

Jackson Township Board of Trustees  
Regular Meeting Minutes  
May 9, 2016

Mr. Moyer asked everyone to stand and say the Pledge of Allegiance. The meeting was called to order by President, Mike Moyer, at 6:02 p.m. Roll call was taken. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Gillman were all present.

**Visitors:** Hanson Brown, Larry Clapp, Tom Wallace, Pattie Smith, Jimmy Peters, Bob & June Puterbaugh, Melanny Michael

**Visitor Comments:** No comments

**Review/Approval of Minutes – Trustees Regular Business Meeting – April 11, 2016:**

Mr. Moyer asked for the review and approval of minutes from the Trustees Regular Business meeting held on April 11, 2016. Mr. DeVilbiss made a motion to approve the minutes from April 11th, seconded by Mr. Gillman. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Gillman-Yes Motion passed.

**Review/Approval of Minutes – Trustees Special Meeting held on April 25, 2016:**

Mr. Moyer asked for the review and approval of minutes from the Trustees Special Business meeting held on April 25, 2016. Mr. DeVilbiss made a motion to approve the minutes from April 25th, seconded by Mr. Moyer. 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 \$70,116.75 (Payment listing is attached to filed minutes). Mr. Gillman made a motion to approve the electronic payments and warrants totaling \$70,116.75, seconded by Mr. Moyer. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Gillman-Yes Motion passed.

**Fire:** Chief Wallace thanked the trustees for the use of the park for the F.A.B.A. Circus. He also thanked Steve Burnett and Bill Holloway for mowing and cleaning up the park area before the circus. Chief Wallace stated there were around 1800 people who attended the circus. The Village garage sale will be held on June 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>. There will be a drop off area provided at the Fire Station. Chief Wallace stated the Fire Association's audit will be completed this week. He will make sure the trustees receive a copy of the audit. Chief Wallace had no further business.

**Police:** No Report. Chief Schade had another commitment and could not make the meeting.

**Road:** Mr. Burnett informed the trustees they have been trying to keep the mowers operating; trying to keep up with the grass. The 45 MPH signs have been placed on Havermale Road. A "Hidden Drive" sign was placed on west Chicken Bristle Rd. at the top of the hill in front of Tom Thomas's property where the driveway is over the hill. Mr. Burnett stated the big pool has been washed and the baby pool will be washed tomorrow. Mr. Burnett said they have one more good day of cold patching to do, then they have a lot of places to hot mix. He and Mr. Holloway are getting the mowers ready to start mowing the roads later this week. Mr. Holloway will take care of mowing the cemeteries. Mr. Burnett stated at the end of this month, or the beginning of next month, the County will be closing Dayton-Farmersville Road east of Fuls Road for two days to replace a culvert. Mr. Moyer asked Mr. Burnett if he received a letter from the County Engineer's office regarding the barricades that were placed on Lower Gratis Road. Mr. Burnett said no, he has not received a letter. Mr. Moyer stated he just opened the letter today. The letter stated the County put the barricades up and will try and help us as much as they can. Mr. Moyer asked Mr. Burnett if the Township purchased ½ of a Batwing mower. Mr. Burnett said no – it was the park. Mr. Moyer asked how the process of purchasing this Batwing started. Mr. Burnett said Mr. Sears looked at one in Tipp City. He then spoke with the Park Board and the Village of Farmersville regarding the purchase of this Batwing.

