

Trustees

Steve Woolf, President
Jeff Requarth, Vice President
Dave Vore



Fiscal Officer
Brad Limbert

Clay Township

8207 Arlington Road
Brookville, Ohio 45309
(937) 833-4015
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Board of Trustees
Regular Meeting Agenda
2/18/2019

Call to Order
Pledge of Allegiance
Moment of Silence
Roll Call

Approval of Minutes:

Regular Trustee Meeting February 4, 2019

Hearing from the Public

Department Reports

- Police -
- Road and Cemetery
-Cemetery Deed
- Zoning

Fiscal Officer Report

-Move to Approve of:

Appropriation Supplements

Blanket Certificates

Warrants and Electronic Payments

as presented for payment

- Notes for Financials/Contingencies
- U.S. Census - Boundaries

Old Business

- Furnace for Township House*
- Credit Card Policy (BL)*

New Business

- Board of Election - 2019 Schedule (BL)
- Resolution 2019-013 Revision of Employee Manual
- Resolution 2019-014 Flood Waters (SW)
- Trustee Meeting Dates (BL)

Trustee Committee Reports

- Trustee Woolf
- Trustee Requarth
- Trustee Vore

Meeting Adjournment

- Move to adjourn the meeting.*

CLAY TOWNSHIP

Board of Trustees Meeting

February 4, 2019

The regular meeting of Clay Township Trustees was called to order by Trustee President Steve Woolf at 5:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our military members here and abroad, firefighters, road workers, police officers, the families in Cincinnati and Trustee Requarth.

Roll call:

Requarth, present Woolf, present Vore, present

Trustee Vore moved to approve the minutes from the January 21, 2019 regular Trustee meeting with an addition of Fiscal Officer's collection responsibilities per ORC Section 505.31; Trustee Woolf seconded the motion.

Roll call:

Requarth – Abstained Woolf – Yes Vore – Yes

Hearing from the Public:

None

Department Reports:

Police Department – Sargent Scott was present for Chief VanGundy and indicated that they were working on adjusting the budget with the recent structure change. Sargent Scott also reported that Collaborative Board – Group 2 certification certificate has been issued; Group 3 is completed and will be sent for review and approval. Sargent Scott reported that all department issued firearms have arrived and they are scheduling training.

Trustee Vore presented and moved to accept Resolution 2019-011 for update in police procedures and addition of positions in the Police Department; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Vore presented and made a motion of Resolution 2019-012 for the hiring of Kody Whitmore as an extended part-time police officer. Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Cemetery/Road Department – Road/Cemetery Superintendent Maleski presented the end of the month report for the cemetery. Trustee Vore moved to accept the report; Trustee Woolf seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Superintendent Maleski also presented bids for the replacement of the Township Building furnace. The Trustees inquired about the differences between the bids. After general discussion, the Trustees will review the bids.

Zoning – Zoning Officer Brown was not present and his zoning report had been previously distributed.

Fiscal Officer:

Fiscal Officer Limbert presented the February 4, 2019 warrants and electronic payments for payment. Trustee Wolf moved to accept the Warrants and electronic payments as presented; Trustee Vore second the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Fiscal Officer shared with the Trustees his discussion with Huntington Bank in which they had reviewed the current operating account and recommended that the operating account be converted to an interest bearing account. This would generate some bank charges but the net gain for the Township would be about \$840 per month; \$11,000 plus in net interest for the year. There was general discussion. Fiscal Officer Limbert presented Resolution 2019-010 for the Township to convert their existing operating account into an interest bearing account. Trustee Vore moved to accept the resolution; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes Woolf – Yes Vore – Yes

Trustee Woolf requested a meeting with Huntington Bank to discuss banking alternatives for a possible Cemetery Endowment Fund. Fiscal Officer Limbert will contact Huntington Bank for a meeting.

Old Business:

None

New Business:

Fiscal Officer Limbert present information concerning the recent HB213 for establishing Credit Card Policy. There was discussion of the two types of methods (“Custody and Control Model” and “Compliance Officer Model”) of handling of credit cards. Fiscal Officer Limbert indicated what credit cards the Township have and the individuals who are authorized. After general discussion, Trustee Vore moved to prepare a Credit Card Policy under the “Custody and Control Model” for Trustee review, have legal counsel review and have ready for adoption; Trustee Requarth seconded the motion.

