

CLAY TOWNSHIP

Board of Trustees Meeting

September 19, 2016

The regular meeting of Clay Township Trustees was called to order by Trustee Steve Woolf at 4:00 pm. The Pledge of Alliance was said and a moment of silence was observed for our veterans and first responders serving our community and country.

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

Trustee Vore moved to approve the minutes from September 6, 2016, seconded by Trustee Woolf.

Roll call:

Vore – Yes

Woolf - Yes

Hearing from the Public:

Carolyn Rice, Montgomery County Treasurer, provided the Trustees with an update on the collection of Montgomery County real estate taxes. Delinquent bills are being prepared to be sent out this week. After September 30th the delinquent properties would become eligible to be turned over for a tax lien sale. After the due date, the 10% rollback would be added back to the property owner's tax bill plus interest. Property owners can get on payment plan which stops the penalties and interest. To avoid future delinquencies, property owners have the option to get on a monthly billing plan. The billing plan option can include back taxes as well. However, the property owners must come to the Treasurer's office to set up a payment plan. Clay Township has 4,965 parcels – 198 parcels are delinquent (representing 4%) owing over \$829,000+. Twelve parcels are currently on a payment plan....avoiding a tax lien sale. 55.8% of the \$829,000+ is over three years old. Most are residential with sixteen being agricultural and 30 are commercial parcels.

Trustee Vore would like to have a copy of the listing of the delinquent properties with the amount owed. The Treasurer's office will get a copy of the listing to Fiscal Officer Limbert. Trustee Woolf inquired how often are the tax lien sales occur. MC Treasurer indicated they are done twice a year. She also indicated that they try to work with individuals to avoid starting the tax lien sale process. The delinquent properties are listed in the local paper (Dayton Daily News). Property owners can make a down payment to get on a

payment plan. The request for a payment plan is done on a case by case basis and the plans needs to have the debt paid off within five years. Foreclosures are rather costly and the Treasurer's office tries to work with the individual property owners.

Treasurer Rice reported that 95% of the property owners pay their taxes on time county-wide. Periodically, tax liens are sold and the outside third party has a year collect the tax plus 1 1/2% collection fee per month. Top 25 delinquent property owners owe \$150,000+. Collections have been good the past year. Trustee Woolf inquired as to how Clay Township's collection percentage compare with other communities in Montgomery County. Treasurer Rice indicated it is better than most other taxing districts. Treasurer Rice indicated that the county website list properties available through tax liens....they need to go through the foreclosure process.

Gary Horstman had three items – First, he wanted to update the Trustees on the county fair situation. He had talked to John Freeline, Montgomery County Fair Board, if the board was still interested locating in the Brookville area. Question asked was if Brookville area is still interested in having the MC Fair? Mr. Horstman is inquiring if the lawn property in the business park was still available. Brookville Zoning Director, Snedeker indicated it was a so-so situation with water & sewer an issue. City Manager Burkholder indicated that Brookville Council may not be real happy with the possibility but it is a possibility. Again water & sewer is an issue. The County Fair Board has postponed the Fair Board Meeting until the end of the month apparently to gather more information before a decision is made. Mr. Horstman will continue to monitor the situation.

Mr. Horstman indicated he has some traffic cones if the Road Department can use them they can have them. Road Superintendent Maleski will look at them and let him know.

Mr. Horstman also indicated that the Clay Township Historical Society had a question on heating their building. He asked if the Historical Society can piggyback with the Township on the propane supply to avoid minimum usage fees. Fiscal Officer Limbert will check with the current supplier. The Township may be able to have a RFP to include the Historical Society building to avoid minimum propane fees as they work on the 2017 budget.

Department Reports:

Police – Chief VanGundy – DCTS provided a quote on updating our phone system. Chief VanGundy will forward it to the Trustees. DCTS is also interested in bidding on the website work. Chief VanGundy will send information to Trustee Woolf to consider.

Chief VanGundy also indicated that on October 3rd the police have an OPOTA seminar scheduled for the conference room. The Township will need to re-schedule the Trustee work session or it may be relocated to the regular township meeting room. The Trustees will relocate to the regular township meeting room. Trustee Woolf will make arrangements.

At the recent RDC meeting, Chief VanGundy was notified they were planning to get the radio transition to Marcs in October which would allow the different departments in the Township to communicate via all radios.

On October 6th, a representative from the Police Department will be attending the CTC Criminal Justice advisory committee meeting to provide input for the 2016-2017 student curriculum.

Road & Cemetery – Chris Maleski, Road/Cemetery Superintendent reported that he had received an estimate for repair to Wengerlawn. The estimate is about \$30,000 for chip and seal. Trustee Woolf indicated that the Township may want wait for Issue II approval on the Wengerlawn project request which the Township would get about a whole new road for about the same price. If not doing chip & seal, Chris Maleski says the road will need patching before end of year. The Trustees will review the options.

Pleasant Plain Road Issue II project has been postponed to mid to late September. Trustee Vore requested a list of road work that currently needs to be done to address items before winter. This list would include the status of road and estimated costs. Trustee Vore indicated the Road Department should probably get assistance from the Engineer Office to write up the status of the roads so we can get them properly prepared for winter.

Trustee Woolf reported that Brookville Lake Estates sewage project is planning to start before too much longer. Residents along the sewage line will need to pull permits that may be required when works starts on the project. He also reported that he had received call from a resident concerning a severe smell coming out of their waste water treatment pond. Trustee Woolf checked the situation and appears to be from dead fish in the pond which is one of the reasons for the project being moved up. He reported this to the Health Department and the Department of Environmental Services. Trustee Woolf believes this reiterates the importance of this project.

