

CLAY TOWNSHIP

Board of Trustees Special Meeting

March 26, 2018

The special 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, late 5:05pm Vore, present

Hearing from the Public:

None

Unfinished Business:

There was discussion concerning the 2018 budget for the Township. Fiscal Officer Limbert reported that he had recently received the Official Certificate of Estimated Resources for 2018 from the County based upon the approval of revenues submitted in January and the Permanent Appropriations for 2018 were approved at the March 5, 2018 Trustee meeting with Resolution 2018-011 which was required to be done by March 31. The Township has completed the required filings for 2018.

The Official Certificate of Estimated Resources will be amended for the Issue II payment for paving that was recently received. We had estimated \$350,000 for the paving payment and reimbursement for our In-Kind contribution to the project. The actual was closer to \$400,000. We will need to request the additional amount so that the full amount of the bill can be recorded as paid and receipt of the in-kind reimbursement. The State of Ohio made this Issue II payment; however, the amount needs to be recorded on the Township's books.

Trustee Requarth presented the depository box for payment for additional discussion.

There was general discussion on a separate depository box vs. a slot for the trash payments in the existing door. The proposal is for security purposes of potential hazardous items that would be kept outside of the offices. Trustee Requarth moved to moved to purchase the pedestal depository box for trash bill payments for \$1,190 and charge the purchase to the ClayPhil Trash Fund. Trustee Vore seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Requarth had information from OTA concerning drug testing received from Trustee Woolf that includes reimbursement by OTARMA for tests. Currently, all individuals who

have CDLs must be tested annually. There was discussion on drug testing requirements, benefits of utilizing random drug testing and policies of the Township for drug testing. Trustee Requarth questioned as to if the random testing program by an outside service is needed. Trustee Woolf indicated it is a recommendation procedure by OTARMA for risk control. The Township attempts to have the Police Department and Road/Cemetery Department have the same program. Trustee Vore will check with Chief VanGundy to the requirement for Police

Trustee Requarth presented additional information for updating lighting in the Township's buildings and outside lights, including estimated costs. There was general discussion on areas that needed upgraded to LED and if everything is done, the cost is approximately \$18,000.

In the discussion of the cost of the upgrade, Trustee Vore suggested the possibility of creating a RFP system/proposals for selected items/amounts set limits to get bids/purchases for the Township. There was discussion on setting an expenditure amount to require three bids.

Trustee Requarth indicated that DP&L has rebates for replacement of selected lights. There was continued discussion for setting limits for RFP/bids from three vendors. The areas that need to upgrade now estimated to cost \$4,200. Trustee Vore made a motion of a \$5,000 expenditure requirement for a RFP/bid from three vendors; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Vore moved to purchase pole lights (\$1,710), wall packs (\$575) and upgrade the meeting room lights (\$1,935) totaling \$4,220. Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Woolf moved to upgrade the lights for the hallway, conference room and administrative room for \$1,935. Trustee Vore seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

After general discussion, the monies for these projects would come from the JEDD.

Trustee Vore reviewed the purchase procedures within the Township. After general discussion, it was reiterated that the limits are \$1,000 per credit card, \$3000 per department head with responsible Trustee approval for making purchases of items in their fund budget and items above \$5,000 to have three RFPs/quotes, if available.

New Business:

Trustee Vore had items to be addressed for “Efficient Administration” for meetings and procedures for the Township.

Protocol of the meeting agenda. For items open in “Hearing from the Public” to have a five minute limit. Many times, they are items that require additional information/research to properly address the issue. If an item cannot be readily addressed, the item should be referred to a Trustee to have time to prepare and to be able to properly address the issue.

Overtime, holiday & comp time. Trustee Vore received information back from Ass’t Prosecuting Attorney Alex Hale for discussion on the treatment overtime which is anything over 40 hours in a week. Trustee Requarth identified Employee Manual 3.6 section concerning discussion on OT as to what hours are included in the calculation. General discussion of what hours (i.e. scheduled vacation, etc.) would be included in the overtime calculation and situations requiring overtime. After general discussion, it was concluded to that a revision would be needed to Sec. 3.6.

Holiday Pay Section 7.2.1 was discussed concerning “two times” the rate of pay when worked: ORC requires identifying 8 hours for a “holiday.” General discussion on interpretation of holiday pay and when there is overtime on a holiday. Conclusion is that the section needs to be re-written to reflect how the employee is paid on the holiday for clarification to reflect eight hours “Holiday” and how pay is calculated when worked. Trustee Vore will provide a sample from other sources to assist in the revision.

Comp Time – Trustee Woolf indicated that Cemetery/Road, after discussion, that they had no problem doing away with comp time for their departments. Trustee Vore indicated that the Police rules have specific guideline. There was general discussion concerning comp time. Trustee Vore proposed consideration for two Personal Days annually that can be taken in 2-hour increments. There was additional discussion including methods for transition/implementation and potential issues in discontinuing comp time transitioning to personal days. Trustee Requarth will work on preparing a new policy to discontinue comp time and the implementation of personal time.

