

Jackson Township Board of Trustees
Regular Meeting Minutes
February 12, 2018

Mr. Moyer asked everyone stand and say the Pledge of Allegiance. The meeting was called to order by Trustee President, Michael Moyer at 6:01 p.m. with roll call. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Hodson were all present.

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

Visitor Comments: No visitor comments.

Review/Approval of Minutes – Trustees Organizational & Regular Business Meeting on January 2, 2018:

Mr. Moyer asked for the review and approval of minutes from the Trustees' Organizational & Regular Business meeting held on January 2, 2018. Mr. DeVilbiss made a motion to approve the minutes from January 2, 2018, seconded by Mr. Hodson Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson- Yes Motion passed.

Electronic Payments & Warrants:

Mr. Moyer asked for the review and approval of the electronic payments and warrants totaling **\$186,950.23**. Mr. Moyer made a motion to approve the payments totaling \$186,950.23, seconded by Mr. DeVilbiss. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson – Yes Motion passed.

Fire: Chief Wallace had no new business, but reminded the Trustees the South Fire Contract is up for renewal this December. No questions for Chief Wallace. No further business.

Police: Chief Schade gave the following report:

- On 01/25/2018 a burglary occurred on Preble Co. Line Road near US 35. Several firearms were stolen. On 01/26/2018 one of the firearms was recovered after a vehicle pursuit in Huber Heights. Chief Schade stated they will be going through the evidence, but as of now, investigation is pending.
- Chief Schade recommended the hiring of David W. Adkins and Darrin Townsend as part time police officers at the current part time pay rate of \$11.85. Both have extensive police and fire experience. Dave Adkins is a long time detective from New Lebanon and Trotwood and is currently a full time park ranger. Darrin Townsend is currently working part time at New Lebanon. Mr. DeVilbiss asked Chief Schade if Mr. Adkins would have the title of Detective to which Chief Schade responded by saying yes, and Mr. Townsend would be hired as an officer. Mr. DeVilbiss made a motion to hire David Adkins and Darrin Townsend as part time police officers with the part time pay rate of \$11.85 @ hour. Mr. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.
- The 2018 Dodge Charger was ordered for just over \$21,000.00. Chief Schade stated this is cheaper than they were in 2015. Chief Schade stated Jeff Miller will help with the sale of his vehicle. They should be able to get between \$6000.00 and \$8,000.00.
- Officers have made three arrests for Domestic Violence since 01/21/2018.
- An adult female from Wilmington was arrested for felony possession of drugs and drug abuse instruments. The suspect was released pending laboratory results of the suspected heroin/fentanyl.
- On 02/05/2018, Sgt. Bruner and Chief Schade were involved in an active shooter situation on SR 725 and I-75 in Miamisburg. A juvenile male was taken into custody for several attempted car jackings and is a suspect in an armed robbery that occurred prior to our arrival. Our 2012 Impala was damaged during the incident. Replacement parts have been ordered – will be under deductible.

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- The new body armor has been delivered and is in service. We have applied for the 50% match from the DOJ BVP Grant Program. Chief Schade informed Mrs. Winkler the police should be receiving around \$2,000.00 from the DOJ to go towards this purchase.

Chief Schade had no further business.

Mr. Hodson told Chief Schade he was proud of the way he and Sgt. Bruner stepped up to help out during the shooting situation – no one wants to be in that situation but Mr. Hodson said they handled it well and is happy they are safe. Mr. DeVilbiss stated he would like to take this opportunity to let everyone know he did attend the Ohio Township Association Winter Conference in Columbus last month. One of the topics presented at this conference was titled “Guns in the Townships”. After discussing this issue with other township representatives, it came down to the fact that the Ohio Revised Code regulates the governing of townships and is very vague on what a township can do to control guns. Basically, if your neighbor wants to shoot, the township can do nothing about it. Chief Schade commented he has had no further complaints, but this could be due to the fact hunting season is over. No further discussion.

Road & Service Dept.: Mr. Pohl told the Trustees things have been pretty quiet. They are keeping maintenance up on the trucks – plowing when needed. They have used 115 tons of salt so far this year. Mr. Moyer asked how the “hot box” is working out, to which Mr. Pohl responded by saying it is working very well. Mr. Pohl stated there are many road issues and a lot of pot holes that are in need of repair. Mr. Pohl stated they have also been straightening road signs that have been bent and knocked down by vehicles during the bad weather. Mr. Moyer asked if the township has been billed for the work on the Havermale Road Phase I Project yet. Mr. Pohl stated the County is working with Kramer and Associates regarding the engineering fees – these are being paid from the Partnership Pool Program. Mr. Pohl had no further business.

Park: Mr. DeVilbiss stated the Park Board has hired a manager and is in the process of hiring assistant managers and life guards. Mr. DeVilbiss said he attended a meeting regarding the recycling grant which is due March 31st. One of the requirements to apply for the Solid Waste Recycling Grant is to attend this meeting, so that is why he went – to represent the Township. This is a 30/70 grant. Hopefully the Park Board will look into this grant to purchase new benches and picnic tables for the park. Mr. DeVilbiss stated there was a motion last year to get benches and tables, so it’s up to the Park Board to pursue the application for this grant. Mr. DeVilbiss stated this is a reimbursement grant – we will have to pay for these items in full, then we will be reimbursed the 70%. No further park business.

Zoning and Refuse: Mrs. Michael informed the Trustees both BZA cases she spoke of at the last meeting were approved. The BZA discussed the resolution regarding the moratorium of granting permits for the purpose of building structures for the use of cultivating or selling medical marijuana in the Township. The BZA board members agreed to increasing the time frame for the renewal of the resolution to 1-year instead of 6 months. (Mrs. Winkler will present the resolution to the Trustees later in the meeting.) Mrs. Michael told the Trustees she is working on a couple of violations. One is at the trailer park on Clayton Road in New Lebanon, regarding a septic and leech system issue. She spoke to the health department about this issue. The health department stated the capacity of this falls under the EPA. Mrs. Michael stated the EPA will get back with her once it is checked out. Mrs. Michael presented the Trustees with information on zoning fees in the area. There has been no increase since 2009. Mrs. Michael said she spoke with Josh Brown from Clay Township who is working on increasing their zoning fees and will present that recommendation to his trustees. Mr. Moyer asked if we were close to the same fees as Clay Township. Mrs. Michael stated Clay Township has a lot of fees that Jackson Township does not charge for. No further discussion regarding fees. Mrs. Michael continued her report, stating she received a call and a letter from IWorQ – a company who sets up programs for zoning and refuse accounting. Mrs. Michael stated the program she is now using, ZonePro, will no longer be compatible with Windows and will be disabled.

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Mrs. Michael explained the refuse and zoning accounting process, as well as all the services offered by the new program through IWorQ. She was very impressed with all the applications offered through this program. Mr. Moyer asked what we are paying a year for ZonePro. Mrs. Michael said we are paying \$450.00 a year. Mr. Moyer asked what the new program would cost.

Mrs. Michael told the trustees that Mrs. Winkler spoke to IWorQ regarding the fees, so she will ask Mrs. Winkler to tell the Trustees what the representative said. Mrs. Winkler told the Trustees the representative from IWorQ said they would pro-rate the fee for 2018 to \$2,187.50 for both the zoning and refuse programs. A credit of \$195.83 for the ZonePro fee which has already been made, will be deducted from this amount. The invoice for 2018 will be \$1,991.67. Discussion followed regarding the previous year's zoning program fees and applications, versus the fees and applications this program offers. Mr. Moyer asked if there are other options. Mrs. Michael stated she has been looking at other programs and feels this company is competitive with other companies as far as pricing. Discussion followed regarding refuse costs and IWorQ. Mr. DeVilbiss asked if Mrs. Michael needed a motion to purchase this program or if she is still investigating other companies. Mrs. Michael said she needs a new program and this is the company she would like to go with if the Trustees approve. Mr. DeVilbiss asked if we had to sign a contract. Mrs. Winkler explained there is no contract – the Township will be billed yearly for this program and if we want to discontinue their service it would not be a problem to cancel. Mr. DeVilbiss commented that he feels we really don't have an option. Mr. DeVilbiss stated if Mrs. Michael needs a new accounting program, he feels the customer should receive the best service, so he made a motion to go with IWorQ for the new zoning and refuse programs. Mr. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mr. Moyer made a motion to increase the zoning fees to the amounts listed on the sheet that was presented to the Trustees by Mrs. Michael, effective immediately. Mr. DeVilbiss seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mr. DeVilbiss asked if we could post the new fees on our website to which Mrs. Michael responded by saying yes. Mrs. Michael informed the Trustees that free tax service is once again being offered this year and will be held in the Senior Citizens' Center by AARP. Mr. Moyer asked if there were many appointments being made yet to which Mrs. Michael said yes. Mrs. Michael had no further business.