Trustee Woolf thanked Chief VanGundy and Road Superintendent Maleski for getting the dumpster removed that was left after the Keep Clay Clean day.

Trustee Woolf inquired on the progress in replacing the rest of the road signs that are out of date. Trustee Vore requested a priority list to begin the sign update project. Road Superintendent Maleski is to prepare a list of Clay Township signs that need to be replaced and prioritize for replacement. This may include updating the Clay Township sign.

Fiscal Officer Limbert presented 2 deeds for lots sold during the month for approval. Trustee Woolf moved to approve the sale of the lots in the Arlington Cemetery. Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Woolf - Yes

Zoning Report – Zoning Enforcement Officer (ZEO) Justin Brown reported that he is working on property maintenance throughout the township. Trustee Vore appreciated the transition work done from Jim Corcoran to Justin Brown. “Thanks” was expressed for their effort. Trustee Vore commented on the work being done on property maintenance is to be proactive in addressing properties potentially in violation. It was also reported that the Property Maintenance Code they are working on was having a few issues from the attorney and it is being reconciled with ORC, County Regulations and legal issues. Trustee Woolf indicated there could be potential issues with assessments in enforcing the code. Trustee Vore indicated there could be limitation on assessments. There was general discussion on the assessment procedures for the current mowing work and future maintenance. Procedures will be defined for the Property Maintenance Code when passed.

Fiscal Officer:

Fiscal report was presented. Fiscal Officer Limbert indicated since the systems are now set up and running, reports should be distributed the Wednesday before the second Trustee meeting of the month as requested by Trustee Vore. Trustee Vore moved to approve as presented and Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Woolf - Yes

Reallocations of Appropriations were presented and Trustee Woolf moved to approve as presented and Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Woolf - Yes

Trustee Vore moved to approve the Purchase Orders/Blanket Certificates prepared for the month as presented. Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Woolf - Yes

The warrants through September 19, 2016 were presented for approval. Trustee Woolf moved to approve, Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Woolf - Yes

Unfinished Business:

Chief VanGundy presented an updated employee manual for approval. Trustee Woolf had a question on vacation and sick time. There was general discussion on how the vacation time and overtime worked when they occur in the same week. There was also discussion concerning Comp time for clarification specifically indicating that Comp time cannot be used to cause overtime in the same week. Trustee Woolf moved to accept Resolution 2016-34. Trustee Vore seconded the motion indicating that paragraph 4 was reviewed by legal counsel in the process of finalizing the document.

Roll call:

Vore – Yes

Woolf - Yes

New Business

It was noted that the Trustees were planning to attend the annual Farm Bureau meeting at the Audubon Center. Trustee Vore shared that he had a family commitment in which he would not be able to attend.

Trustee Committee Reports:

Fiscal Officer Limbert shared that the third quarter trash bills will be going out at the end of the month. We have the ability to put information on the bills to update the residents. With limited space, we can report that the trash date did not change. It was noted there was discussion with the trash company about a possible change, but that will not take place. We will communicate that trash issues should be called into our trash provider (Republic) as well as for bulk pick up requests.

Trustee Woolf will be joining Chief VanGundy at the upcoming CTC advisory meeting as he is involved with the Adult Ed program as well.

Trustee Woolf reminded the Trustees of the work session on October 3 @ 4:00 for a website presentation and review health benefits proposals for 2017.

Trustee Woolf reported that Brookville was having their Fire Prevention Parade on Wednesday, October 5 this year.

Trustee Woolf shared the fire reports received from City of Brookville and the Village of Phillipsburg for August.

Fiscal Officer Limbert reminded that Trustees to work on line items for next year budget as to designating funds for operations the first part of the year, future equipment purchases and other future expenditures that are being considered. Trustee Woolf had some recommendations for line items for the 2017 budget process which were given to Fiscal Officer Limbert.

Trustee Vore expressed concerns on maintaining files in township litigation. It is important to make sure we have all files. Fiscal Officer Limbert will check with Jonathon Ketter, Prosecuting Attorney Office, as to document filing requirements for such information; specifically for correspondence that are addressed only to Trustees individually.

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

Roll call:

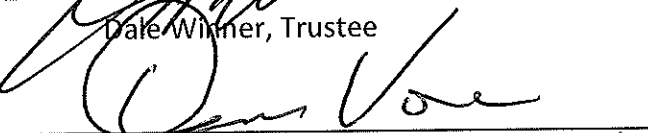
Vore – Yes

Woolf – Yes

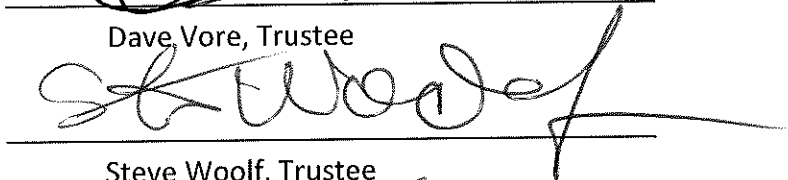
Meeting adjourned at 5:07 pm.



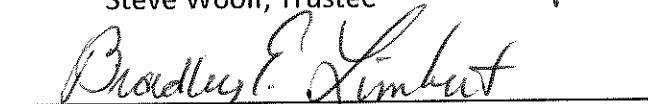
Dale Wilmer, Trustee



Dave Vore, Trustee



Steve Woolf, Trustee



Bradley E. Limbert, Fiscal Officer