Trustee Vore indicated that the Township may want to request additional information before payment for services. It has been noted that some service invoices do not provide detail information on hours and parts/supplies. Currently, the bills are paid upon department head approval. There was general discussion. The detail requirement will be for all invoices and are not to be paid without the proper detail. Trustee Vore will communicate with the department heads on the change.

Trustee Woolf requested that Trustee Requarth review Section 9.3 concerning Benefits to include a disclaimer indicating "if" the township provides benefits to avoid potential issues of a commitment for benefits. Section 9.3 will probably need to be re-written.

Timesheets - Trustee Vore indicated that timesheets need to be uniform. There was general discussion on how time reported and what should be reported. The Fiscal Officer should have copies of all requests for time off. After discussion, it was determined that forms should be completed for all leave time and forms will be prepared for use as the Township is updating its procedures.

Trustee Vore had indicated that the Trustees are not required to sign on the listings for payments of warrants, electronic payments, etc. There was discussion on the process of printing warrants and other accounting documents with electronic signatures. Items should not be signed until approved and having electronic signatures complicates the procedures. Hand stamps would be a good alternative to have timely signing after approval. Trustee Vore will check on a signature stamp that he may already have. Fiscal Officer Limbert will inquire as for any guidance for using signature stamps for Township documents.

Road & Cemetery Manual. The Trustees inquired as to the status of the Road & Cemetery Manual that former Trustee Winner had been working. Trustee Woolf will follow up with Mr. Winner. Trustee Woolf reported that OTARMA, our insurance carrier, is giving \$1,000 annually to Townships to be applied toward utilizing its service (Lexapore) for employee manuals and department manuals. It is an integrated system to provide consistent language and provide notification on compliance questions when there are law changes. Trustee Vore indicated that he would be interested if it meets CALEA standards (for police) if it is compliant. Trustee Steve is to get additional information from OTARMA. Trustee Woolf indicated that we currently do not have a Road/Cemetery procedure manual. The Lexapore program would have a sample

Road/Cemetery manual for the Township to consider. There was additional discussion concerning current procedures/requirements for uniforms, steel toe shoes (which currently not required) for the employees, etc. Trustee Vore suggested that the new manual could provide parameters for the uniform. Trustee Woolf indicated we currently have uniform allowance of \$400/full time and \$200/part time employee. There was general discussion on type of uniform items would be appropriate. Trustee Woolf will get the OSHA requirements for our road/cemetery employees.

Trustee Vore presented the J&A Construction proposal for asphalt work for Temple Road and Dodson Road totaling \$3,620. After general discussion, Trustee Vore moved to approve the work; Trustee Requarth seconded the motion. Trustee Requarth shared that he would like a list of potential projects with their priority and related costs annually for the Trustees to manage the work to be done to maintain the Township's roads. Trustee Woolf indicated that some bridges will be "given" back to the Townships to maintain from the County as they are transferring maintenance responsibilities. Fortunately, the Township has been very active in utilizing Issue II monies for maintaining our roads.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Trustee Vore indicated that the police department currently has 57 hours of comp time as an update on the amount of hours that may need to be address in the conversion discussed earlier.

Trustee Requarth inquired about the status of Backhoe the Township is considering. Trustee Woolf indicated that the bids received were under the state bid program. Trustee Woolf also the reported that the 2-year lease/buy back program is no longer available. Therefore, financing needs to looked into if the Township is not comfortable with paying the full purchase price. The Trustees will check with the vendor for financing. Trustee Woolf is to contact the backhoe vendor for a trade-in amount of \$12,500 with Case and the related financing to be reported back at the next Trustee Meeting.

Trustee Woolf reported that the insurance quote had been received that was a \$3,000 increase. It was noted that in the Cemetery coverage we did not have coverage for gravestones. The increase included the gravestones coverage and inflationary increase for the approximately \$3,000 increase. The policy is an

automatic renewal and Trustee Woolf will approve the renewal with the increase coverage.

Trustee Requarth inquired about the status of the Phillipsburg cemetery. Trustee Woolf reported the Township is still waiting for the deed transfer approval.

Trustee Woolf indicated that a work session should be set for the upcoming Levy article. After general discussion, a work session will be announce after the trustee meeting on Monday April 2, 2018.

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

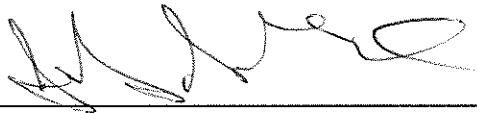
Roll call:

Requarth – Yes

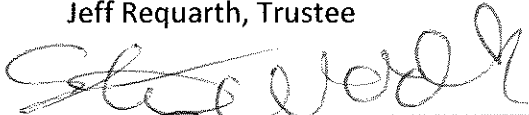
Woolf – Yes

Vore – Yes


Meeting adjourned at 7:02pm.



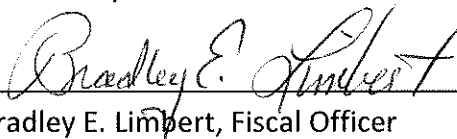
Jeff Requarth, Trustee



Steve Woolf, Trustee



Dave Vore, Trustee



Bradley E. Limpert, Fiscal Officer