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The Park Board and the Village of Farmersville agreed to split the cost – the Road Dept. has nothing to do with this purchase. Mr. Moyer asked who owns the Batwing that we have now. Mr. Burnett stated both the Village and the Township share ownership. Mr. Moyer asked if we were going to sell the old Batwing. Mr. Burnett stated they may place it on govdeals.org. Mr. Burnett stated the gear box went out on the old Batwing. Mr. DeVilbiss asked how much the new Batwing would cost. Mr. Burnett said he thinks it was around \$4,400.00. Mr. DeVilbiss stated he thought the park board was not going to purchase a Batwing. Mr. Moyer stated since the gear box went out, and the repairs would be at least \$1000.00, it wouldn't be worth it to repair the old one. Mr. Moyer asked if we got the water softener. Mr. Burnett stated it came in today and they will try and put it in tomorrow. Mr. Moyer asked where they purchased the softener. Mr. Burnette stated he thinks they purchased it at Sears Hardware Store. Mr. Moyer stated there may be a conflict of interest seeing Mr. Sears is the Village Administrator and the softener would be installed in a Village owned building. Mr. Moyer asked if Mr. DeVilbiss would check with our attorney, Jonathan Ketter. Mr. DeVilbiss stated he would ask, but when it comes to any legal questions concerning the park, the attorney does not want to give advice. Discussion followed. Mrs. Michael stated she thought they were going to purchase the softener at Lowes. Mr. Burnett said he would check on where the purchase was made. Further discussion followed regarding conflict of interest. Mr. Moyer asked if the lights and barricades are ready to go. Mr. Burnett said the barricades are put together and the batteries for the lights will be in on Friday. Mr. Moyer stated we still need to make a plan on how everyone will be using these barricades. Mr. Moyer asked Mr. Burnett how many hours he put in at the park the past two weeks. Mr. Burnett said 16 hours – 8 for him and 8 for Mr. Holloway. Mr. Moyer asked Mr. Burnett to keep track of his hours at the park. Mr. Burnett had no further business.

**Park:** Mr. Moyer presented a list of the 2016 Farmersville/Jackson Township Pool and Baseball Employees, asking if anyone had any questions. No questions were asked. Mr. DeVilbiss explained the pay scale used for the employees. Mrs. Winkler stated last year the Park Board decided to tier the pay according to years of service. This year they decided to increase each tier by \$.50, including minimum wage. Mr. Moyer asked what the minimum wage was for this year. Mrs. Winkler replied by saying \$8.10, but they will be receiving \$8.60. Mr. DeVilbiss explained the Park Board wanted to stay competitive by making sure our employees receive fair wages in comparison to other pools in order to keep our good staff. Mr. Moyer asked for a motion to approve the 2016 Pool and Baseball employees. Mr. DeVilbiss made a motion to approve the list of employees for 2016, seconded by Mr. Gillman. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Michael informed the trustees the new hires will not go on the payroll until they turn in their paperwork into Mrs. Winkler. There was no further Park business.

**Zoning/Refuse:** Mrs. Michael asked Mr. Gillman if he was able to attend the pre-bid meeting for the WRCG. Mr. Gillman was not able to attend. Mrs. Michael said Waste Management did pull a pre bid package, so there will probably be at least 3 bidders for refuse service. Mrs. Michael reminded everyone the Nuisance Abatement Public Hearing for 1107 S. Clayton Road will be held here on Tuesday, May 24<sup>th</sup> at 7:00. The notice has been in the papers and certified letters to include all neighbors who live within 300 feet of 1107 S. Clayton Rd. have been mailed. Mrs. Michael stated she will email the agenda draft to the trustees. She will also have a packet which will include all the information she has gathered and copies of the letters that were sent out. Mr. Moyer asked Mrs. Michael if she received confirmation notices from all those who received the certified letters. Mrs. Michael said she has not received all the receipts yet. Discussion followed regarding certified mailing. Mrs. Michael said she feels she has everything covered but would like the trustees to review her agenda to make sure all information is correct. Mr. Moyer explained to those present that the Trustees passed a Nuisance Abatement Ordinance and what that ordinance entails. Mr. DeVilbiss added that if the property owner does not clean up their property, the debris removal payment would have to be paid out of the General Fund. Mr. DeVilbiss stated since the General Fund is so low, he spoke with Mr. Ketter regarding the possibility of having our Road Dept. do the cleanup.

