

CLAY TOWNSHIP

Board of Trustees Meeting

March 5, 2018

The regular meeting of Clay Township Trustees was called to order by Trustee President Dave Vore at 5:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our military veterans and first responders serving our community and country.

Roll call:

Requarth, present Woolf, present Vore, present

Trustee Woolf moved to approve the minutes from the February 19, 2018 regular Trustee meeting; seconded by Trustee Vore.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Hearing from the Public:

Gary Burkholder, City of Brookville, shared that residents of the City of Brookville have concerns that the upcoming Fire/EMS levy is going for other things than Fire/EMS services provided by the three Fire/EMS departments. There is information being circulated about the City being bankrupt, which Mr. Burkholder stated that that is not true. However, there is a real need for additional monies for operations of the Fire/EMS department. Mr. Burkholder is very concerned with misinformation in the community on the Fire/EMS levy.

Mr. Burkholder also reported about the recent meeting concerning storm water in the area that was held at Brookville High School. Correcting water flow issues takes time and they will continue working with Clay and Perry Township for corrective action for the region.

The Trustees welcomed students from NHS for their government class assignment.

Brent Kress, Wagoner Paving, Inc. is contacting local townships about the work they can do on Township Roads this year. There was discussion on chip & seal vs. repaving of roads. They are using a new process with chip & seal. The chip & seal work is done and they come back in a week to follow up with a fog sealant. The Trustees discussed prior chip & seal work that has been done and inquired about options that can be done to help maintain roads. Trustee Vore requested pricing of the various methods. Mr. Wagoner will get with Road Superintendent Maleski to look at roads that need chip & seal and provide pricing.

Department Reports:

Police – Chief VanGundy presented the resignation of Office Joe Petkewitz effective March 2, 2018. Trustee Vore moved to accept the resignation, Trustee Requarth seconded the motion. Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Road & Cemetery – Road/Cemetery Superintendent Majeski presented the February Cemetery Report and a Deed for a sale of a cemetery plot. Trustee Vore moved to accept the Cemetery Report and to sale the plot; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Zoning Officer Brown was not present. Trustee Woolf shared that the Township is looking into new software for zoning and trash billing/collection as ZonePro was sold to lworks and the current software is no longer being supported. After general discussion, a meeting is to be set for discussion of an upgrade/conversion. The Trustees felt that an RFP should be prepared for finding a replacement program.

Trustee Requarth inquired as to the status of the property located on SR 49 and Brookville Salem Road that has done some excavating. Chief VanGundy indicated that his permits have expired. The work may be on hold as projected work on the SR49/I70 intersection is planned. Trustee Requarth will check with Zoning Officer Brown on the status of the property.

Road Superintendent Maleski presented a proposal for Crack Seal by J&A Construction for Dodson and Number 9 Roads for a total of \$22,954. Trustee Vore moved to accept the bid; Trustee Requarth seconded the motion. Trustee Requarth inquire about the life extension for the road and it was shared that the life extension could be 2-3 years. It was noted that roads that had been Issue II projects several years ago need to be maintained to maximize its life.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Road Superintendent Maleski also report that the EPA has required action to for fuel containment by building a wall around our fuel tank. Road Superintendent has obtained an estimate for the required was from B. Concrete Inc. who is the only vendor to present

a proposal for \$3,000. Non-compliance would be a major issue. After general discussion, Trustee Woolf moved to accept the proposal; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Road Superintendent Maleski had distributed information for a new backhoe earlier to the Trustees on bids to replace the Township's 2001 backhoe. After general discussion, Trustee Vore recommended to postpone a decision for further discussion until next meeting have time review the bids and for Fiscal Officer Limbert to prepare cash flow projections of the Road/Cemetery Funds to fund such a purchase.

Road Superintendent Maleski had some questions for the Trustees. He had a concern on overtime by a part-time employee that had been inadvertently missed but was subsequently corrected but the check did not clear. Fiscal Officer Limbert indicated that a check had been immediately reissued with reimbursement of the fee. Trustee Requarth confirmed that regardless of employee classification, overtime is due whenever someone works over 40 hours during a pay week.

Trustee Requarth expressed concern on the timeliness on paying bills which included outstanding checks, issues with credit cards and the scheduling of payment for bills. There was general discussion on procedures and concerns on timeliness on bill payment. There is a request for the Fiscal Officer to address outstanding checks after a specific period of time and to be sure all bills are timely paid.

There was discussion on credit cards. Trustee Woolf requested information on the original applications and limits on the credit cards be reviewed. The current credit cards are currently from DayAir Credit Union with individual names of Township employees issued the cards. Lowe's credit card also has a Township employee name. Fiscal Officer Limbert is to follow up with the State of Ohio for recommendations procedures and guidance for Townships that utilize credit cards.

Road Superintendent Maleski indicated that he had reviewed his personnel files and indicated that he could not locate his evaluations for the last two years. The Fiscal Officer was not aware that he had been trying to locate information and that he would look in the personnel files in his office to locate the evaluations. There was general discussion on personnel files and procedures. This issue will be addressed at a future meeting.

Fiscal Officer:

Financial information for 2017 was presented. Detailed financial information has been distributed to the Trustees. Trustee Vore inquired about encumbrances for the various funds for various expenditures such as for equipment and salt for roads. There was discussion on the UAN notes that were sent in to the State at the end of the year that includes accrual of benefits and unfunded benefits.

Fiscal Officer Limbert presented Appropriation Reallocations to allow for payment of bills. Trustee Vore moved to approve the Appropriation Reallocations; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Fiscal Officer Limbert presented Blanket Certificates and Purchase Orders for the payment of bills. Trustee Vore moved to approve the Blanket Certificates and Purchase Orders as presented; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Fiscal Officer Limbert presented warrants, electronic payments and payroll vouchers/warrants for approval. Trustee Vore moved to approve warrants and electronic vouchers as presented; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Resolution 2018-011 for the Adoption of the Permanent Appropriations for 2018 was presented. Trustee Vore moved to accept Resolution 2018-011; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Unfinished Business:

Trustee Vore gave an update on SR 49 & Brookville Salem and the re-construction of the I-70 and SR 49 intersections. Trustee Vore had a map of the proposed project. There has been a rumor of a round-a-bout which is false; it is not in the plans. There was a general update on the project.

New Business:

Trustee Vore inquired as to how the Health Care Administrator became the Fiscal Officer. Trustee Vore indicated that Trustee Woolf has been responsible for Health Care with his experience since he has been involved with the Township. In the transition to the new health insurance provider, Fiscal Officer Limbert was somehow identified as the Health Care Administrator. If there were no issue, Trustee Vore recommended to take steps to transfer that position back to Trustee Steve Woolf. There was general discussion. Trustee Vore moved to transfer the Health Care Administrator to Trustee Woolf; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Trustee Vore presented the request for the need of a new backhoe and a need to review the fund reserves with the 2017 ending fund balances. Trustee Vore indicated that a five-year projection for cash flows of those funds for such purchases would be helpful. The cash flows would help show how the purchase would affect operating funds. There was general discussion and discussion on ways to fund the purchase. Trustee Requarth suggested that the Township plan a trade-in program to keep equipment in good working order.

Trustee Reports:

Trustee Requarth distributed information for Policy Changes to be reviewed and any information/feedback would be appreciated.

Trustee Requarth gave an update on the upcoming Fire Levy. After attempting to contact the various Fire/EMS departments and he feels that he is not getting much help. Trustee Requarth encourages those departments need to be involved and if things do not improve, then there will probably be problems in getting the levy passed.

Trustee Woolf gave an update on our insurance coverage that includes assistance in employee drug testing.

Trustee Woolf presented two cemetery bills to Fiscal Officer Limbert for payment and gave a general update on the Lutheran Cemetery that the Township had recently received.

Trustee Woolf gave an update on the recently installed sirens. The sirens were tested earlier today. The tests appear to be successful. Trustee Woolf indicated the need to encumber \$31,000 for the remaining sirens from Montgomery County Emergency Management.

Trustee Woolf met with the Website manager this past week and they are working on procedures to posting items on the website. There are plans to have sections on the website for the sirens and storm water/flooding that are current issues being addressed, provide contacts, etc.

Trustee Woolf reported that the Township house lights are being replaced with LED fixtures for efficiency and security. Trustee Requarth had a discussion with Chief VanGundy on what improvement can be made to the outside lights. Chief VanGundy indicated that proposals are being obtain for some of the work to upgrade.

Trustee Woolf indicated that the Township electric does not go directly back from the Township House to the cemetery/road buildings as originally thought. This information will be needed in looking into backup generators for the Township. Trustee Requarth will share that information with the companies preparing proposals for the generators.

Trustee Woolf shared about the upcoming workshop at Madison Lakes concerning trash, recycling and other related topics for the County that the Township may be able to utilize some of the services.

Trustee Woolf reported about a possible natural gas line with Vectren as our use of propane gas is quite high. He will be looking into a possible hookup.

Trustee Woolf reported that he had signed a renewal for "Keep Montgomery County Beautiful." Part of the program will provide crews to pick up trash on Wellbaum, Upper Lewisburg-Salem, Wengerlawn, Dodson and Number Nine roads and the Wolfe Creek Pike bike trail no cost to the Township.

Trustee Woolf inquired about the status of a rental agreement of the Township building. He has a copy of the proposed agreement that been worked on. Trustee Woolf will circulate the agreement for possible future action.

Trustee Vore indicated that the police will be ready for the change in traffic flow with Arlington Road detour in replacing the I-70 bridge.

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

Roll call:

Requarth – Yes

Woolf – Yes

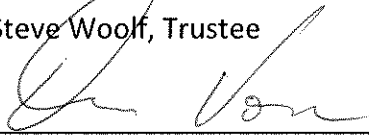
Vore – Yes

Meeting adjourned at 6:33pm.



Jeff Requarth, Trustee

Steve Woolf, Trustee



Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer