

# CLAY TOWNSHIP

## Board of Trustees Meeting

April 6, 2020

The regular meeting of Clay Township Trustees was called to order by Trustee Vore at 5:01 pm. The Pledge of Allegiance was said and a moment of silence was observed for our military members, veterans, our public servants and those effected by the crisis at hand not only for our community but for the rest of the world.

Roll call:

Winner, present      Woolf, present      Vore, present

Trustee Winner moved to approve the minutes of the March 16, 2020 regular Trustee meeting; Trustee Vore seconded the motion.

Roll call:

Winner – Yes      Woolf – Yes      Vore - Yes

### Hearing from the Public:

None

### Old Business

Fiscal Officer Limbert reported that the change in the ODOT mileage certification for 2019 was not accepted and that additional work was necessary. This work can be done in 2020 and be included in the 2020 mileage certification. The County Engineer office would work with the Township with this update.

### New Business

There was general discussion for the placement of a Fire/EMS levy on the August special election. Trustee Woolf reported that the levy paperwork needed to be to the County Board of Elections 90 days before the election which would be by May 4<sup>th</sup>. There was general discussion on the type of levy. The levy is not a renewal being past the due date and the levy request will need to be drafted for legal counsel to review as a “new” levy. Fiscal Officer Limbert will pull files for past wording of a Fire/EMS levy and forward copies to the Trustees to draft a new levy after their review. A meeting will be set to start the

process of placing the levy on the August special election. Trustee Woolf indicated that there will need to be a new chair for a levy committee as the past chair would not be able to continue.

Trustee Winner reported that due to the closing of Township's office and other restrictions with the COVID-19 virus, the Township is not able to continue interviews for the administrative assistant position and requested to continue the employment of the temporary hiring of Sharon Schuh on an "as needed" basis until the hiring process is complete. Trustee Woolf moved to have Ms. Schuh continue on an "as needed" basis; Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore - Yes

Trustee Winner presented Resolution 2020-007 to update the Personnel Policies Manual as previously distributed which included the recent change to the Township's Acceptable Use Policy and providing further clarification of an exempt employee. Trustee Winner moved to adopt Resolution 2020-007; Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore - Yes

Trustee Vore presented the Township's updated Records Retention Policy that had been previously distributed and moved to accept the updated policy; Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore - Yes

Trustee Woolf reported that he had met with Republic to discuss the renewal of the ClayPhil trash contract. Trustee Woolf gave a general description of the proposal with two options; both that had significant cost increases. Fiscal Officer Limbert had prepare a general cost summary of the proposal and the two options. There was general discussion of the proposal noting that a renewal needed to be completed during 2020. Fiscal Officer Limbert will prepare additional analysis for the proposal including 5-year projections.

Trustee Woolf provided additional information on the two options. One option was for Republic taking over the billing which would allow the use of credit cards and remove collections, including cash collections, from the Township. Trustee Woolf indicated that there had been significant cost increases in the trash industry nationwide. Trustee Woolf would like to have the Trustees meet with the Republic rep to discuss the various issues of

the proposal after Fiscal Officer Limbert prepares updated financial information as schedules permit considering the meeting environment that we are currently in.

The Trustees discussed potential meeting times for moving forward with levy/election issues. The Trustees will work with the legal counsel as to their availability since they have limited hours/access and will set meetings for the levy as information is available.

Fiscal Officer Limbert presented notification recently received of Liquor permits in the Township being automatically renewed June 1, 2020 unless there were issues in which a hearing(s) would need to be requested. There were no concerns expressed; permits will be allowed to renew automatically.

Trustee Vore inquired about Section 125 for the HSA contributions for employees. Trustee Woolf will check with our health insurance carrier as to if the HSA is already included in our existing plan as a Section 125 item.

Trustee Vore updated the Trustees on what actions the Township has taken for the COVID-19 issue. The Township has discontinued office hours to the public and only meeting by appointment. The Township has implemented the recommended space distance at its Township meetings which was noted would significantly restrict attendance. After general discussion on further actions, Trustee Vore moved to meet once a month (first Monday of the month) until governmental recommendations on the COVID-19 changes; Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore - Yes

There was general discussion on continuing payments to vendors, et al between the monthly meetings. Fiscal Officer Limbert will prepare warrants as needed to have Trustees sign checks throughout the month with Trustee approval of payments at the Trustee meeting. Trustee Woolf moved to allow Fiscal Officer Limbert to prepare warrants as needed between meeting to have timely payment of bills; Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore - Yes

Departments:

Police Department – Trustee Vore indicted nothing to report.

Cemetery/Road Department – Trustees indicated nothing to report.

Trustee Vore presented the Superintendent of Arlington Cemetery March report and moved to accept the report; Trustee Woolf seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore - Yes

Zoning – Trustees indicated nothing to report.

Fiscal Officer:

Fiscal Officer Limbert had previously distributed January 2020 financials.

Fiscal Officer Limbert presented the April 6, 2020 purchase orders, blanket certificates, warrants and electronic payments. Trustee Vore moved to accept the April 6, 2020 purchase orders, blanket certificates, warrants and electronic payments as presented and reviewed; Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore - Yes

Fiscal Officer Limbert reported that the Township had received the bond from OTARMA for himself.

Fiscal Officer Limbert reported that the Township, based upon the results of its 2016-17 audit, that the Township qualified for an AUP (Agreed Upon Procedures) in place of a full audit for 2018-19 that would be about 65% of the cost of a full audit. After general discussion, Trustee Vore moved to utilize the AUP for 2018-19; Trustee Woolf seconded the motion.

Roll call:

Winner – Yes

Woolf – Yes

Vore - Yes

Trustee Reports:

Trustee Woolf reported that with the change in the economy due the COVID-19, the Road and Cemetery Departments will be reviewing current operations to possible cuts/cost savings to be ready for potential reduction of revenues.

Trustee Woolf reported that Mark Clark has started as “permanent part-time” with the Randy Robbins leaving for another job; Mr. Robbins is still available for part-time work on an “as needed” basis.

Trustee Woolf forward information he had received from Medical Mutual on a change notification and a recent Oasis invoice along with other bills.

Trustee Winner reported that they had 6 candidates set up for interviews tonight; however with the COVID-19 actions recently taken they have been put on hold. Our current part-time employee for the position is available to continue until a replacement is hired.

Trustee Winner still needs acknowledgement slips from the Road/Cemetery Department and Trustee Woolf for the Acceptable Use Policy change. Trustee Woolf will get them to Trustee Winner.

Trustee Vore had nothing to report.

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

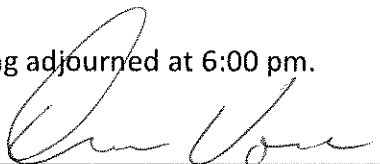
Roll call:

Winner – Yes

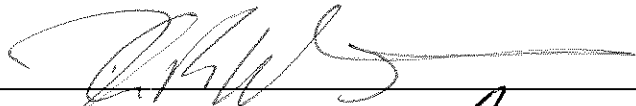
Woolf – Yes

Vore - Yes

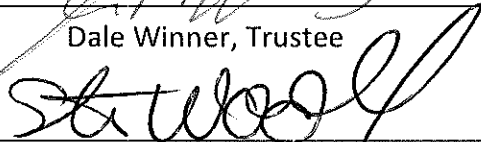
Meeting adjourned at 6:00 pm.



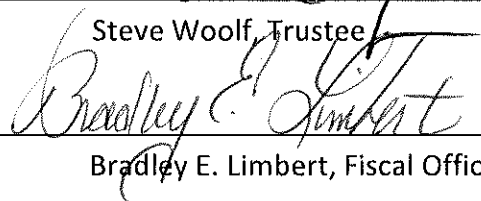
Dave Vore, Trustee



Dale Winner, Trustee



Steve Woolf, Trustee



Bradley E. Limbert, Fiscal Officer