

# CLAY TOWNSHIP

## Board of Trustees Meeting

August 1, 2016

The regular meeting of Clay Township Trustees was called to order by President Dale Winner at 6:00 pm. The Pledge of Alliance was said and a moment of silence was observed for our men and women serving our community and country.

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

Before the minutes were moved for approval, Trustee Vore requested that since the Trustees receive drafts of the minutes before the meeting that if any changes are made that those changes could be identified so the Trustees are all aware of them and how the minutes will be presented at the meeting. Fiscal Officer Limbert indicated that he would provide the Trustees information on any differences between the drafts and the minutes provided at the meeting. Fiscal Officer identified the changes made for the July 18, 2016 minutes. Trustee Winner moved to approve the minutes from July 18, 2016, seconded by Trustee Woolf.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

### Hearing from the Public:

Gary Horstman commented a recent the City of Brookville council meeting in how quick they attempt to get their council meeting minutes on their website. The second item is the council allows 5 minutes for attendees to address the council. Then, the issue may be addressed later on in the meeting and the individual does not have an opportunity to ask for subsequent clarification. He would like the Trustees to consider these items in handling the Trustee meetings.

Mr. Horstman indicated that Zoning Board will be getting the Property Maintenance Code they have been working on to the Trustees. He had a question if the Board of Zoning Appeals (BZA), as indicated in the Property Maintenance document, is the proper group to address the issues resulting from the Property Maintenance Code vs. having a separate board for addressing issues. Trustee Vore discussed that appeals of a BZA decision could possibly come to Trustees. Zoning Enforcement Officer Corcoran indicated the proposed procedures would need to be determined if they are in line with the guidelines provided by the ORC. Would the ORC allow

another board? Trustee Vore stated that the Zoning office will be critical in the process. It was discussed how our zoning boards have had issues on filling open positions and another board may be overwhelming to fill. Trustee Woolf requested that Zoning Enforcement Officer Corcoran check with the other townships for their organizational structure in handling their maintenance codes. Zoning Enforcement Officer Corcoran is concerned with the problem with no volunteers to fill their open positions on the board and then the board may miss a step in the process. The Trustees have the ultimate decision on how the Property Maintenance appeals will be handled. Zoning Enforcement Officer Corcoran will discuss this issue with Mr. Jetter, County Prosecutor Officer. Trustee Woolf requested that the proposed maintenance code be looked at in light of the ORC concerning property code maintenance management, and make a recommendation in conjunction with the members of both the Zoning Commission and the board of Zoning Appeals members.

Department Reports:

Police – Chief VanGundy reported that Englewood Truck was concerned with the issue of a lack of title on towing salvaged vehicles. They would be willing to help with obtaining those titles. Chief VanGundy questioned if he should move forward to develop a policy for invoicing of administration costs of the process. There was discussion concerning what the ORC requires. Trustee Vore made the motion to go forward with the proposed process for handling titles of salvage vehicle with Englewood Truck. Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Chief VanGundy indicated that after interviews with potential candidates, they propose they hire Justin Brown for the part-time zoning/part-time police position at the rate of \$14.68 per hour effective August 1, 2016. Trustee Vore moved to hire Austin Brown for the zoning/part-time police position at the rate of \$14.68 per hour. Trustee Woolf seconded the motion. After general discussion Trustee Woolf indicated there would be the normal one year probation and the hiring would be effective today.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Road & Cemetery – Chris Maleski, Road/Cemetery Superintendent reported that they are getting caught up on their mowing in the cemetery, including spraying, and the ditches along the township roads. He also reported that new signs have been put up for the Issue II project on Pleasant Plain. Trustee Woolf inquired if all lots had been paid for as the

monthly report had one lot without an amount indicated. Cemetery Supt. indicated he thought all lots were paid for but will check and report back to the Trustees.

Road Superintendent Maleski reported that the new rear-mower had been received. All ditches have been mowed. He asked what the Trustees wanted to do with the old one rear mower – scrap vs list on gov.com. After general discussion, it was decided to try gov.com for 30 days with a set minimum of salvage value. If it is not sold, then take the unit for salvage.

Road Superintendent Maleski reported the all the pipes/culverts had been installed for the Pleasant Plain Issue II project.

Cemetery Superintendent Maleski reported a tree on Wengerlawn Road needs removed apparently hit by lightning sometime ago. The Company that does work like that for the Township had provided him with a proposal of \$800 for removing. Trustee Vore requested they see if they could get another proposal for the work to be done.

Road Superintendent Maleski also reported that Wagnor Paving had been contacted for work to be done on Wengerlawn Road and they will be getting back with him with the information requested.

Trustee Winner reported that he had received a call concerning cemetery expressing satisfactory with how well the cemetery looked after they had installed special fence posts at their plot.

Zoning Report – Zoning Enforcement Officer (ZEO) Jim Corcoran reported that he had received a report from the EPA that Titan Motors cleaned up their location satisfactorily.

The next zoning meeting will be August 15,

ZEO Corcoran asked for the Trustees' approval for running an ad for finding a replacement for Mr. Kyle Hinkleman on the BZA who is stepping down because he is moving out of the township. The Trustees approved to take steps to find a replacement for Mr. Hinkleman in both the Brookville Star and Englewood Independent.

ZEO Corcoran distributed a listing of “problem” properties that he has received complaints on and their status for the Trustees.

Fiscal Officer:

Supplemental Appropriations were presented. Trustee Winner moved to accept, Trustee Vore seconded.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Purchase Orders/Blanket Certificates prepared for the month were presented. Trustee Winner moved to approve, Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Warrants were presented for approval. Trustee Winner moved to approve, Trustee Vore seconded the motion. Trustee Woolf had a question on the Northmont printing invoice if the envelopes indicated being paid were being charged for the Keep Clay Clean Day. Fiscal Officer Limbert indicated that those were for general envelopes and it was a separate bill.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Fiscal Officer indicated that the Township needs to get their Final Appropriations to the County. He has provided the Trustees with preliminary numbers so work can be done to generate Final Appropriations for approval. Trustee Woolf inquired as to when the Final Appropriations were done and Fiscal Officer Limbert indicated in February. Trustee Woolf indicated that this was an unfinished item before current Fiscal Officer Limbert took office. Trustee Winner inquired when would be a good time to have a work session for finalizing. Trustee Vore express dissatisfaction of the current UAN accounting system as being very antiquated. Fiscal Officer Limbert explained that the Township is not using many of its features. The concern expressed on not having the expenditures categorized as they departments budget was because no one had taken the time to add accounts to customize the program. Works needs to be done with the UAN program to create meaningful reports for the Trustees and department heads to work with. The Fiscal Officer will get the current chart of accounts to the Trustees so we can customize to modify the reports to help report expenses of each fund. Trustee Vore indicated that he would like a report that shows what % of a line item has been spent to date. Fiscal Officer Limbert indicated that that report is available and that was one that was provided with other financial information for this meeting. After general discussion, a work session was set for Tuesday August 23<sup>rd</sup> @ 5:00pm.

Unfinished Business:

Resolution 2016 – 21 Pansing Road Phase II was presented to continue the application process. Trustee Woolf moved to accept the resolution. Trustee Vore seconded the motion.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf – Yes

Resolution 2016 – 20 Upper Lewisburg-Salem Road Improvements Phase 1 application was presented to get the project “in the pipeline.” Trustee Woolf moved to accept the resolution with an option to allow the Trustees not to accept if the project is to be dropped. Trustee Vore seconded the motion.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf – Yes

Resolution 2016 – 19 Wengerlawn Road Improvements Phase 1 application was presented Trustee Woolf moved to accept the resolution. Trustee Winner seconded the motion. After general discussion, Trustee Vore amended the motion to not require the Township to encumber monies for this project until it is accepted. Trustee Woolf seconded the motion.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf – Yes

