

Jackson Township Board of Trustees  
Regular Meeting Minutes  
September 12, 2016

Mr. Moyer asked everyone to stand and say the Pledge of Allegiance. The meeting was called to order by President, Mike Moyer, at 6:00 p.m. Roll call was taken. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Gillman were all present.

**Visitors:** Pattie Smith, Jimmy Peters, June & Bob Puterbaugh, Douglas Butcher, John Butcher, Larry Clapp, Hanson Brown, Jerry Harting, Ryan L. Hodson, Eli Winkler and Tom Wallace

**Visitor Comments:** No visitor comments at this time.

**Review/Approval of Minutes – Trustees Regular Business Meeting – August 8, 2016:**

Mr. Moyer asked for the review and approval of minutes from the Trustees Regular Business meeting held on August 8, 2016. Mr. DeVilbiss made a motion to approve the minutes from Aug. 8, 2016, seconded by Mr. Gillman. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Gillman- Yes Motion passed.

**Review/Approval of Minutes – Trustees Special Business Meeting – Sept. 6, 2016**

Mr. Moyer asked for the review and approval of minutes from the Trustees Special Business meeting held on Sept. 6, 2016. Mr. Gillman made a motion to approve the minutes from Sept. 6, 2016, seconded by Mr. DeVilbiss. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Gillman- Yes Motion passed.

**Electronic Payments & Warrants:**

Mr. Moyer asked for the review and approval of the electronic payments and warrants totaling **\$132,820.05** (Payment listing is attached to filed minutes). Mr. Gillman made a motion to approve the electronic payments and warrants totaling **\$132,820.05**, seconded by Mr. DeVilbiss. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Gillman-Yes Motion passed.

**Fire:** Chief Wallace thanked the Trustees for their proclamation that Mr. DeVilbiss presented at their 100 anniversary celebration and asked if anyone had any questions for him. Mr. DeVilbiss commented what a great day they had, and what a wonderful job Chief Wallace and the whole fire department did on the planning of this celebration. Mr. DeVilbiss shared a few of the highlights that took place at the celebration. Mr. Moyer asked if anyone had any questions for Chief Wallace. No questions. Chief Wallace had no further business.

**Police:** Chief Schade gave the following report:

- On August 28<sup>th</sup>, Officer Moore recovered a stolen ATV from Moraine. The stolen ATV was discovered during a traffic stop. Criminal charges will be filed this week.
- Also on August 28<sup>th</sup>, Officer Steffano located a stolen vehicle on Clayton Road. The vehicle was stolen from Enterprise Rent a Car in Dayton. Criminal charges are pending.
- The Prescription Drug Drop Off with the churches is this Sunday. Sgt. Bruner is coordinating the event.
- Power DMS is up and running and the policy rollout to the officers began today. The DMS design update will take place in the next few days.
- Chief Schade recommended that Whitney Selby be hired as a part time police officer. Mrs. Selby is a dispatcher at the City of Kettering and a former Moraine police officer. She is also a resident of Jackson Township.
- German Twp., Germantown and Jackson Township police have been conducting joint training within all of the Valley View School District. At this point training has been conducted at the High School. Upcoming training will be conducted at the Junior High and the Elementary Schools. The staff wanted to hear what it would sound like when fire arms were discharged inside the building. In order to do this, the officers shot blanks within the building. Chief Schade commented that it went very well.

## Minutes Cont'd.

- Mr. Moyer asked if there were children in the building, to which Chief Schade responded by saying, no.
- Chief Schade met with Doug Pohl to discuss the culvert repairs on the Southeast end of Chicken Bristle Road. There is no guard rail where the culvert goes under the road. This could present a dangerous situation during a flood, snow cover or ice. Mr. DeVilbiss stated he spoke with the county workers. They were not through with the repairs yet. Discussion followed regarding how the County is trying to get away from installing guard rails.

Mr. Pohl stated he thinks the county is not going to place guard/hand rails at this site. Mr. DeVilbiss stated the county is trying to get this off their books so they can hand it over to Jackson Township for future maintenance. Mr. DeVilbiss stated he would speak to Mr. Dura, who is heading up this project. One of those attending the meeting, who lives on Chicken Bristle Road, stated the drop off at the culvert is 10 feet. Discussion followed. Mr. Moyer asked Mr. DeVilbiss to contact Mr. Dura tomorrow. Mr. DeVilbiss said he would call Mr. Dura and ask him about the guard/hand rails. Discussion followed on the sizes of culverts. No further discussion regarding Chicken Bristle Road. Mr. Moyer made a motion to hire Whitney Selby as a part time police officer, seconded by Mr. Gillman. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mr. DeVilbiss asked Chief Schade if the school has approached him about placing a resource officer at the school for a few hours. Chief Schade said they did last year, but he has not heard from them yet for this year. Mr. DeVilbiss also asked if Chief Schade would have a Jackson Township cruiser in the Valley View Homecoming Parade on September 30<sup>th</sup>. Mr. DeVilbiss stated he received a lot of good feedback from seeing a Township cruiser in the parade last year. Chief Schade said they normally send them information on this, but he has not received anything so far. Mr. DeVilbiss stated he would like to see one of the Township cruisers in the parade. Chief Schade had no further business.

**Road:** Mr. Pohl stated he has more concerns regarding the culvert on Chicken Bristle Road. He feels the culvert is not in line with the creek, and believes there will still be issues after the County completes the project. He feels the culvert is too steep of an angle. Mr. Pohl stated they are obviously changing this project from Montgomery County to Jackson Twp., so Mr. Pohl feels someone needs to sign off on this project when completed. The trustees agreed. Mr. Pohl stated he has purchased a bucket truck and they are putting it to use. They are working on Chicken Bristle Road, taking the canopy down. They have also been taking care of the trees that were down due to the storm. Mr. Pohl stated the road mowing is keeping them busy. Mr. Moyer asked for updates on the dump trucks. Mr. Pohl stated one is just about finished. Mr. Pohl stated he would like to subcontract the work out on the other one because the repairs were too much for them to do in house. The subcontractor is working on the cost. Mr. Pohl stated they are working on general maintenance of the other vehicles, getting them ready for winter. Mr. Moyer asked if the chipper was working for them. Mr. Pohl said it was doing well. Mr. DeVilbiss asked Mr. Pohl if they can get more chips from Germantown for Lower Gratis Road. Mr. Pohl said Germantown called him today, saying they have some available. Mr. Pohl stated they will get some chips and lay them on the road, but since there is more discussion about closing the road, they are waiting to see what is decided before doing further work. Mr. DeVilbiss stated he was told the signs were gone again, and asked Mr. Pohl if he was down there to look. Mr. Pohl stated he hasn't been down there recently. Discussion followed regarding the signs. Mr. Pohl said he would go over and take a look after the meeting. Mr. DeVilbiss asked if there was enough salt for this winter. Mr. Pohl said there is a good supply now, but will check on ordering more. Mr. Pohl had no further business.

**Park:** Mr. DeVilbiss stated the Park Board meeting was last week. Mr. DeVilbiss commented that Christine and Roberta Chalmers have done a phenomenal job cleaning the Community Center. Mr. DeVilbiss stated he talked with the Park Board to see if they could come up with a job description for whoever will be cleaning the Community Center. Mr. DeVilbiss feels the cleaning person should have some guidelines on what is expected to be cleaned.

Minutes Cont'd.

The Park Board said they would address this. Chief Wallace stated they will be testing their equipment sometime the first part of October by pumping the water out of the pool. The Park Board would like to plant more trees to replace the Ash Trees that have been damaged. Mr. DeVilbiss informed the trustees the Village of Farmersville and the Road Department will be working together to do maintenance on the Park's playground equipment when they have time later in the Fall. No further park business.

**Zoning/Refuse:** Mrs. Michael stated the 4<sup>th</sup> quarter bills went out last week. It ended up being a total of 25 assessments for refuge and 1 for nuisance abatement. Mrs. Michael gave an update on the property located at 1107 S. Clayton Rd. The deadline for information regarding a salvage title for the boat from General is Sept. 15<sup>th</sup>. Mrs. Michael stated she has called and left messages at Mutual Bank regarding the salvage title for the camper, but has not heard back. Mrs. Michael stated if she does not hear back, she will send a letter to attorney Jonathan Ketter to review, then send a certified letter to the bank stating they have 15 days to respond before the camper is destroyed. Mrs. Michael stated the property owner also signed for the certified letter stated above. Mrs. Michael stated she spoke to Mark DeWald from the Health Department. He made 3 visits to the property, took over 20 pictures and spoke with the neighbors in the area. Mr. DeWald stated there was no trash in the backyard, as one neighbor stated, no standing water or any mosquitoes or vermin. Mr. DeWald also stated he saw a lot of stuff out front, but thought it looked like a business was being run there. He stated he could not do anything about that issue. Mrs. Michael said she would contact Attorney Ketter to see if he could site them for running an illegal business in a non-zone area. Mrs. Michael stated a few weeks ago she emailed Attorney Ketter regarding zoning provisions for the new medical marijuana law. Mrs. Michael spoke with Tara at Perry Twp. and a gentleman from Clay Twp. who received a resolution from Attorney Ketter. It is a resolution to impose a moratorium on granting permits for any retail sale or cultivation of marijuana in Jackson Township for 6 months until we can get something permanently in place. Mr. Moyer asked for a motion to approve Resolution 2016-21. Mr. DeVilbiss made a motion to approve Resolution 2016-21, seconded by Mr. Gillman. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Michael had no further business.

**Technical Writer:** Not present

**Fiscal Officer:** Mrs. Winkler went over the UAN Appropriation and Fund Status reports with the trustees asking if they had any questions. Mrs. Winkler presented **Resolution 2016-22** to the trustees, explaining this is in regards to a transfer of money in the South Fire District Fund to be able to pay the contracted services. Mr. DeVilbiss made a motion to approve **Resolution 2016-22**, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler presented the trustees with **Resolution 2016-23**, accepting the tax rates and local funds distribution for 2017. Mrs. Winkler explained these amounts could change depending on the outcome of the November election. Mr. DeVilbiss made a motion to approve **Resolution 2016-23**, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler presented the trustees with the updated Credit, Credit Card Use & Reimbursement policy for approval. Mr. Moyer made a motion to approve the updated Credit, Credit Card Use & Reimbursement Policy, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes. Motion passed. Mrs. Winkler presented the trustees with an updated Personnel Policy. Mr. Gillman made a motion to adopt the newly updated Personnel Policy, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler explained to the trustee the Auditor is requiring a Record Retention Schedule for Jackson Township. Mrs. Winkler asked if they had time to review it, to which all trustees responded, yes. Mr. Moyer made the motion to adopt the Record Retention Schedule, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss - Yes Mr. Gillman – Yes Motion passed. Mrs. Winker told all those present there will be a flu shot clinic here on Thursday, Sept. 15<sup>th</sup> from 10:00 to 11:00 sponsored by Rite Aid Pharmacy. Mrs. Winkler had no further business.

Minutes Cont'd.

**Ongoing Issues:** Fort Anthony Road Bridge and Farmersville-Gratis Road.

**Comments:** Mr. Moyer stated he would like to go forward with the process of shutting down Fort Anthony Rd. Mr. DeVilbiss asked Mrs. Michael if she has spoken with Tori at the Engineer's office about the swing gates. Mrs. Michael said she would call her this week to get a date when the swing gates will go up and let her know the trustees want to start the process of closing the road. Mrs. Michael stated Tori has already told her it would be a long process. The County Engineer has to survey the land, find out whose property the bridge is on, and figure out where to get the money to remove the bridge. They will then have to decide what to replace the bridge with. Mr. Moyer asked Mrs. Michael to contact Tori to see if they can speed up the process of putting up the swing gates. Mrs. Michael said she would call her tomorrow. Mrs. Michael mentioned to Tori that the trustees, Doug Pohl, Chief Schade and Chief Wallace should meet with whoever will be installing the swing gates. Tori said that would be fine. No further ongoing issues comments.

**Trustees:**

**Mr. Moyer:** Mr. Moyer stated he would like to get going with govdeals.com. Mr. Pohl stated there were several items that need to be cleaned out of the Road Building. Mr. Moyer asked Mrs. Michael if the township is going to receive a salvage title for the boat and trailer taken from 1107 S. Clayton Road. Mrs. Michael said that is what she is trying to find out. Discussion followed regarding what will be done once we get a salvage title. There was also discussion about charging a storage fee for the boat and camper. Mrs. Michael will follow up on this. Mr. Moyer had no further business.

**Mr. DeVilbiss:** No new business

**Mr. Gillman:** No new business.

Mr. Moyer asked if there was a need to go into executive session. The trustees felt no need for an executive session.

With no further business, Mr. DeVilbiss made a motion to adjourn the meeting, seconded by Mr. Gillman.

Meeting was adjourned at 6:39 p.m.

Submitted by: \_\_\_\_\_  
Diana Winkler, Fiscal Officer

Attested by: \_\_\_\_\_  
Michael Moyer, President