

CLAY TOWNSHIP

Board of Trustees Meeting

September 6, 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 veterans and first responders serving our community and country.

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

Trustee Winner moved to approve the minutes from August 15, 2016, seconded by Trustee Vore.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Hearing from the Public:

None

Fiscal Officer:

Fiscal report was presented and Trustee Vore moved to approve as presented and Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Revised Permanent Appropriations and Reallocations were presented and Trustee Winner moved to approve as presented and Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Trustee Winner moved to approve the Purchase Orders/Blanket Certificates prepared for the month as presented. Trustee Vore had a question concerning a Blanket Certificate of \$25,000 for the JEDD. Fiscal Officer Limbert explained that since the JEDD Fund did not have the detailed accounts for the various expenses like other funds, a large amount for one account that handles most expenses of the JEDD was prepared. Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

The warrants through September 6, 2016 were presented for approval. Trustee Winner moved to approve, Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Fiscal Officer Limbert presented a list of three pieces equipment that have been replaced in the office comprising of a printer and multi-function copiers. There was discussion as to possible utilization in other departments in the Township. It was determined that there was no need for them and put them on-line as surplus. If there is no interest, the equipment will be disposed of accordingly. Trustee Woolf moved to list the equipment on line for disposal and Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

There was further discussion concerning any minimum amount for any of the pieces of equipment. Fiscal Officer Limbert is to check with the Donnellon McCarthy rep for an amount of the large color machine and then go amount $\frac{3}{4}$ of the amount suggested.

Fiscal Officer Limbert reminded the Trustees that worksheets had been distributed to receive feedback from them as to plans for fund balances concerning needed operating funds at the beginning of the year, planned equipment purchases, capital improvements and other items that reserves should be considered for the remainder of the year and for the preparation of the 2017 budget. Trustee Vore inquired about monthly financial information based upon the budget just passed and Fiscal Officer Limbert indicated that those were scheduled for the 2nd Trustee meeting of the month to allow for bank reconciliations, etc. that are done during the first part of the month.

Department Reports:

Police – Trustee Vore presented the following resolutions:

Resolution 2016-026 – Resolution to impose a moratorium prohibiting the changing of land or its current use by restricting cultivation, processing, or retail sale of medical marijuana for a period not to exceed six months from the effective date of this resolution - Trustee Vore provided a general overview of the resolution and moved to accept the resolution; Trustee Winner seconded. There was discussion concerning the six month moratorium

and as well as other components of the resolution. Out-going Zoning Enforcement Officer (ZEO) Corcoran gave an update on zoning issues that they have been discussing with the state and thanked Chief VanGundy for his assistance on the preparation of the Resolution.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Resolution 2016-027 – Resolution Authorizing the Approval for the Update of Policy and Procedures Manual Section 1.3 Use of Force – after an update on what is happening at the state level and a brief discussion, Trustee Vore moved to accept the resolution; Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Resolution 2016-028 – Resolution Authorizing the Approval for the Update of Policy and Procedures Manual Section 31.1 Recruitment; Administrative Practice and Procedure – after an update on the reasons for the resolution to work effectively within the township and a brief discussion, Trustee Vore moved to accept the resolution; Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Resolution 2016-029 – Resolution Authorizing the Approval for the Update of Policy and Procedures Manual Section 31.2 Recruitment; Recruitment & EEO - Chief VanGundy elaborated on various features of the resolution. Chief VanGundy will be updating their timesheets for the change. Trustee Vore moved to accept the resolution; Trustee Woolf seconded the motion. Chief VanGundy provided plans for implementation of the resolution.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Resolution 2016-030 – Resolution Authorizing the Approval for the Update of Policy and Procedures Manual Section 84.1: Property and Evidence Control – Chief VanGundy gave an explanation of the resolution concerning procedures and the handling of property. After general discussion, Trustee Vore moved to accept the resolution and Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Chief VanGundy explained the need to terminate the license of the old radios for the Road Department and update the template to be in compliance so the Road/Cemetery radios can communicate with all other radios in the Township. There is a cancellation fee of \$50. The cancellation document will be signed by Trustee Winner. It was recommended that the old radios will to be disposed as surplus equipment. Trustee Woolf gave an overview of the process and moved to terminate the license. Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Trustee Woolf moved to list the radios as surplus equipment. Trustee Winner seconded the motion. Chief VanGundy will list equipment and be sure they are properly removed from the vehicles.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Road & Cemetery – Chris Maleski, Road/Cemetery Superintendent – Absent

Fiscal Officer Limbert presented deeds for plots that were recently sold. Trustee Winner moved to approve the sale of the lots; Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Zoning Report – Zoning Enforcement Officer (ZEO) Jim Corcoran/Justin Brown – ZEO Brown gave an update on the recent Zoning Meeting and its work on the Property Maintenance document. ZEO Corcoran and Brown have been preparing a list of those properties that are potentially in violation concerning junk cars, vacant houses, etc. Trustee Vore gave a brief update on the Property Maintenance document and indicated the Zoning Board has finalized the document and it will be forwarded to Jonathan Ketter, Prosecuting Attorney Office for final review.

Unfinished Business:

Trustee Woolf indicated a need to set another date to meet with a Website vendor. There was general discussion on items that will be covered. In setting a work session, it was suggested that it could be combined with health care that needed to be discussed. The Trustees set October 3rd at 4:00pm before the regular scheduled Trustee meeting.

There was general update on upcoming health care renewal. It was suggested to have the providers to be available for discussion at the scheduled work session on Oct. 3rd.

Fiscal Officer Limbert indicated that Weekly Logs that have been recently turned in have not been matching the related timesheet. The Trustees agreed that they need to match payroll timesheets. Trustee Vore recommended to provide an example for the employees to follow on what the Trustees expect with an emphasis on accountability, documentation, etc. Trustee Woolf also indicated the need for uniformity. Trustee Winner will work on improving the Weekly Log and related expectations.

Fiscal Officer Limbert presented the results of the proposals on bank fees he and Trustee Woolf had received. There was general discussion concerning the banks proposals. Based upon proposed fees and the ability of providing the township with a credit card, the recommendation was Huntington Bank. Trustee Vore moved to accept the recommendation to change the township's banking institution to Huntington Bank. Trustee Woolf seconded the motion. Trustee Woolf reminded everyone that the ORC highly recommends that all Townships review their banking relations every five years.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

New Business

Resolution 2016-32 - Resolution Authorizing Clay Township, Montgomery, Ohio, to File an Application to the State of Ohio, to Participate in the Local Government Innovation Fund Program - It was shared that Perry Township is included in the application process as a partner. Gary Burkhardt, City of Brookville gave a presentation on the application, the process and the various levels of support for the application. After general discussion, Trustee Woolf moved to accept the resolution; Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Resolution 2016-31 Resolution to Adopt the Records Retention Schedule (RC-2) – Part 1 as Approved by the Clay Township, Montgomery County Records Commission – Trustee Winner gave a general description of the resolution, state requirements for record retention and disposal. Trustee Winner moved to accept the resolution; Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Resolution 2016-33 – Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor – Fiscal Officer Limbert presented the recently received rates and related resolution for 2017 tax levies received from the County. There was general discussion on the resolution and Trustee Vore pointed out that the amounts presented

are based upon a 95% collection rate. Trustee Vore moved to accept the rates as presented; Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Fiscal Officer Limbert indicated that he had received a request to utilize the Township building for the upcoming election. Trustee Winner moved to grant the request. Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Fiscal Officer Limbert presented a list of property owners for assessment of unpaid trash bills over \$100 for the 2nd quarter. Trustee Vore moved to assess the listed properties; Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Fiscal Officer Limbert indicated that the Township had recently received information from the Ohio EPA concerning storm sewers and waste water plan. There was general discussion. As President, Trustee Winner will be the point person. City of Brookville is involved as they are working with the earlier Resolution 2016-32 for funds for the project. As discussed, a study of the situation for the project would be the best approach. The approach as a regional vs. locality issue will be discussed. More information should be available late October.

