

CLAY TOWNSHIP

Board of Trustees Meeting

May 1, 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, police and fire that protect us every day and taking care of the community.

Roll call:

Mr. Winner, absent Mr. Woolf, present Mr. Vore, present

Trustee Vore moved to approve the minutes from the April 17, 2017 trustee meeting, seconded by Trustee Woolf.

Roll call:

Woolf – Yes Vore – Yes

Hearing from the Public:

None

Department Reports:

Police – Chief VanGundy reported that flyers have been prepared to advertise part-time police employment opportunities in Clay Township not only for the paper, but for other places/organizations throughout the county that includes the policy academy, Sinclair College, Greene County, etc.

Chief VanGundy reported that City of Brookville and Clay Township will have a heroin forum on May 31st. DEA & Montgomery County Sheriff will be involved with the presentation at The Ridge Church.

Chief VanGundy reported that the requests for a change in speed limited on selected roads have been submitted and it usually takes 45-60 days for determination.

Chief VanGundy also reported the Ohio Department of Public Safety program "Click It or Ticket" will run from May 22 through June 4 this year.

Road & Cemetery – Road/Cemetery Superintendent Chris Maleski reported that all footers are complete and they are getting the cemetery ready for Memorial Day. Road Superintendent Maleski presented a proposal for patching and chip sealing from Ray Hensley for various roads. Road Superintendent Maleski indicated that the portion of Dodson Road and Temple Road need the most attention. The Trustees requested a further breakdown of the patching proposal by road for that portion of the proposal including those roads.

Zoning Report – Zoning Officer Brown presented his report. Zoning Officer Brown reported that ZonePro will be updated by May 22nd. There will also be a backup of the ZonePro data on the cloud in addition to the server and we will be able to alter and change documents easier. The Trash part of the program will be updated as well.

Zoning Officer Brown indicated that he and Fiscal Officer Limbert met today with Fireproof for digitalizing records for Zoning. There was general discussion with the prospective thought of eventually digitalizing all Township records. Zoning Officer Brown will be checking with Fireproof references for other Townships they have worked with them and Fireproof will work up an estimated cost based upon a couple of “typical” files they will digitize. This is a cloud based system as well.

Zoning Officer Brown reported that he will be attending the upcoming MVRPB regular monthly meeting which they will be addressing medical marijuana.

Fiscal Officer:

Fiscal Officer reported that he had distributed financial information for March to the Trustees.

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

Roll call:

Woolf – Yes

Vore – Yes

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

Roll call:

Woolf – Yes

Vore – Yes

Unfinished Business:

Fiscal Officer Limbert reported that he had contacted Huntington Bank for the availability of Safe Deposit boxes with the related sizes and prices. He had checked with the City Of Clayton which indicated they utilize a safe deposit box for keys as well as off-site storage place for their computer system. There was general discussion of the need of a safe deposit and items to be placed in the box. After further discussion Trustee Vore suggested this to be table until the next Trustee meeting and Fiscal Officer Limbert prepare a list of items proposed for the safe deposit box, consult our legal counsel for recommendation for utilizing a safe deposit box and related costs of safe deposit boxes be prepared.

Fiscal Officer Limbert indicated that the information requested for the purchase of the backhoe had been distributed. Trustee Vore requested any discussion and action on the backhoe would be tabled until the next meeting to include Trustee Winner.

Fiscal Officer Limbert presented additional information concerning Huntington's Business Security Suite/Positive Pay for additional security of cash disbursements for the Township. Fiscal Officer Limbert had inquired of Huntington an estimated bank balance needed to basically cover all bank charges, including Business Security Suite. The estimated balance needed was estimated to be \$575,000 which the Township's current balance exceeds that plus there will be additional amount added from 5/3 account in closing out the old operating account. After general discussion, Trustee Vore asked for a presentation of the benefits and costs analysis of utilizing such a program. Fiscal Officer Limbert will prepare a proposal for the next Trustee meeting.

New Business:

The Trustees had received the April 2017 Clay Township Cemetery Report from Cemetery Superintendent Maleski and Trustee Woolf moved to accept as presented; Trustee Vore seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

Fiscal Officer Limbert presented Resolution 2017-021 to Assess First Quarter Delinquent Trash Bills. The amount was \$5,234.43 which was quite a bit less of previous quarters which have been around \$9,000. There was general discussion and Trustee Vore moved to accept Resolution 2017-021; Trustee Woolf seconded the motion. Fiscal Officer Limbert reported that in that first Real Estate Tax distribution for this year we had received over \$22,000 in previous delinquent trash bills.

Roll call:

Woolf – Yes

Vore – Yes

Fiscal Officer Limbert presented four cemetery deeds for lots sold. Trustee Vore moved to accept the sale of the lots; Trustee Woolf seconded the motion.

Roll call:

Woolf – Yes

Vore – Yes

Trustee Reports:

Trustee Woolf – reported that he had met with Alex Hale, Ass't Prosecuting Attorney, concerning the City of Brookville fire contract and the recent move to modifications of coverage areas. The fire contract is still under review and he will work on updating contracts with the Villages as well. It was noted that the City of Brookville had approved a 90 day extension to get the contract updated.

Trustee Woolf reported that the Miami Conservancy District is working on activities related with the rivers in the area along with a clean-up.

Brookville Star representative, Kay Dawson, inquired about the Memorial Day services at Arlington Cemetery concerning time and plans for the event. Trustee Woolf indicated the service is currently being worked on and will be announced when finalized.

Trustee Woolf reported that the Village of Phillipsburg was planning to have the special trash drop off possibly later this month. He will let people know as information becomes available.

Trustee Vore acknowledge the information received from Fiscal Officer Limbert concerning the upcoming expiration of our electric supplier agreement and suggested calling our currently supplier for matching a recently received quote. Fiscal Officer Limbert had contacted DPL/Energy for other terms in addition to what was given and did receive a lower rate.

Trustee Vore reported that Chief VanGundy had received 3 bids for cleaning services. He recommended the bid \$368 per month. There was general discussion concerning the companies being bonded, insured and the Township be listed as an additional insured on their certificate of insured. The Trustees will review, discuss and decide at the next meeting.

Trustee Vore reported that a police cruiser needed to be replaced. They had received a \$39,000 bid for a new SUV cruiser through the state bid program. Trustee Vore moved to

purchase a new 2017 Ford cruiser not to exceed \$40,000 as Resolution 2017-022. Trustee Woolf seconded the motion.

Roll call:

Woolf -- Yes

Vore -- Yes

Trustee Vore suggested as the Township is contemplating capital expenditures that it would be helpful to update our budget for the 5-year projections to be used at our June meetings. Fiscal Officer will work on getting that information.

Trustee Vore indicated that he had checked with legal counsel indicating that personnel records maintained by the Fiscal Officer were not specifically addressed in the ORC for the Fiscal Officer have control over those records and recommended that all Township personnel records be maintained in a locked filing cabinet in the police office and the Police Chief would have a key to the files so he could readily have access to files as needed. Once the personnel records are addressed, the location of the key to the Fiscal Officer's office can be addressed. Since Trustee Winner is absent, this request was tabled for the next trustee meeting.

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

Roll call:


Woolf -- Yes

Vore -- Yes

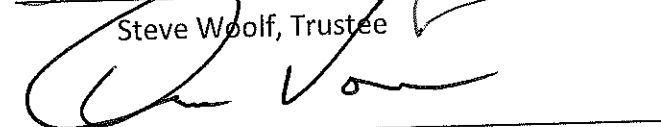
Meeting adjourned 6:45 pm.



Dale Winner, Trustee



Steve Woolf, Trustee



Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer