

CLAY TOWNSHIP

Board of Trustees Meeting

April 17, 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 April 3, 2017 trustee meeting, seconded by Trustee Vore.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Hearing from the Public:

John Hoelscher updated the Trustees concerning water problems he has been having on his property since the recent repaving project. Walls Brothers were out working following up on a phone line issue. Apparently a phone line was cut while installing a mail box. Walls Brothers worked on his drainage. Mr. Hoelscher would like to thank Road Superintendent Chris Maleski and for his assistance in the action taken to correct the drainage problem.

Department Reports:

Police – Trustee Vore indicated that the Police Department recently had the annual audit from ODPS for government issued equipment and passed with flying colors. Trustee Vore acknowledged Chief VanGundy in having a successful audit.

Trustee Vore presented Resolution 2017-020 to update the Police Policy & Procedure Manual. There was general discussion on the 27 sections updated. Trustee Winner moved to accept the resolution; Trustee Woolf seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Road & Cemetery – Road/Cemetery Superintendent Chris Maleski reported that Walls Brothers were out and worked on the punch list he had for the Pleasant Plain Issue II project. Their work included installing the drain covers to finish the ditch work.

Cemetery Superintendent Maleski also reported that the Cemetery grass has been cut and footers are being installed.

Zoning Report – Zoning Officer Brown presented his report. Zoning Officer Brown updated the trustees on the recent activity in the Township including permits for residents' projects.

Zoning Officer Brown also reported that he was having a ZonePro (a software program for managing the Township's properties and trashing billing) meeting tomorrow looking into their upgrade to our current software.

Fiscal Officer:

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

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

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

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf presented to Fiscal Officer Limbert a Certificate of Liability he had recently received from Walls Brothers for their work on the Pleasant Plain Road Issue II project.

Trustee Woolf also gave Fiscal Officer Limbert the DPL/Energy notice for renewing their Electric Service Contract.

Unfinished Business:

Trustee Vore presented the following Resolutions requesting speed limit changes for specific roads as a result of the recent traffic study:

- 2017-016 Kemple St
- 2017-017 Perkins St
- 2017-018 Access Road
- 2017-019 Temple Road

Trustee Woolf moved to accept the resolutions as presented and Trustee Vore seconded the motion. There was general discussion concerning the traffic study recommended speeds and the resolutions requests. The next step would be a letter requesting ODOT's approval for the change that Chief VanGundy would prepare.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

New Business:

Trustee Winner is working on an RFP to advertise for the rental of the Clay Township owned farmland for crop production; to have ready for the next meeting.

Trustee Winner presented and requested approve for the revised Arlington and Parsish Cemetery Fee Schedules rates recently prepared effective April 17, 2017. Trustee Vore inquired if a resolution is needed as resolutions provide documentation and ease of locating such actions. Trustee Winner indicated that the new schedules had an update date on them which would provide information to the Trustee meeting approving such changes. Trustee Vore moved to accept the revised fee schedules. Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Fiscal Officer Limbert presented 2 Cemetery Deeds for Trustee approval one being a sale of new lots and another with a change in owner's name requested by her attorney. Trustee Woolf moved to accept the deeds as presented; Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf presented a letter recently received concerning the Phillipsburg Emanuel Lutheran Cemetery indicating they are abandoning their cemetery on Lutheran Road North to the Township. Trustee Woolf recommended forwarding the letter to our legal counsel, Alex Hale, Montgomery County Prosecutor's Office.

Trustee Reports:

Trustee Winner had nothing to report.

Trustee Vore brought up the question concerning access to keys to the Fiscal Officer's office. There was general discussion on responsibilities, procedures and concerns. Fiscal Officer's major concern was the control of access to all employees' confidential information. After further discussion, the Fiscal Officer will have control of all keys to his office. Chief VanGundy will update the Township's manuals accordingly.

Trustee Vore inquired about the progress on addressing record retention to dispose old township records. Trustee Woolf and Fiscal Officer Limbert will schedule an initial meeting next week to start identifying records to be disposed.

Trustee Woolf reported that the Village of Phillipsburg is planning to have May 13th for Keep Clay Clean and for their annual bulk pick-up from 9am to noon at their Phillipsburg Park.

Trustee Woolf indicated that he found out that Harrison Township processes trash bill payments on line. He will follow up to find out more about their procedures and vendor providing the software. Trustee Vore inquired the status of software for the website for residents paying trash bills on line. Trustee Woolf indicated that is an item that will be addressed during the Website development.

Trustee Woolf reported that the Montgomery County Engineer had their annual review of projects in the County and Clay Township had been the largest recipient (95% of the total) last year.

Trustee Woolf reported that he had attended the warning siren meeting. Recent bids for the sirens were at about \$21,000 per siren. Federal won the State of Ohio bid. Progress is continuing on the siren project and there are looking for partnerships for this project. They have received for bids for the County warning sirens work.

Trustee Woolf indicated that the Township's insurance has been renewed; however we are still looking at a couple of issues which include non-coverage of signs, building and road, and flag poles.

Trustee Woolf reminded the Trustees of the upcoming MCTA meeting this Thursday at Rob's hosted by Clay and Perry Townships at 6:00pm with County Officials as speakers.

Trustee Woolf reported he would be attending a Wednesday MVPC meeting. Trustee Woolf inquired if anyone would like to become the Township's representative as he would be willing to step down. Trustee Woolf will continue being Clay Township's representative.

Trustee Woolf reported there will be a JEDD meeting this Friday.

Trustee Vore shared a new quote of a \$155,000 backhoe for \$83,000 without trade-in. The Trustee requested that Fiscal Officer Limbert prepare a 5 year payout for the purchase with related projections for the purchase to have available at the next Township meeting.

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

Roll call:

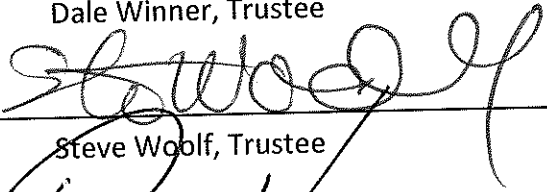
Winner – Yes

Woolf – Yes

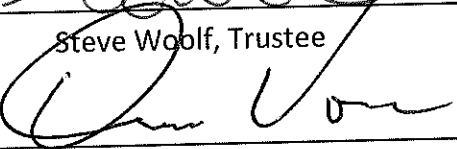
Vore – Yes

Meeting adjourned 6:45 pm.

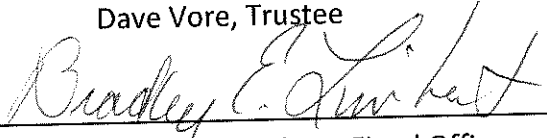
Dale Winner, Trustee



Steve Woolf, Trustee



Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer