

# CLAY TOWNSHIP

## Board of Trustees Meeting

March 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 military serving here and abroad, road workers, street workers, police and fire that protect us every day and taking care of the community.

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

Trustee Winner moved to approve the minutes from the February 20, 2017 trustee meeting, seconded by Trustee Vore.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

### Hearing from the Public:

Tony Thomas, Superintendent and Ann Bernardo, Treasurer, Northmont City Schools gave the Trustees information concerning the upcoming ballot issue for the May 2 election for a renewal of a 5.9 mil levy as a continuous levy to eliminate the need for renewing the levy every 5 years. Mr. Thomas gave a general overview of the levy, history of academics of Northmont Schools and asked for an endorsement from the Trustees. Trustee Winner questioned if there were fees associated with the levy for getting on the May ballot. Yes there are fees but they are allocated based upon the number of issues. For the upcoming ballot, there are 19 issues which will be splitting costs for the May election. It is estimated the total cost will be about \$18,000. Trustee Woolf inquired if passed, would the collection of those tax dollars start in 2018. That was affirmed.

Jim McGrath, Doors Galore, shared interest on the comments shared by resident Sam Cox at the last township meeting concerning the fire district coverage situation for Clayton residents of Clay Township. He indicated that the JEDD pays for public services and questioned as if there would be consideration given for coverage by the Clayton fire station on Wenger vs. Brookville when there is discussion concerning the recent fire study.

Mayor Cheryl Crabtree of Village of Phillipsburg shared that the Phillipsburg Council will be discussing hosting the "Keep Clay Clean" next week 7:30pm and if a trustee could

attend the meeting to address questions. She does not feel there will be an issue with hosting the event. Trustee Woolf will be attending to share information concerning the event and encourage their support. Mayor Crabtree also shared a concern with SR 49 being closed through Phillipsburg. The Village of Phillipsburg appreciates the help received from Clay Township police, but it is a real challenge for the Village. Trustee Vore was concerned with the volume of traffic that is being detoured and ODOT is trying to help as much as they can. Mayor Crabtree shared they are blocking SR 49 100% when they are working on the street project. Chief VanGundy indicated that 3 additional detour signs have been put up. Mayor Crabtree hopes it is only 60 days as scheduled and thanked the Township for their help.

Gary Burkholder, City Manager of Brookville presented financial information for the Brookville Fire Department over the past several years. Mr. Burkholder requested a work session with the Trustees to address the issue of the recent Fire Study. Mr. Burkholder was going to recommend to the Brookville City Council to continue the fire contract to with Clay Township. Sonya Keaton distributed the financial information to the trustees and indicated that they wanted to provide their financial information before the Trustee meeting to discuss the fire study. Mr. Burkholder will get back with the Trustees with some dates to consider. The Trustees will review the data in preparation for the upcoming work-session. Trustee Woolf wanted to share the recognition that the MVRPC had verbally given the City of Brookville on their co-operation with bridge project. Trustee Woolf congratulated them for their hard work on the bridge project and the attention of the Director of ODOT has given to the project.

#### Department Reports:

Police – Chief VanGundy nothing to report. A resolution to rescind the hiring of a part-time police person will be presented at the next meeting.

Road & Cemetery – Keith Lucking in attendance for Road/Cemetery Superintendent Maleski reported on the burial stats and new mowers have been received. Trustee Winner questioned as when the restriping on Pleasant Plain Road. Mr. Lucking indicated that will probably start the restriping when weather permits. Trustee Woolf indicated that he will need Serial Numbers, etc. for insurance purposes for the new mowers. Fiscal Officer Limbert will the information to Trustee Woolf.

Zoning Report – Zoning Officer Brown was not present due to a holiday. Trustee Vore indicated that the Zoning Department is working on a proposal for the recent medical marijuana legislation.