Fiscal Officer: Mrs. Winkler presented the Trustees with the UAN Financial Reports. Mrs. Winkler asked if the Trustees had any questions. No questions. Mrs. Winkler presented the Trustees with **Resolution 2018-04** - updating Revenue funds to equal the County Auditor's approved tax amounts for 2017-2018. Mr. DeVilbiss made a motion to approve Resolution 2018-04, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler presented the Trustees with **Resolution 2018-05**, imposing a one-year moratorium on granting permits for the building of any structure for cultivation, processing and/or retail sale of medical marijuana within Jackson Township, Montgomery County. After discussion, Mr. DeVilbiss made a motion to approve Resolution 2018-05, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler presented the Trustees with a letter from ODOT asking the Township to certify they had 27.710 mileage at the end of calendar year 2016. Mrs. Winkler explained there is no need for a vote – just signatures. Mrs. Winkler said she would mail this to ODOT and keep a copy for our files. Mrs. Winkler informed the Trustees she has spoken with our credit card carrier, Elevon, regarding our credit card account. Mrs. Winkler stated she submitted the government account application to Elevon and they have accepted it. We now have a new merchant number and no fees will be applied to this account. Mrs. Winkler informed the Trustees we already have the proper terminal which will be programmed to take the 3% processing fee from the customer's credit card when a purchase is made – Mrs. Michael will be contacting Elevon either this week or next week to get the terminal set up to begin processing the 3% fee. Mrs. Winkler told the Trustees she read the unofficial Park Board Minutes and was confused on what they were wanting to do regarding the 3% credit card fee and whether or not they wanted to purchase a new terminal.

Minutes Cont.'d

Discussion followed regarding the Park Board's decisions. Mrs. Winkler stated she would try and make the next Park Board meeting to see what they would like her to do. Discussion followed regarding how credit card fees relating to the Park could be absorbed by the possibility of increasing the cost of their products by 3%. No further credit card discussion. Mr. Moyer asked Mrs. Winkler if she has any more information on placing a Senior Citizen's levy on the November ballot. Mrs. Winkler said Mr. Hale has not gotten back with her - she will contact him again and let the Trustees know what she finds out. Mrs. Winkler had no further business.

Trustees:

Mr. Moyer: No new business.

Mr. DeVilbiss: Mr. DeVilbiss gave a brief report on his trip to Columbus for the Ohio Township Association Winter Conference. Mr. DeVilbiss stated OTARMA is doing something new this year by offering 2018 Fire & Police Grants as well as Safety Grants for up to \$1,000.00. Discussion followed regarding these grants. Mr. DeVilbiss stated there is a lot of training modules and videos on sexual harassment, etc. on OTARMA's website, OTA.org, if anyone is interested – maybe this could be used for the pool employees. Mr. Moyer informed everyone that once the park/pool employees are hired, they will be holding a training session and will be shown slides and videos about sexual harassment, as well as payroll processing. Mr. DeVilbiss continued by saying this website is available to all OTARMA members. If anyone is interested, all they have to do is sign in to the website to view all that is available. Mr. DeVilbiss had no further business.

Mr. Hodson: No new business.

At 6:37 p.m., Mr. Moyer made a motion to go into executive session to discuss personnel. Mr. DeVilbiss seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

At 7:40, Mr. Moyer made a motion to return to regular session, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.
No action to be taken from executive session.

With no further business, Mr. Hodson made a motion to adjourn, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Meeting was adjourned at 7:41 p.m.

Submitted by: _____
Diana Winkler, Fiscal Officer

Attested by: _____
Michael Moyer, President