

CLAY TOWNSHIP

Board of Trustees Meeting

May 15, 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, present Mr. Woolf, present Mr. Vore, present

Trustee Vore moved to approve the minutes from the May 1, 2017 trustee meeting, seconded by Trustee Winner.

Roll call:

Winner – Yes Woolf – Yes Vore – Yes

Hearing from the Public:

A Sinclair Community College representative shared the educational opportunities Sinclair College has to offer to local area residents, its impact and statistics on Clay Township's residents concerning attendance, graduation, areas of educations, etc. Sinclair has enrolled over 9,000 Clay Township residents over the past 10 years. There has been 1,525 two year degrees and 2,708 credentials earned by Clay Township residents over the past 15 years. The average age of a Sinclair student is 30 years old and a student starting their 4 year degree can save up to \$40,000 by attending Sinclair for the first two years. There are programs that High School students may take courses that would apply toward a college degree while attending high school and students from other colleges/universities may supplement their classes with courses from Sinclair.

Department Reports:

Police – Chief VanGundy reported that on May 8th they had ordered a cruiser that should be in by August. Abstract driving records for all Township employees have been completed and sent in. Plans are being made to host a Trauma class on May 23rd. Trustee Woolf requested additional information on the speed trailer to be sure it is included for coverage for insurance purposes.

Trustee Vore presented Resolution 2017-022 for the Purchase of a Ford 2017 For SUV Police Cruiser and all necessary equipment. After general discussion, Trustee Woolf moved to accept the resolution and Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Vore presented Resolution 2017-023 requesting the revision of the prima-facie speed on Wengerlawn Road from Preble County Line Road to Arlington Road. Trustee Winner moved to approve the resolution and Trustee Woolf seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Vore presented Resolution 2017-024 requesting the revision of the prima-facie speed on Wengerlawn Road from Arlington Road to St Rt 49. Trustee Vore moved to approve the resolution and Trustee Woolf seconded the motion. There was some general discussion concerning length of time the approval would take in which it was noted that it does not get processed quickly.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Vore presented Resolution 2017-25 requesting the revision of the prima-facie speed on Wengerlawn Road from St Rt 49 to Diamond Mill Road. Trustee Vore moved to approve the resolution and Trustee Woolf seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

There was general discussion concerning setting the speeds on the various road and the length of time it take ODOT to make the requested changes.

Road & Cemetery – Road/Cemetery Superintendent Chris Maleski reported that due to the heavy rain, they have been only moving the outside edges of the ditches and they will be able to mow both sides after getting the cemetery ready for Memorial Day.

There was discussion on the recent seeding along Pleasant Plain Road with the Issue II work and due to the heavy rain, there will probably be a need to re-seed.

Trustee Woolf reported that he had attended a resent Ohio Public Works District 4 Issue II grant money meeting and passed on pertinent information to Road Superintendent Maleski. Trustee Woolf inquired as to any update on Pansing Road Issue II work and Road

Superintendent Maleski indicated that they had just got done surveying the road and Kramer is now working on the plans to get them to us.

Trustee Vore wanted to thank Montgomery County Soil & Water District Stefan Bridenbaugh and Road Superintendent Maleski for their work from the issues we had with all the rain we had. Trustee Vore had received a call from a resident who was irate with all the water on the road on Pleasant Plain. Utilizing aerial photos and other information, they were able to come up with some suggestions to address the water issues on their property.

Trustee Woolf reminded everyone of the Memorial Day services at Arlington Cemetery at 10:00 AM on Monday, May 29th.

Zoning Report – Zoning Officer Brown presented his report and would take any questions.

Trustee Vore announce that the Montgomery County Planning Commission on May 11th moved for the recommendation for approval of the Clay Township Resolution 2017-011 concerning the prohibition of marijuana shops in the Township.