Fiscal Officer:

Fiscal Officer Limbert presented a Purchase Order and Blanket Certificates prepared for the payment of bills. Trustee Vore moved to accept the Purchase Order and Blanket Certificates as presented. Trustee Winner seconded the motion.

Roll call:

Winner – Yes                  Woolf – Yes                  Vore – Yes

Fiscal Officer Limbert the warrants and payment vouchers for approval to pay. Trustee Vore moved to pay the warrants and payment vouchers as presented. Trustee Winner seconded the motion.

Roll call:

Winner – Yes                  Woolf – Yes                  Vore – Yes

Unfinished Business:

Trustee Vore reported that a Speed Study to re-evaluate the Township's roads for proper speeds was requested for the Montgomery County Engineers Office and a motion was needed to proceed with the study. Trustee Vore moved to go forward with the study and Trustee Woolf Seconded the motion. Trustee Winner inquired if there was a cost associated with Study? Trustee Vore indicated "No."

Roll call:

Winner – Yes                  Woolf – Yes                  Vore – Yes

New Business:

Trustee Woolf reported on the "More" Grant (no match) for 2017; we are still eligible for 2017. Trustee Winner asked when it is due. Trustee Woolf indicated the applications need to be in by December 2017. The grant is for public safety issues and the grant is for up to \$500.

Fiscal Officer Limbert inquired about proper handling of Cemetery Reports that are received each month and the cover page indicates acceptance by the Trustees. The Trustees indicated that is the way the reports had been presented for years. Fiscal Officer Limbert

indicated that he will be sure the report is on the agenda to be accepted by the Trustees each month. Trustee Woolf moved to accept the Cemetery Report as presented. Trustee Winner seconded the motion. The Fiscal Officer will forward the report to the Trustees before the meeting to review to accept. Trustee Woolf moved to accept the February cemetery report. Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf reported the Montgomery County Department of Economic Development is planning visits of the business in the JEDD. They are working on business contacts and Trustee Woolf encouraged the Trustees to assistance the JEDD Board working on setting up the visits. Trustee Woolf noted that Wombold Electric, an Arcanum business, had recently located in the JEDD.

Trustee Woolf reported ODOT is having a Sign Grant program for 2017 and Clay Township is not eligible yet. The Grant is based on crash data only on Township Roads. Clay Township will be eligible to apply for 2018 Sign Grants.

#### Trustee Reports:

Trustee Vore reported that the Ohio Senate Bill 119 has been passed. There were items in the bill concerning fire arms which allowed having active military personnel or have a conceal carry permit to carry them in parking lots. Trustee Vore gave the bill information to Chief VanGundy.

Trustee Vore reported on the issue concerning a record request for personnel information from a company in California. Prosecuting Attorney Jonathan Ketter indicated that we do not have to create any new documents and can include costs; we can just supply the information requested that we have on hand.

Trustee Vore reported that he had inquired from Prosecuting Attorney Ketter on how discipline records should be maintain in employee records. We will need review our current record policy again. Chief VanGundy received the additional information from Trustee Vore for updating our employee records with the Fiscal Officer.

Trustee Vore wanted to respond publically to the concern of the Clay Township resident who has Clayton coverage was not included on fire study. Trustee Vore indicated that we had a contract and the Consultant did not know anything about Clayton coverage to include

