

CLAY TOWNSHIP

Board of Trustees Meeting

October 2, 2017

The regular meeting of Clay Township Trustees was called to order by Trustee President Steve Woolf at 6:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our military serving here and abroad, our fire fighters, our road workers and police in harm's way.

Roll call:

Mr. Winner, present Mr. Woolf, present Mr. Vore, present

Trustee Winner moved to approve the minutes from the September 18, 2017 Trustee Meeting; seconded by Trustee Vore.

Roll call:

Winner – Yes

Woolf – Yes

Vore – yes

Hearing from the Public:

None

Department Reports:

- Police –Chief VanGundy reported 1) that Standards 3 through 5 have been submitted to the to the Ohio Collaborative Board for continued certification consisting of community engagement, Telecommunications and Body Worn Cameras.
- 2) The Chief has obtained quotes for 3 CO detectors recommended by Chief Fletcher, Brookville City, to be proactive in monitoring emissions into the cruisers. Estimated cost of \$357. Trustee Vore indicated that the purchase would fall under the Township's guidelines for purchasing by the Chief and he should proceed accordingly.
- 3) All officers have completed annual training and re-certifications for 2017 and one class remained to complete the mandated OPOTA CPT hours. In completing the aforementioned training, the Township would qualify for approximately \$3,100 in reimbursement.
- 4) Spectrum has received approval to change over the Road/Cemetery analog line to SIP and will be on site Wednesday 10/4 with DCTS to perform the update. This should conclude our system upgrade.

Road & Cemetery –Chris Maleski, Road and Cemetery Superintendent reported Pansing Road Issue II work went very smoothly. It is complete with some adjustments to mail boxes and minor things remaining. Road Department has grass seeding to complete. Trustee Winner had received good reports on the work done and professionalism on the project from residents.

Cemetery Superintendent Majeski reported that cemetery has 24 footers scheduled with 15 done to date. They are in the process of their fall clean-up of the cemetery.

Zoning – Zoning Director Brown absent.

Trustee Vore gave an update on activity of residents they have been working with to be in compliance with the Township’s Zoning codes. The Zoning Commission is working with the preliminary StormWater Plan to customize it for the Township.

Fiscal Officer:

Fiscal Officer Limbert presented supplemental reallocations to the Trustees which many include payroll related items due to allocation of payroll to various funds. Trustee Vore moved to authorize the supplemental reallocations. Trustee Winner, seconded the motion.

Roll call:

Winner – Yes

Woolf-Yes

Vore - Yes

Fiscal Officer Limbert presented Blanket Certificates as prepared for the payment of bills. Trustee Vore moved to accept the Blanket Certificate as presented. Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf - Yes

Vore - Yes

Fiscal Officer Limbert presented the warrants and electronic payment vouchers for approval to pay. Trustee Woolf moved to pay the warrants and electronic payment vouchers as prepared. Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf-Yes

Vore - Yes

Fiscal Officer Limbert updated Trustees on the Health Insurance Premium Credit recently received for 2016 totaling approximately \$2,600. The refund is to be distributed to the participants of the health insurance plan in 2016. Fiscal Officer Limbert presented a spreadsheet for the allocation of the refund to all eligible employees. Trustee Woolf moved to approve the payment of the premium with a letter of explanation to be attached. Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf-Yes

Vore - Yes

Unfinished Business:

Trustee Woolf gave an update on legal representation for the Montgomery County Solid Waste District that had met discussing this issue and at this point Trustee Woolf has received no feedback from Ass't Prosecuting Attorney Hale.

Trustee Woolf also updated the Trustees on the second point of the meeting concerning Stoney Hallow land fill having an approximate 10-year life left. There has been discussion on options on future treatment of trash including pricing on the volume of trash each resident throws away and ways in increasing recycling in the state. There was general discussion. Trustee Vore shared an experience in a similar program and its potential abuse. The committee is looking for test communities, at no cost for the test period, for trying the system being considered.

Trustee Vore had comments concerning the letter about the legal representation for Clay, Perry and Jackson Townships, being the majority, to move forward. Trustee Vore was concerned about moving forward without the Prosecuting Attorney's input. The Trustees felt this could be a real touchy situation and it needs to be properly addressed before moving forward.

New Business:

Trustee Winner moved to accept the Cemetery Report as prepared. Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf-Yes

Vore - Yes

Trustee Winner moved to accepted the resignation of employee Doug Johnson effective September 11, 2017. Trustee Woolf seconded the motion. Road Superintendent Chris Maleski inquired if they can use him as needed. Trustee Woolf indicated that Mr. Johnson would need to be rehired to do any more work for the Township. Trustee Vore indicated the need of a primary part-time employee to help with work in the cemetery and on the roads.