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Trustee Woolf presented information on an organization “Forward Ohio, Fix Our Roads” for generating monies for Ohio roads as gas monies are declining and bonds for Ohio Roads have been used. The State will be presenting options of providing funding for future road work... and will no doubt effect our efforts in maintaining Township roads.

Trustee Reports:

Trustee Requarth – nothing to report – he acknowledged that he had been elected as Vice President for 2019.

Trustee Woolf updated the Trustees that Kramer & Assoc. had submitted the Township’s four (4) Issue II applications in to Small Government.

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

Roll call:

Requarth – Yes

Woolf – Yes

Vore – Yes

Meeting adjourned at 5:25.

Jeff Requarth, Trustee

Steve Woolf, Trustee

Dave Vore, Trustee

Bradley E. Limbert, Fiscal Officer

CLAY TOWNSHIP, MONTGOMERY COUNTY
Appropriation Supplemental
 February 2019

2/18/2019 11:45:32 AM
 UAN v2019.1

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose	Budgetary Correction
02/18/2019	02/18/2019	2071-190-211-0000	-\$100.00	Medicare	Permanent	Reallocate PERS for Medicare	No
02/18/2019	02/18/2019	2071-190-213-0000	\$100.00	Medicare	Permanent	Reallocate PERS for Medicare	No
02/18/2019	02/18/2019	2071-320-211-0000	-\$200.00	Payments	Permanent	To reallocate PERS to Medicare	No
02/18/2019	02/18/2019	2071-320-213-0000	\$200.00	Payments	Permanent	To reallocate PERS to Medicare	No

Purchase Order Listing

Year 2019

Purchase Order #	Type	Issue Date	Transaction Date	Expire Date	Vendor	Status	Amount Encumbered	Amount Charged	Amount Adjusted	Amount Overspent	Available Balance
45-2019	BC Reg	02/18/2019	02/16/2019	12/31/2019	CLAY TOWNSHIP	0	\$600.00	\$147.50	\$0.00	\$0.00	\$452.50
46-2019	BC Reg	02/18/2019	02/16/2019	12/31/2019	GEN	0	\$400.00	\$46.15	\$0.00	\$0.00	\$353.85
47-2019	BC Reg	02/18/2019	02/16/2019	12/31/2019	Police	0	\$800.00	\$299.50	\$0.00	\$0.00	\$500.50
48-2019	BC Reg	02/18/2019	02/16/2019	12/31/2019	Trash	0	\$400.00	\$275.83	\$0.00	\$0.00	\$124.17
49-2019	BC Reg	02/18/2019	02/16/2019	12/31/2019	Gras	0	\$400.00	\$23.07	\$0.00	\$0.00	\$376.93
50-2019	BC Reg	02/18/2019	02/16/2019	12/31/2019	Jedd	0	\$400.00	\$57.67	\$0.00	\$0.00	\$342.33
51-2019	BC Reg	02/18/2019	02/16/2019	12/31/2019	Cem	0	\$400.00	\$49.98	\$0.00	\$0.00	\$350.02
52-2019	BC Reg	02/18/2019	02/16/2019	12/31/2019	Perm	0	\$100.00	\$15.38	\$0.00	\$0.00	\$84.62
Total for selected purchase orders:							\$3,500.00	\$915.08	\$0.00	\$0.00	\$2,584.92

