

CLAY TOWNSHIP

Board of Trustees Meeting

May 2, 2016

The regular meeting of Clay Township Trustees was called to order by President Dale Winner at 6:00 pm.

The Pledge was said and a moment of silence observed.

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

Trustee Woolf moved to approve the minutes from April 18, 2016, seconded by Trustee Vore. Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Hearing from the Public:

Doug Kramer, Kramer Associates, gave an update on the Pleasant Plain Phase 2 Issue II project. Mr. Kramer gave a time table for the project for advertising of bids starting May 6th in the Brookville Star with a bid opening on May 26th followed with a recommendation to the Trustees on June 1. This would allow the Trustees to accept a bid at the June 6, 2016 Trustee meeting. The project is to be complete by November 15, 2016.

Mr. Kramer indicated an issue with the unusually high number of culverts on the project. As each culvert is unique, he made the recommendation as to not include them in the bid to help with the funding approval for the project. The volume of culverts would not be cost effective if included in the project with additional engineering time, etc. Culverts are an issue as the road and its shoulders are widened during the project and many of the culverts due to their age have deteriorated significantly over the years. The Trustees should consider contracting with a local contractor to do the work. Mr. Kramer estimated approximately 1,100 feet of culverts that the material cost would be about \$10,000 and the local contractor would provide labor only. Trustee Woolf asked about how long before the project would start? Mr. Kramer estimated couple months. The Township will need to contact the contractors to bid the culvert work as they continue with requesting bids for the Issue II project. Trustee Woolf indicated that the Township should meet with the residents of the project to discuss questions and issues that they may have. Trustee Woolf expressed that the Township had a similar meeting for a previous project and he thought it was good for the residents and helped the project go well.

Trustee Vore suggested other local newspapers (Englewood Independent and the Dayton Daily News) be used in addition to the Brookville Star to advertise the project. Mr. Kramer indicated that they will advertise the project through the Dayton Builders Exchange which is used by most contractors

interested in bidding on projects and lets them know when contracts are available for bid. Trustee Vore also expressed concern for an existing water issue along Pleasant Plain Road and to be sure that that issue is addressed early in the project bidding process. The Trustees also discussed the bidding of the culvert (21) work. Trustee Woolf asked about items that make up the cash or "in-kind" service for Township's 10% of the project...specifically if we have a "rent" factor for using Township equipment. Mr. Kramer indicated that those items would be included and we would need to document accordingly. Mr. Kramer also thought we could get started advertising the culvert work either as advertising for the work to be done vs. a quote from the local contractors. Trustee Winner asked about work that Chris Maleski work to be included as "in kind" work such as clearing and trimming, putting up signage, other landscaping issues. Mr. Kramer indicated that that kind of work would when performed in the given time frame.

Mr. Kramer thought the bids for the Issue II project should not exceed the original estimate as oil prices have dropped since the project was first started. Trustee Woolf asked if he thought the contracts for the project could be signed at the June 6 public meeting. Mr. Kramer thought that would be reasonable and we could schedule a meeting with the residents mid to late June. They have a draft of the notification letter ready to go for such a meeting.

President Winner turned meeting over to Vice President Woolf as he had to leave for a previous commitment.

Department Reports:

Police – Chief Vangundy reported two accidents to two different police cruisers. The new vehicle recently purchased will be ready in a couple weeks. Trustee Vore reported one accident (April 27th) was due to a driver having a diabetic episode. The officer had to stop the individual for safety purposes. The other cruiser was involved in a deer hit in responding on an emergency run. We are currently two vehicles down and trying to get the new cruiser in service as quickly as we can.

Road & Cemetery – Chris Maleski, Road Superintendent, thanked Mr. Kramer for all of his help and guidance.

Cemetery – 25 footers are being poured and will be ready for Memorial Day. The mausoleum now has landscaping and a front porch.

Zoning – Jim Corcoran, Zoning Administrator, nothing to report. Trustee Vore reported that Mr. Corcoran has been researching the issues with Clayton and jurisdictional boundaries to be prepared to discuss if anyone was present to talk about these issues.

Fiscal Officer Report:

Fiscal Officer, Brad Limbert, presented Supplement Appropriations to take care of Workers Compensation and other expenditures. Trustee Vore approved the request, Trustee Woolf seconded.

Vore – Yes Woolf – Yes

Fiscal Officer Limbert also presented a new Blanket Certificate needed to make the necessary payment of for phone service. Trustee Woolf moved to approve the request. Trustee Vore seconded the motion.

Vore – Yes Woolf – Yes

Fiscal Officer Limbert presented the warrants to be paid for the last of April and those due at the beginning of May. Trustee Vore approved the request. Trustee Woolf seconded the motion.

Vore – Yes Woolf – Yes

Unfinished Business:

Trustee Woolf gave an update on the indigent situation. Trustee Woolf indicated that bidding the service is not required; the township can appoint a funeral home to handle the indigent situations. Trustee Woolf made a motion of Gilbert Fellers Funeral Home be the designated funeral home for indigents for 2016 and the Township would review at end of the year. Trustee Vore seconded the motion. Trustee Vore also inquired as to if Gilbert Fellers was also the lowest cost of those interested. Trustee Woolf indicated that they were.

Vore – Yes Woolf – Yes

Trustee Woolf asked about any comments on the Daily Activity Log for the Road Department. Trustee Vore thought that it looked fine and moved accept it. Trustee Woolf seconded the motion.