the City of Clayton Fire Department in the study. The Trustees were not aware that Clayton was responding to those Clay Township residents on Kimmel Road. Brookville Chief Fletcher affirmed that Clayton did provide fire services to those roads. The Study contract indicated only the 3 fire districts to be looked considered. The Trustees have followed up on the Kimmel Road properties that Clayton had coverage since 1997. There are 18 properties in Clayton receiving Clayton fire service. It was noted that when Randolph Township and the Village of Clayton merged in 1997 there was an unwritten agreement of no changes in fire coverage in that area since they had been receiving service from the Clayton fire station before the merger. There was a verbal agreement with the fire chiefs as it was most logical for coverage. Chief Fletcher clarified 1998 was the merger and the City of Clayton continued to provide coverage. In 2010 it was confirmed that 18 homes pay Clay Township fire district levy and Brookville confirmed that Clayton provided Fire/EMS. No changes were made at that time. They were not concerned with any changes at that time. Trustee Vore asked when the Wenger Fire Station had begun being staffed by paid personnel, not only volunteers. Chief Fletcher indicated just recently. It was noted that the area in question is 3 miles from Brookville vs 1.3 miles from the Wenger location to the residents. Chief Fletcher again indicated that the current set up has not been an issue. Trustee Vore inquired as to if all of the JEDD was covered by Brookville. Chief Fletcher indicated all has Brookville coverage except 1 as that property is in Clayton. The Trustees will review this situation further for the upcoming work-session.

Trustee Vore moved to go into executive session for employee matter.

Trustee Winner requested to install new carpet in the conference room; he had received a quote to do conference room for \$1,811 which would replace the carpet with carpet tile similar to hall way. Trustee Vore move to approve the request; Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Vore asked if anyone had heard on fair coming back into Clay Township – nothing has been heard.

Trustee Woolf want to recognize Chief VanGundy, the entire police staff and Trustee Vore for certification recognized at our last meeting that was reported in the OTA magazine. It reported that Clay Township was one of the 31 townships with a police department that received special certification.

Trustee Woolf shared the recent Northmont Chamber brochure that had been prepared by the same company that prepared Brookville Chamber brochure and it had a Clay Township section with a different write-up.

Trustee Woolf and Trustee Vore reported that the bids did come back on the sirens. The bids came in at approx. \$18,000 per siren (less than projected). We will be seeing more information on them and the community/local government will be responsible for ½ of the cost.

Trustee Woolf gave the last Crop Land Contract for the cemetery land to Trustee Winner to prepare for renewal.

Trustee Woolf gave some the recent JEDD information to Fiscal Officer Limbert.

Trustee Woolf reported that our insurance carrier has a reimbursement for drug tests of \$25 per test; he will make copies and circulate to the other Trustees. There is also a \$8.50 reimbursement for MVRs; our current provider provides that service at no cost.

Trustee Woolf moved to go into Executive Session for employee issue requesting attendance including Chief VanGundy at 7:12 pm. Trustee seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf moved to come out of Executive Session at 7:24 pm; Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Vore made a motion to write up employee Goudy for violation of rules and regulations and be put on a 1 year probation; 2 year reprimand. Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

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

Roll call:

Winner – Yes

Woolf – Yes

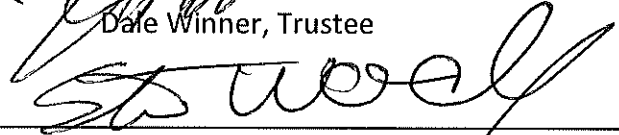
Vore – Yes

Meeting adjourned at 7:33 pm.



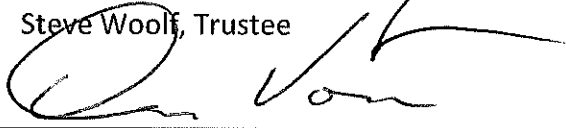
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Dale Winner, Trustee



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Steve Woolf, Trustee



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Dave Vore, Trustee



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Bradley E. Limbert, Fiscal Officer

Trustee Vore shared his appreciation on how quickly Road Superintendent Maleski was able to work with the county to take care of the patchwork on Wellbaum Road where the old light pole was.

Trustee Woolf wanted to be sure Trustee Winner and Cemetery Superintendent Maleski were working on updating cemetery procedures, cemetery rules, brochures and scheduling that they had been working on earlier in the year so they could be completed before the new year so changes could be adopted.

Trustee Winner inquired as to documentation for the Pleasant Plain Issue II project was being kept ready for when the project is complete. FO Limbert has been keeping a file of the expenses as they were paid and Road Superintendent Maleski has been keeping time records. The two of them will compare records to make sure they have everything to be ready when the project is complete.