Trustee Winner moved to post an ad for a part-time position for the Road & Cemetery. Trustee Vore seconded the motion. Trustee Winner prepare the ad and will place in the local paper for two weeks.

Roll call:

Winner – Yes

Woolf-Yes

Vore - Yes

Trustee Winner reported application for MORE Grant funds deadline is coming up. There were suggestions for speed limit signs and CO2 detectors. There was general discussion for any preference. Road Superintendent Maleski shared estimated cost of previous signs. Trustee Winner asked Superintendent Maleski to obtain a quote for signs needed now and moved to utilize the sign purchase for the MORE Grant. Trustee Vore seconded the motion.

Roll call:

Winner – Yes

Woolf-Yes

Vore - Yes

Trustee Vore presented updates to policies and procedures for the employee manual which included clarification for OT determination/calculation. This clarification includes holidays hours are considered hours for OT calculation upon department head approval. Another change is in assessing personal files which are to have 4 components 1) personal internal 2) medical 3) training and 4) disciplinary information. Therefore, whenever there is a public request for such information, it would better assure that allowable information is given.

There is also a section to update concerning the purging of personal files with specific parameters and procedures. Other section changes include a 1) Drug Free/Alcohol policy update, 2) use of Township equipment by Township employees, 3) when a township vehicle is involved in an accident by Township employee procedures to follow for medical care, vehicle repair and reporting of the incident and 4) fire arms procedures. Trustee Vore reported that these changes have been vetted by the Prosecuting Attorney's office. Trustee Woolf moved for the policy manual changes be effective today. Trustee Winner seconded the motion.

Roll call:

Winner – Yes

Woolf-Yes

Vore - Yes

It was noted that employee signatures will be needed for confirmation of receiving the updated policy manual. Chief VanGundy requested to have a standing order by the Trustee for making the change effective of the day of approval; however, the manual updates can be made on regular periodic intervals. General discussion. Change notifications would be prepared with pertinent information on the change for the employees and to be acknowledge by each employee when passed by the Trustees.

Trustee Woolf indicated deadline has been met for proposals on health benefits for the Township and requested Fiscal Officer Limbert to open proposals received. Fiscal Officer Limbert indicated one had been received and it was opened. General information of the proposal was shared. Fiscal Officer Limbert will make copies of the proposal electronically and distributed to the Trustees.

Trustee Reports:

Trustee Winner gave a Pansing Road Issue II update and again indicated the work done was much appreciated.

Trustee Woolf updated the Trustees on the Lutheran Cemetery transfer. The cemetery has one easement which the legal counsel is waiting to receive detail.

Trustee Woolf shared that we are to receive our first report this week from our website vendor. We are to receive an update report weekly thereafter as the work is being done. It was noted that the Website can handle community pictures. The website is projected to be ready to go by the end of the month.

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

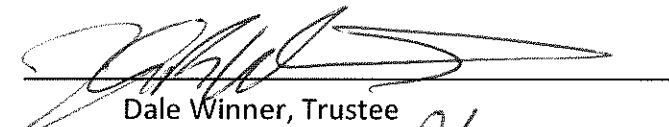
Roll call:

Winner – Yes

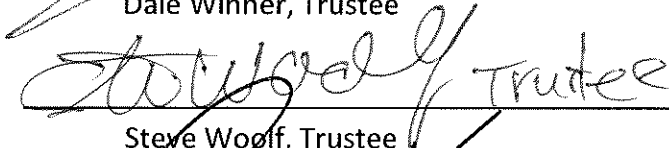
Woolf - Yes

Vore - Yes

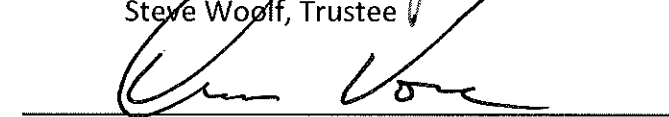
Meeting adjourned 6:42 pm.



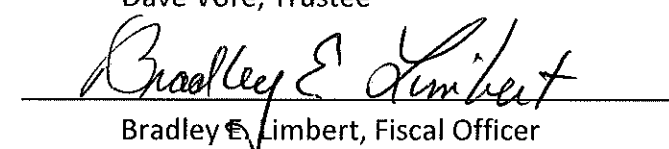
Dale Winner, Trustee



Steve Woolf, Trustee



Dave Vore, Trustee



Bradley E. Limbert, Fiscal Officer