Fiscal Officer Limbert indicated that the Township recently received a Surety Bond from the trash provider (Dempsy). It appears they had not updated the company's name. Trustee Woolf will follow up concerning proper names on the document.

The Township has received information on FCC Radio Towers as to an application on County Line Road. This a new application; it was noted that Townships cannot regulate such towers. ZEO Corcoran/Brown are to include future notification with the Zoning report. Trustee Woolf inquired about the status of the tower application on Hartman Road several years ago. No one was aware of such an application. ZEO will follow up on the Hartman Road application.

Trustee Woolf inquired if there were any items for an Edge application. Nothing was being considered.

Trustee Woolf shared the items from a recent work session concerning the Trash District. There was general discussion. The Trustees would like to look at other billing programs as our current one is supported by one person and updates have been minimal. Trustee Vore suggested to check with Republic as to vendors they are currently working with on billing. The Trustees would like to see what is available and have an evaluation done in the next four months. It was noted that much of the billing work has been done by the Fiscal Officer and is allowed to be compensated per Sec 505.32 of the ORC. The Fiscal Officer has worked through estimated time needed to handle the duties required and recommends \$350 per month (previous person was paid \$650 per month). Trustee Vore expressed concern about the volume phone call for issues with trash when such calls should be to our trash provider, Republic, rather than to Ms. Williams and look into upgrading our phone system. Trustee Woolf is looking at updating our phone system and related upgrade of our technology. After general discussion, Trustee Woolf made the motion for the \$350 per month from April 1 to December 31 to be paid to the Fiscal Officer per ORC 505.32 for duties pertaining to the Trash district to be paid semi-annually and a review of the billing system, telephone and related technology by January 1, 2017. Trustee Vore seconded the motion. There was general discussion concerning processing trash payments through the website.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Trustee Committee Reports:

Trustee Vore – none

Trustee Woolf – reported on the extension of Market Street to Upper Lewisburg Salem Road. He wanted to have the police on notice of this as it will be affecting traffic when it starts.

Trustee Woolf also indicated there will be an update meeting on Upper Lewisburg Salem Road/Wellbaum Road sewer line project to the Brookville Estate trailer park meeting in the next few weeks. The lines will be bored and project is to be completed by May 2017. The project will be shutting down Brookville Salem Road.

Sept 19th there will be a Farm Bureau Meeting. Trustee Woolf requested in consideration to be able to attend the meeting by moving the Clay Township Trustee meeting that night at 6:00pm to 4:00pm. The Trustees were in agreement.

Trustee Vore inquired as to the status of dumpster that has remained from the Keep Clay Clean Day. Someone had placed two items (gas tanks) that are certified as illegal for that type of dumpster and the company will not remove it until those items are removed. Question asked as to whose responsibility is it for removing the items? Chief VanGundy indicated that they will take the gas tanks to Clayton Auto who indicated will work with the Township to dispose of them.

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

Roll call:

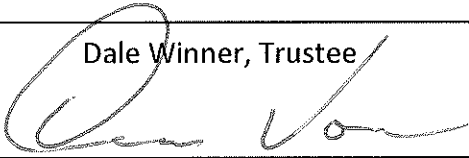
Vore – Yes

Winner – Yes

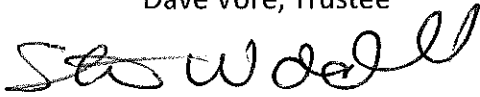
Woolf – Yes

Meeting adjourned – 7:35pm.

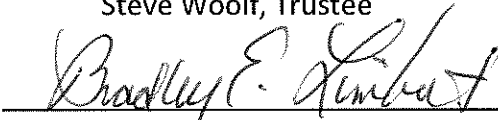
Dale Winner, Trustee



Dave Vore, Trustee



Steve Woolf, Trustee



Bradley E. Limbert, Fiscal Officer