Status: O - Open, C - Closed, B - Batch

Payment Listing

February 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
102-2019	02/15/2019	02/12/2019	EP	JUSTIN A BROWN	\$1,219.02	O
103-2019	02/15/2019	02/12/2019	EP	JAMES R HAWKINS	\$1,389.50	O
104-2019	02/15/2019	02/12/2019	EP	STEVE A HODGE JR	\$447.11	O
105-2019	02/15/2019	02/12/2019	EP	KEITH A LUCKING	\$1,163.32	O
106-2019	02/15/2019	02/12/2019	EP	CHRIS J MALESKI	\$1,232.52	O
107-2019	02/15/2019	02/12/2019	EP	HAYWOOD L MCDANIEL	\$673.41	O
108-2019	02/15/2019	02/12/2019	EP	Chad A Norman	\$252.66	O
109-2019	02/15/2019	02/12/2019	EP	Randall A Robbins	\$1,131.40	O
110-2019	02/15/2019	02/12/2019	EP	ANTHONY ALAN SCOTT	\$1,419.02	O
111-2019	02/15/2019	02/12/2019	EP	William B Stewart	\$1,090.11	O
112-2019	02/15/2019	02/12/2019	EP	LOUIS J VAN GUNDY	\$1,520.15	O
113-2019	02/15/2019	02/12/2019	EP	MICHELE WILLIAMS	\$806.17	O
116-2019	02/05/2019	02/18/2019	EW	AFLAC	\$75.74	O
117-2019	02/20/2019	02/18/2019	EW	INTERNAL REVENUE SERVICE	\$1,871.16	O
118-2019	02/20/2019	02/18/2019	EW	PERS	\$10,465.22	O
119-2019	02/18/2019	02/18/2019	EW	OHIO CHILD SUPPORT PAYMENT CENTRA	\$113.46	O
120-2019	02/18/2019	02/18/2019	EW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$45.00	O
121-2019	02/18/2019	02/18/2019	CH	SECURITY NATIONAL BANK	\$1,138.88	O
122-2019	02/18/2019	02/18/2019	CH	SuperFleet Master Card	\$1,076.76	O
123-2019	02/18/2019	02/18/2019	CH	STAPLES	\$217.77	O
124-2019	02/18/2019	02/18/2019	CH	Medical Mutual	\$8,935.64	O
125-2019	02/18/2019	02/18/2019	CH	VISION SERVICE PLAN -OH	\$192.36	O
45559	02/15/2019	02/12/2019	PR	Mark A Clark	\$170.22	O
45560	02/15/2019	02/14/2019	PR	HAYWOOD L MCDANIEL	\$26.35	O
45561	02/15/2019	02/14/2019	PR	William B Stewart	\$58.14	O
45562	02/18/2019	02/18/2019	AW	AIM Media Midwest	\$90.00	O
45563	02/18/2019	02/18/2019	AW	A.E.DAVID	\$244.40	O
45564	02/18/2019	02/18/2019	AW	BOOSO'S SEPTIC TANK CLEANING	\$295.00	O
45565	02/18/2019	02/18/2019	AW	CREATIVE BANNERS FLAGS & POLES, INC	\$791.00	O
45566	02/18/2019	02/18/2019	AW	BURNHAM & FLOWER OF OHIO, INC	\$300.00	O
45567	02/18/2019	02/18/2019	AW	DOORS GALORE	\$282.99	O
45568	02/18/2019	02/18/2019	AW	Concentra	\$143.50	O
45569	02/18/2019	02/18/2019	AW	Chase Electric	\$114.22	O
45570	02/18/2019	02/18/2019	AW	DONNELLON MCCARTHY	\$84.50	O
45571	02/18/2019	02/18/2019	AW	EasyID Solutions Inc	\$18.00	O
45572	02/18/2019	02/18/2019	AW	DAYAIR CREDIT UNION	\$782.39	O
45573	02/18/2019	02/18/2019	AW	Culligan of Fairfield	\$119.85	O
45574	02/18/2019	02/18/2019	AW	BRAD LIMBERT	\$197.64	O
45575	02/18/2019	02/18/2019	AW	MONTGOMERY COUNTY RECORDER	\$50.00	O
45576	02/18/2019	02/18/2019	AW	MIAMI VALLEY CRIME LAB	\$6,513.00	O
45577	02/18/2019	02/18/2019	AW	OHIO UTILITIES PROTECTION SERVICE	\$190.35	O
45578	02/18/2019	02/18/2019	AW	NEW COMFORT	\$132.00	O
45579	02/18/2019	02/18/2019	AW	The Oasis Center, LLC	\$393.00	O
45580	02/18/2019	02/18/2019	AW	RUSH TRUCK CENTER	\$375.60	O
45581	02/18/2019	02/18/2019	AW	S&J SERVICES	\$1,807.73	O
45582	02/18/2019	02/18/2019	AW	STEINKE TRACTOR SALES	\$1,601.47	O

Payment Listing

February 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
45583	02/18/2019	02/18/2019	AW	TCT SERVICES	\$350.00	O
45584	02/18/2019	02/18/2019	AW	TCL Cleaning, LLC	\$368.00	O
Total Payments:					\$51,975.73	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$51,975.73	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.