Resolution 2016 – 22 Update to the Original Memorandum of Understanding Signed in 1995 by Clay Township and Montgomery Soil and Water Conservation District. Trustee Woolf moved to accept the resolution and Trustee Vore seconded the motion. Trustee Vore questioned if the parcel numbers listed in the Resolution had been checked? Also, he would like Prosecuting Attorney Jonathan Ketter to look over contracts. ZEO Corcoran will check the parcels. Trustees decided to retract the motion and table until information is confirmed. Trustee Woolf moved to post phone the motion. Trustee Vore seconded the motion.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf – Yes

New Business

Fiscal Officer reported that he had just received Health Insurance next year quote which is a proposing an increase of 4.5% over this year. Trustee Vore ask if Trustee Woolf was checking into our insurance situation. Trustee Woolf indicated that he was checking into the health insurance renewal situation for a future work session.

Trustee Woolf suggested that some of the Projects and Departments oversight by Trustees should be changed to give a fresh look and approach to day to day activities. Trustee Woolf asked the other Trustees if Trustee Winner would assume the oversight of the Road and Cemetery Departments and in return Trustee Woolf would assume the oversight of the website, technology upgrades like phones and computers, and Fire and EMS. Also, Trustee Woolf asked Trustee Vore, if Trustee Vore and Trustee Woolf could co-manage Emergency Management. There was general discussion. The Trustees agreed to make the changes. Trustee Winner will update the committee list.

### Committee Reports

Trustee Vore - none

Trustee Winner reported that we had received a letter/note with a trash bill payment requesting a way to get information on activities in the Township to them as they live in an area that is serviced via the Englewood Independent. Currently information is only through the Brookville Star and the Township discontinued its newsletter years ago. Trustee Woolf suggested consideration of utilizing the Englewood Independent for Township information as well. Chief VanGundy received a phone call for the same concern.

Trustee Woolf gave an update on Keep Clay Clean. Road Superintendent Maleski is scheduled to help with set up and is ready. A mailing went out about the event this past week. There have been several inquiries concerning Keep Clay Clean. Trustee Winner and Fiscal Officer Limbert have volunteered to help with the event as well as Zoning Enforcement Officer Corcoran and the police staff will be assisting.

The Trustees had received the first Daily Work Logs for the road and cemetery employees. The logs were reviewed and there was general discussion on the information presented and what is needed to provide adequate documentation for issues that may arise. The Trustees would like to see more detail on the daily logs. Trustee Vore discussed documentation is a necessity for more detailed logs for work being done. Police logs report ½ hours increments. The Trustees will review the logs for the next pay period to work in getting the needed documentation.

There were questions on burial fees for other cemeteries as to how our compare. There may need for fee adjustments which could help with covering the cost of additional personnel that may be needed. Possible liability issues that might arise in the cemetery, for example, may be supported by the detailed time logs. The logs would provide how

time is spent and time needed to help scheduling. Chief VanGundy suggested to make the change prospectively for the logs to be turned in as they are public record. The logs can be used for insurance purposes and for risk control as well. Trustee Woolf with check with the insurance company to see what they recommend for claims they handle. It may take some more time to record daily activity for each employee but the benefits are worth the time spent.

Chief VanGundy reported that he is working on a detailed job description for Sgt Hawkins for Trustee approval that will be presented at the next Trustee meeting.

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

Roll:

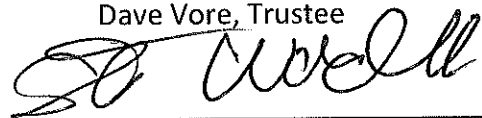
Vore – Yes

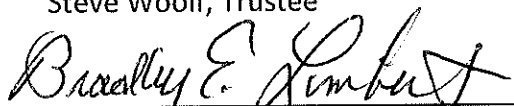
Winner – Yes

Woolf – Yes

Meeting adjourned – 7:22pm

  
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Dale Winner, Trustee

Dave Vore, Trustee  
  
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Steve Woolf, Trustee  
  
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Bradley E. Limbert, Fiscal Officer