Fiscal Officer:

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

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

Roll call:

Winner – Yes Woolf – Yes Vore – Yes

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

Roll call:

Winner – Yes Woolf – Yes Vore – Yes

Unfinished Business:

The information for the purchase of the Backhoe had been distributed. Trustee Winner is still working on the backhoe purchase and will have more information at the next meeting.

Trustee Woolf indicated that information had been distributed concerning the bids for cleaning services at our last meeting and any decision had been moved to this meeting. Trustee Winner had not received the information. The information will be forwarded to him and any decision on the cleaning services will be made at the next Trustee meeting.

Trustee Woolf thanked Fiscal Officer Limbert for his assistance in assistance in the preparation the RFP for the Township's website. The information utilized much of the information from the original RFP, there was a meeting with the department heads to determine levels of priority for the Website and the RFP was redesigned to receive proposals for a "basic" website with the items we identified as important and provisions for proposals on the items we were interested in utilizing in the near future and for maintaining the website on an annual basis. The intent is to have the website up and running by the end of September. There was general discussion including consistency of dates, concern on the delay of getting the website up and running, liked the addition request for maintaining the website and review of the time table for the various RFP steps. With the proposed corrections, Trustee Woolf moved to accept the RFP for the Website Design, Development and Implementation and Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Winner presented the Ray Hensley revised information for patching/chip seal estimate for more detailed information for the work to be done by roads. There was general discussion including ranking the items presented by priority for work to be done. Trustee Woolf inquired if all costs for the Pleasant Plain Issue project have been recorded and if monies have been allocated for the Pansing Road Issue II project. Fiscal Officer Limbert indicated that Pleasant Plain project has been fully recorded and the Pansing Road project has been budgeted but no appropriations have been set up. Fiscal Officer Limbert will update financial projections for the road work being proposed along with the Pansing Road and proposed back hoe for the next Trustee meeting. Trustee Winner will work on the Resolutions for the work being considered.

Fiscal Officer Limbert presented additional information concerning what Positive Pay is, the cost of Huntington's Business Security Suite/Positive Pay for additional security of cash disbursements for the Township and the related benefits. Fiscal Officer Limbert described how our monthly bank fees are reduced by a credit given to us based upon the balance we maintain at the bank. The estimated balance needed was \$800,000 which the Township's current balance we have in the banks exceeds that. Thus, with all bank fees offset by our bank balance, there would be no fees charged – the service would be "free." Fiscal Officer Limbert recommended that the Township would add the Business Security Suite for addition disbursement protection of Township's monies.

Fiscal Officer Limbert described how the bank calculates its fees and the credit we received based upon the balance maintained. Trustees inquired about the amount we have to "tie

up" to keep from being charged fees. Trustee Vore was concerned about being charged any fees if we have \$800,000 in their bank. It was pointed out that since much of the bank fees are generated by the high volume of checks received from the Trash District, all bank fees are being charged to the Trash District. After general discussion concerning bank fees and possibilities of reducing them Fiscal Officer Limbert will contact the local banks for negotiating bank fees for potentially lower fees. Since Huntington Bank will be discontinuing their assistance with clearing checks, Fiscal Officer Limbert recommended that we move forward with their Business Security Suite until he can obtain proposals with the banks in the Township their fees, interest on interest bearing accounts and minimum balance required to be maintained. Trustee Woolf moved to utilize Huntington's Business Security Suite while maintaining \$800,000 balance to minimize/eliminate bank fees and the Fiscal Officer will work on proposals for bank fees and earnings for interest bearing accounts from the local banks. Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Vore indicated that a RFP would not be required if Fiscal Officer Limbert is able to follow up with the banks to obtain the specified information as outlined in the motion.

Fiscal Officer Limbert updated the Trustees for additional information from Ass't Prosecuting Attorney Alex Hale concerning the Township obtaining a safe deposit box which includes a resolution for obtaining a safe deposit box, individuals who have keys to the safe deposit box and the types of items that we may wish to keep in the safe deposit box. There was general discussion concerning what we may want to utilize a safe deposit box which could include keys, software backups and passwords to be available in case of an emergency. Since a safe deposit box is considered an off-site storage area, the Trustees should receive a quarterly report on what is maintained at this off-site location and would have access to it. During general discussion, it was noted that the Township currently does not have a backup of our current data off site or on the cloud. Item is tabled for further information.