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Mr. Ketter responded by saying as long as they are properly equipped and trained. Discussion followed on what is meant by "trained". Mr. DeVilbiss stated if the Road Dept. pays for the cleanup, any tax assessment money received will be deposited back into the Road Department fund. Mr. Moyer commented on the 2 letters Mrs. Michael sent out regarding uncut grass at 2 locations. Mr. Moyer informed Mrs. Michael the grass at 12215 Hemple Rd. has been mowed. The other location has not. Mrs. Michael stated this property is in foreclosure. She called the attorney that is handling this for the mortgage company. They were supposed to have gotten their maintenance crew out there asap. Mr. Moyer stated they only mowed 2 laps around the front. They need to come back and mow the rest of the property. Discussion followed regarding the mowing process on foreclosures. Mr. DeVilbiss asked if we could come up with an hourly rate we can bill the mortgage company. Mrs. Michael responded by saying she has told them if they do not mow, we would send our crew out and send the bill to them - the first mowing will cost them \$500.00 regardless of the amount of acres being mowed. If we have to go back a second or third time, it will be an additional \$200.00 or \$250.00. Mrs. Michael stated she has told them they need to mow whatever has been mowed before – if 4 acres are usually mowed, then they need to mow 4 acres. Mr. Moyer asked Mrs. Michael if she had a zoning report. Mrs. Michael stated she has a possible zoning case. She is waiting on the application to be filed. She has had 3 meetings with property owners on possible splits with their property. Two of them got worked out by moving the property line and not creating a new lot. The other may take a variance. She will continue to work with them on this issue. No further Refuse or Zoning business.

**Technical Writer:** No 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 informed the trustees she has contacted the insurance company regarding the 2 - 2004 John Deere Mowers and the 2001 Woods 15 foot Batwing mower. They have been added to our policy. Mrs. Winkler asked if they wanted to wait until the new mower was purchased before taking the old Batwing off the policy. Mr. Moyer said yes. Mrs. Winkler asked if Jackson Twp. will insure the new mower or would the Village of Farmersville place it on their policy. No one had an answer at this time. Mrs. Winkler informed the trustees the Water Debt Payment Court Order has been extended to 15 years. Payments will be \$9,609.53 per year – payments are due in June and December. Mr. Moyer asked how much money was refunded to us by the water board from the reimbursement of their liability insurance. Mrs. Winkler stated she received a check for around \$695.00. Mrs. Winkler informed the trustees the auditors have completed our audit and the fees are not as much as she had expected. The auditors were here for 3 weeks. The exit interview will not be until July or August. Mrs. Winkler stated she feels the audit went well, that the auditors have not told her to do anything differently at this time. The audit fees will be divided between all the funds seeing this was a more detailed audit. Mrs. Winkler had no further business.

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

**Comments:** There were no comments regarding Ongoing Issues.

### **Trustees:**

**Mr. Moyer:** Mr. Moyer stated he and Mrs. Michael have discussed renting out the Senior Citizen's Center to small groups. He asked how much the Community Center rents for. Mrs. Michael stated the rent with alcohol is \$300.00, without alcohol, \$225.00. There is a \$30.00 refund for each as long as there is no damage done. Mr. Moyer said this room may be good for baby showers or other parties for groups of 50 or less. Discussion followed. Due to the grant which paid for this building, the Seniors have priorities on dates and times they use the Center. We would have to work around their schedules.

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Mr. Gillman asked Mrs. Michael if someone from Hunter's Safety contacted her yet. She said, yes. This is in regards to safety education classes that will take place at the Community Center. They have confirmed a couple of dates in September. She will get back with him closer to September to finalize these dates. Discussion followed regarding the times we could offer the Senior Citizens Center for rent and how much we would charge. It was decided to charge \$50.00 for 4 hours (10:00 – 2:00) and \$75.00 for 6 hours (must be out by 5:00 p.m.). People would have to call the office for available dates and times. We could also run a block ad in the Advertiser. Mr. DeVilbiss made a motion to rent the Senior Citizen's Center for \$50.00 for 4 hours and \$75.00 for 6 hours. Mr. Moyer seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mr. Moyer had no further business.