Vore – Yes Woolf – Yes

Trustee Woolf updated the trustees on the outside lighting issue at the Township building. Chris Maleski and Chief Vangundy had received one bid for the work to include upgrading to LED for the work to be done from Chase Electric for \$2,925. Chief Vangundy commented that some additional work was needed on the side of the building that was estimated to be \$250. Trustee Woolf moved to accept Chase Electric bid not to exceed \$300 for the additional work. Trustee Vore seconded the motion.

Vore – Yes Woolf – Yes

Trustee Vore indicated that the expense should be charged to the General Fund as it benefits all funds.

Trustee Woolf gave an update on insurance checks received when there is a structural fire in the Township. The check is to be sent to the Township (local jurisdiction) from the insurance company. The ORC provides a protocol to follow before releasing any of the insurance funds to the resident after taking care of certain designated/allowed expenses. Trustee Woolf will check with Prosecuting

Attorney Jonathan Ketter to look over the procedures. Trustee Woolf recommended drafting a letter for procedures for all three of our fire departments so we can work together in situations like this as they occur. Trustee Vore had a question for Chief Vangundy if this was an arson fire situation with the substantial amount of police time involved. Costs may have been incurred by the fire department as well. Chief Vangundy confirmed extra time was spent on the fire and he will prepare a time line for processing the claim. Fiscal Officer Brad Limbert gave an update on what has happened to date which included contacting the homeowner and a letter follow up to have the insurance re-send us the check to follow the required procedures. Trustee Woolf will obtain what the qualifying costs are and we will prepare a listing of the costs incurred for this structural fire.

New Business:

Trustee Vore gave a well situation update for the Township house that we probably need a well cleanout. Bids were received for work of a well clean out. Trustee Vore discussed the bids. Trustee Vore moved to go with Hall and Jenkins Well Drilling for \$1,325 as they were specific on the work to be done. Trustee Woolf seconded the motion.

Vore – Yes

Woolf – Yes

Trustee Vore reported the need of signage around the Township properties/buildings to be updated. A quote received from Yipes Stripes for the work to be done for \$1,330. Trustee Vore moved to accept Yipes Stripes bid to update our signage. Chief Vangundy asked about if the lettering would be reflective and would be needed with the new lighting work to be done? Discussion indicated that that should not be an issue. Trustee Woolf seconded the motion indicating that the expenditure would be paid from the JEDD Fund.

Vore – Yes

Woolf – Yes

Trustee Vore – point of reference – Western Council of Government has requested outlying governmental units prepare a resolution for District One Court as they are against moving the outlying courts in Montgomery County to downtown Dayton. They are working on wording of the resolution. Trustee Woolf reiterated that the move can be a big burden for our residents and police.

Trustee Vore presented the concern on our “proper” employee policy manual. The manual was originally passed in 2011 but updated in 2012. Both copies were still in circulation. Trustee Vore has issued the updated copy to all employees. Fiscal Officer Limbert had asked for clarification of the pay week (Saturday through the following Friday) and how overtime was to be calculated. Currently, timesheets are due by Friday noon which has the remaining part of Friday “estimated.” After general discussion, timesheet will now be due Monday with payroll checks distributed Wednesday. This can be an issue as the bank required two banking days for direct deposit which means the payroll has to be processed Monday. To make it a more difficult issue is that several holidays (bank closed days) are on Mondays. The Fiscal Officer will work up a recommendation for a change in payroll procedures to allow reasonable time for processing payroll while attempting to minimize changes in the system and be

compliant with the Labor laws. The "accepted" recommendation after Trustee approval would then be forward to Prosecuting Attorney Jonathan Ketter for review. All options will need to be looked at.

Trustee Vore had a question as to who our office help, Michele Williams, report to? After general discussion, Trustee Vore moved to have Chief Vangundy as her immediate supervisor. Trustee Woolf seconded the motion.

Vore – Yes

Woolf – Yes

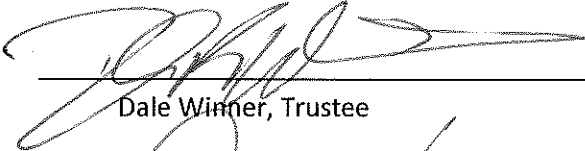
Trustee Woolf questioned the progress on obtaining a possible bid on generator. Trustee Vore recommended because of cost of a generator back up system and the requirements that we bid it out. Chief Vangundy will obtain bids.

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

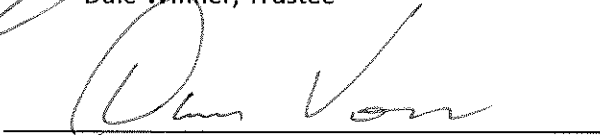
Vore – Yes

Woolf – Yes

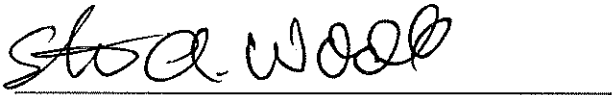
Meeting adjourned 7:15 PM.



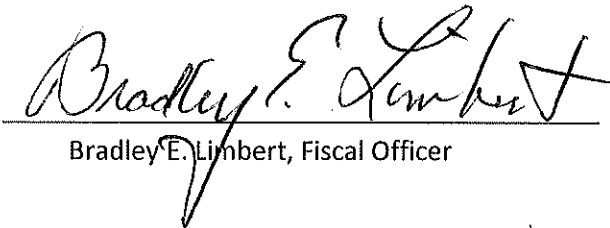
Dale Winner, Trustee



Dave Vore, Trustee



Steve Woolf, Trustee



Bradley E. Limbert, Fiscal Officer