Fiscal Officer:

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

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Reallocations of Appropriations were presented and Trustee Vore moved to approve as presented and Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Fiscal Officer (FO) Limbert presented the warrants through October 17, 2016 for approval. Trustee Vore moved to approve, Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

FO Limbert presented for the Trustees to approval the sale of two cemetery plots.

Trustee Vore moved to approve the sale and Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes



### Unfinished Business:

Trustee Woolf indicated that he had prepared a generic draft of a RFP for the Township website work based upon the recent presentation for items that should be addressed in developing our website for everyone's input to approve the request at our next meeting. A copy of the draft was given to the Trustees and Fiscal Officer to provide input before finalizing.

Resolution 2016-37 – Authorizing Dayton Cincinnati Technology Services (DCTS) to Provide Equipment and Installation/Configuration Services for a Digital Phone was discussed. Police Chief VanGundy reported that Time Warner was working with the Township with waiving various construction costs in the upgrade without an increase in monthly service fees. The project has not been finalized but it appears to be lower than originally presented and would be scheduled in the next few months. Chief VanGundy also reported on the allocation of costs from the last Trustee meeting that was discussed. Police Chief VanGundy responded that after conversation with FO Limbert, their recommendation is that 60% of the costs for the upgrade would be paid by the JEDD funds as the upgrade would be a benefit for all Township residents and the remaining 40% would be allocated to the Police, General, Trash, Road and Cemetery funds. The plan is to have the project completed in 2016.

### New Business

None

### Trustee Committee Reports:

Trustee Woolf reminded everyone of the work session scheduled before the next trustee meeting on November 7 with the City of Brookville for the 4<sup>th</sup> quarter fire department update @ 5:00pm.

Trustee Woolf also shared that the JEDD and Montgomery County Department of Economic Development is in the process of visiting all of the businesses in the JEDD. He has been able to be involved with some of the visits.

Trustee Woolf and Chief VanGundy attended the joint meeting last night of the Executive and Countywide Advisory Committee for Emergency Management. Tornadoes were the item of discussion.

Trustee Woolf indicated that issues for the Trash District have been identified that there are procedures such as discontinuing billing for individuals going to Florida during the winter, discount procedures for seniors, etc. that have not been formalized. We are getting these items together to present to the Trustees for approval in 2017. He shared the contracted costs for trash services over the current five year contract. Trustee Vore inquired about the progress on review of software program for trash billing. Trustee Woolf indicated that it has been difficult finding vendors that handle governmental trash districts. Republic indicated that they did not have a program available to us to use. We are still looking and hopefully may find leads for programs to review.

Trustee Woolf indicated that with the Health Insurance refund (\$240) is to be returned to the employees that participated. He distributed information that he had received discussing the allocation process. He will work with the FO to come up with an allocation for the refund for the trustees to approve.

Trustee Woolf also indicated that the representative's seats on the JEDD are completing their terms and will need to be filled by the end of year. This also includes the substitute position. Trustee Vore inquired if the individuals are willing to continue. Trustee Woolf will check with them and report back at the next meeting.

Trustee Woolf had been approached by the Chamber of Commerce asking if Clay Township would be interested joining the Ohio National Road Association for promotion of SR 40 encouraging off-interstate use of road. Many governmental entities have been involved with the association. The Association provides historical signs, elevation markers, etc. that may help put Clay Township "on the map" and the cost is \$100 per year. Trustee Woolf moved to join for 2017. Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Trustee Woolf reported Miami Valley Regional Planning Commission meeting dates have been set for next year. Two meetings per month and they allocate all of the Ohio Transportation District monies and we have a presence with the commission to be aware of project being considered and apply for them when applicable.

Trustee Woolf shared of the upcoming Englewood Health Center opening event for their new addition on Thursday, November 3, 2016.