**Mr. DeVilbiss:** No new business.

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

At 6:34 p.m., Mr. Moyer made a motion to move into executive session to discuss personnel. Mr. Gillman seconded the motion. Vote: Mr. Moyer – Yes, Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mr. Moyer asked Mr. Burnett to join them in the executive session. At 7:06 p.m. Mr. DeVilbiss made a motion to return to regular session, seconded by Mr. Gillman. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mr. DeVilbiss asked Mrs. Winkler to place an ad in the Advertiser for a new Road Superintendent. Discussion followed on how long the ad should run and the fees charged for this ad. Mr. Moyer stated Mr. Burnett will begin the position of acting Road Supervisor effective immediately. Information for this position will be added to the website immediately and be placed in the Advertiser for the next two weeks – May 18<sup>th</sup> and 25<sup>th</sup>. The last day for applications and/or resumes will be June 1<sup>st</sup>. This will give the Trustees time to conduct interviews before the next regular Trustee meeting. Resumes can be turned into the Administrative office until June 1<sup>st</sup>. Discussion followed regarding the job application that is currently on our website. It was decided the ad should include Mrs. Winkler's email. Resumes can then be emailed to Mrs. Winkler, who will then print off the resume and place the resumes on the trustees' desk. Mr. Moyer stated Mr. William Holloway's last day of work is June 11<sup>th</sup>. There was no further discussion on the ad for a new Road Supervisor. Mrs. Michael asked if there was anything decided about the new sirens that were discussed at last month's meeting. The Trustees replied by saying they have decided not to participate in this program. Mr. Moyer stated according to the map the County provided Chief Wallace, we would have to purchase 15 sirens to cover the township. The budget would not allow for this purchase. Mrs. Michael reminded the trustees the levy information needs to be discussed. Mrs. Winkler informed the trustees she needed to have the auditor's certification and the declaration to levy to the Board of Elections by August 8<sup>th</sup>. The trustees agreed they want to place the Operational Levy on the ballot in November. Mrs. Winkler stated they only have 2 meetings to decide if they want to form a levy committee. Mrs. Winkler told the Trustees she has contacted the Board of Elections regarding the mailing labels. These labels can be printed off their website for either individuals or households. If we mail to each household, there will be well over 2000 households. Mr. Moyer stated he asked Mr. Winning from First National Bank to help with expenses for the levy. Mrs. Michael and Mr. Moyer stated the postage alone would be well over \$1,000.00. Discussion followed on postage amount and how many signs will be needed. Mr. Moyer asked if anyone had a suggestion on who could head up the levy finance committee. Mrs. Michael suggested Jerry Harding. Mr. Moyer suggested Jeff Mornault. Discussion followed on the need to open a checking account for the purpose of levy expenditures. Mr. Gillman made the comment it would be nice to have someone from New Lebanon on the finance committee. Mr. Moyer suggested Dave Falldorf. Mr. Moyer said he would contact Mr. Mornault and Mr. Falldorf. Mr. DeVilbiss said he would contact Mr. Harding. Discussion followed on how to conduct the financial committee meetings – are these meetings covered under the new Sunshine Law. Mrs. Michael told the trustees she has printed off a copy of the new Sunshine Law. These meetings are not covered under this law.

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Discussion followed on what should be stated in the letter that will be mailed to the residents of Jackson Township, as well as how many levies will be on the November ballot. No further levy discussion. Mr. DeVilbiss asked Mrs. Winkler about the check made out to Jeff Tully for reimbursement of lawn service done at the park by Lawn Plus. Mrs. Winkler stated the invoice said to reimburse Mr. Tully. She has since found out that Mr. Tully did not pay for this service, so she will be voiding the check made out to Mr. Tully and issue a new one to Lawn Plus. Mrs. Winkler has contacted this company requesting they change the invoice mailing address to 49 E. Walnut St., instead of mailing the invoices to Mr. Tully. Mr. DeVilbiss stated the Park Board was going to let the Health Dept. know about the small building behind the back ball diamond. Mrs. Michael stated this should be placed on hold for now. She will be adding this building to the Health Department's application in the fall. Technically they are not cooking anything out of this building – they are just warming the food up. Discussion followed. Mr. DeVilbiss asked Mrs. Michael to speak with Tom Izor about this issue. Mrs. Michael said she would call him tomorrow. Mrs. Michael informed the trustees she has emailed all the park board reports to the Village Council members. Mr. DeVilbiss gave Mrs. Winkler copies of the email correspondence he had with Mr. Ketter regarding the Road Dept. paying for the nuisance abatement clean up.

With no further business, Mr. Gillman made a motion to adjourn the meeting.  
Meeting was adjourned at 7:25 p.m.

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

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