Trustee Vore presented a recommendation for maintaining personnel records in the Chief's office in a fire-proof safe. Fiscal Officer Limbert shared that he had contacted Ass't Prosecuting Attorney Alex Hale as well as other entities with Police Departments as to how personnel files are handled. Fiscal Officer Limbert noted that "Personnel Files" is a generic term where we have "Payroll" personnel file and "Police" personnel files that are maintained by those who are responsible for them. Accounting and/or Human Resources for "Payroll" personnel files and the Police Department for "Police" personnel files. After further discussion, it was determined that the division of files into the "Payroll" and "Police" personnel files would be practical and would address the Township's needs. If there any items needed in both files, copies can be made for both sets of files. If the Road/Cemetery Departments did not want to keep their selected records, all of the Personnel Files would be maintained by the Fiscal Officer. Fiscal

Officer Limbert will work Chief VanGundy to split the files and be ready when the new fire proof cabinet is ordered.

New Business:

Trustee Woolf gave an update on the Issue II projects in the PY31 round which Clay Township's roads were not selected in this round. We currently have Pansing Road scheduled for this year. We have a section of the Upper Lewisburg-Salem Road in the application process. Issue II projects ultimately has the Township paying 10% of the total cost such that a \$400,000 (approximately 1 mile) would cost the Township \$40,000 for their share.

Trustee Woolf presented the Montgomery County Environmental Services agreement for the Intermunicipal Waste Services. After general discussion on types of services provided, it was noted that using other trash disposal locations for solid trash is very expensive. Trustee Vore inquired if we will be charged more for issues creating fines for non-compliance. Trustee Vore believes passing on those kinds of costs is wrong. Trustee Woolf moved to approve waste disposal agreement and Trustee Vore seconded the motion. Trustee Vore expressed a concern of the closing of the north location creating extra driving for trash hauling.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Fiscal Officer Limbert presented a Deed for the sale of cemetery lots #2017-009. Trustee Winner moved to approve the sale and Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf gave an update on the Storm Water Control Issue with the Ohio EPA. Townships are required to form their own district within five years to have full implementation of the plan. It was noted that there was a resident who filed a complaint on the property at I-70 and St Rt 49 that has been utilizing hard-fill that is no longer allowed by the Ohio EPA without EPA permit. It appears the Township will be required to enforce the EPA ruling on this property. All of this is part of the Razors Run water shed. Zoning Officer Brown will be attending a meeting on this matter tomorrow sponsored by Montgomery County Soil & Water District. More information will become available as they work on the rule and regulations.

Trustee Reports:

Trustee Winner had met with Road/Cemetery Superintendent Maleski. They are preparing for Memorial Day and getting caught up from the recent rains.

Trustee Woolf indicated that there is a Jorgens/ODOT meeting in Englewood for upcoming road work on St Rt 49 that will affect the traffic flow in Clay Township. Chief VanGundy will be attending.

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

Trustee Woolf reported that the quarterly Ohio Old National Road magazine just came out indicating there will be a national yard sale event day.

Trustee Vore reported the Police Department has prepared a list of old police file they wish to dispose of to go through the record retention process. Trustee Woolf and Fiscal Officer Limbert start the process.

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

Roll call:

Winner – Yes

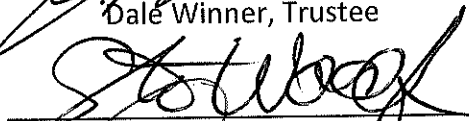
Woolf – Yes

Vore – Yes

Meeting adjourned 7:51 pm.



Dale Winner, Trustee



Steve Woolf, Trustee



Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer