> from the Clay Township Police Department to work full time for the City of Springfield Police Department.

Chief VanGundy indicated that the two Resolutions on the agenda will be tabled and expected be ready for the next township Trustee meeting.

Road & Cemetery – Chris Maleski, Road/Cemetery Superintendent is not able to be at the meeting tonight and Trustee Winner indicated nothing to report at this time.

Zoning Report – Zoning Enforcement (ZEO) Justin Brown indicated his report distributed earlier had all updates on activities of the Zoning Department and would entertain any questions.

Trustee Vore updated the Trustees on the medical marijuana – if the Township decide to ban it or allow it, the Township’s Zoning Code will need to be revised. ZEO is working on the update with the intent of banning it for the Township. There is a question as to how the Township’s zoning laws effect the JEDD. We will need to check with Assistant Prosecuting Attorney Jetter for clarification.

Trustee Woolf wanted to thank the police for the work done for the strange vehicle at the

Fiscal Officer:

Fiscal Officer Limbert presented the Permanent Appropriations for 2017. These are based upon the budget that had been worked on earlier and they are being presented for approval. Trustee Winner moved to approve Resolution 2017-009 to accept Permanent Appropriations presented for 2017. Trustee Vore seconded the motion.

Roll call:

Winner – Yes                      Woolf – Yes                      Vore – Yes

Blanket Certificates and Purchase Orders for 2017 were presented. Trustee Woolf moved to approve as presented and Trustee Vore seconded the motion.

Roll call:

Winner – Yes                      Woolf – Yes                      Vore - Yes

Fiscal Officer Limbert presented the warrants and voucher payments through February 6, 2017 for approval. Trustee Woolf moved to approve, Trustee Winner seconded the motion.

Roll call:

Winner – Yes                      Woolf – Yes                      Vore – Yes

Fiscal Officer Limbert shared that one of the hot topics at the OTA convention was the need for Townships needs to have guidance concerning employee personal use on cell phones and other electronic. Trustee Vore moved that this issue be tabled to be discussed at the upcoming work-session on February 15, 2017. After general discussion Trustee Woolf seconded the motion.

Roll call:

Winner – Yes                      Woolf – Yes                      Vore – Yes

After general discussion, Trustee Woolf moved to discontinue the \$5 per pay withholding for Road/Cemetery Superintendent Maleski for personal use of the Township cell phone. Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Unfinished Business:

Trustee Woolf reported that the requested 100% reimbursement by Trustee Vore for EPA Stormwater MOU, that was originally 25%, was accepted and the MOU was finalized with the 100% reimbursement.

Trustee Woolf inquired about the status of the Job Descriptions and Employee Review forms and Trustee Winner reported that they have been distributed and will be available in Google Documents upon approval by the Trustees.

Trustee Woolf inquired about setting a date for “Keep Clay Clean” Day and the Trustees decided to address that as well as cell phone use in the special work session on February 15 at 4:00pm.

Trustee Woolf reported that the all of the RFPs concerning the Website project had been rejected at the special trustee meeting on January 30, 2017 with all being too high in price and that a meeting with department heads had been set on February 15<sup>th</sup> at 2:00pm for discussion on items desired on a Township website. A summary of the department head meeting would be presented at the 4:00pm work session and further action would be decided at that time.

Trustee Woolf reported that the Trustees had met for a presentation and to discuss the Fire Study done by the Ohio Fire Chief Association at a work session earlier in the day. After general discussion, Trustee Woolf moved to accept the fire response study as presented and make their payment accordingly. Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf requested that a thank-you letter be included with the warrant when payment is made. Fiscal Officer Limbert will take of that.

New Business:

Trustee Winner presented the updated job descriptions and moved to accept. Trustee Vore seconded the motion. It was noted that there will be a "Master copy" will be given to the Fiscal Officer when accepted.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

The Trustees indicated the Department heads will need to receive copies of the updated forms.

Trustee Winner presented the updated Employee Performance Evaluation Report Forms and moved to accept. Trustee Vore seconded the motion. Trustee Vore want to "Thank" chief VanGundy for being a part of the process to get things up to date. Trustee Vore shared that we were fortunate not have to have issues in the past for descriptions and evaluations forms not being up to date.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Winner asked to table the acceptance of the Application Form since that is not complete.

Trustee Committee Reports:

Trustee Winner indicated that he had been busy with working on the jobs and application forms discussed above.

Trustee Vore reported that the Police department had received "Provisional Certification" from the Ohio Collaborative Community-Police Advisory Board for our proper use of force/deadly force written directive. The Township will want to be sure to display the certification for the public to see. Trustee Vore wanted to thank the Chief for the qualification.

Trustee Vore updated the Trustees on the Emergency Response Authority progress – RFPs for the sirens being done again.

Trustee Woolf updated the Trustees with a brief report on the OTA conference the he had attended.

Trustees Woolf also wanted to remind the Trustees of the Crop Land lease for the cemetery property was to end in 2018 and we will need to address it later on this year.

Trustee Woolf also had received cemetery rates from Royal Oaks Memorial Gardens and distributed them to the Trustees to review.

Fiscal Officer Limbert reported that he will be meeting with Sargent Hawkins to check out the current storage area to determine items need to get things in order for our Record Retention project concerning the old Township records. Trustee Woolf gave a brief history of the Record Retention work of the Township.

Trustee Winner moved to adjourn. Trustee Vore seconded the motion.

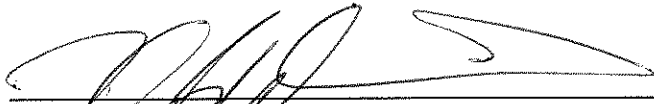
Roll call:

Winner – Yes

Woolf – Yes

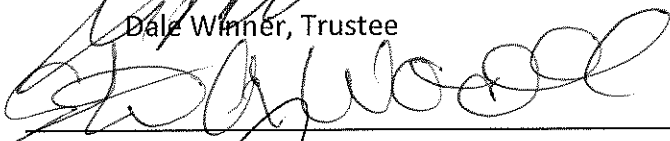
Vore – Yes

Meeting adjourned at 6:20pm.



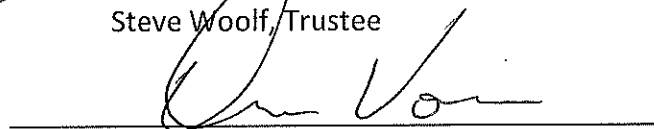
---

Dale Winner, Trustee



---

Steve Woolf, Trustee



---

Dave Vore, Trustee



---

Bradley E. Limbert, Fiscal Officer