

Jackson Township Board of Trustees  
Regular Meeting Minutes  
April 11, 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, Eli Winkler, Tom Wallace, Melanny Michael and Carrie Schade

**Visitor Comments:** No comments

**Review/Approval of Minutes – Trustees Regular Business Meeting – March 14, 2016:**

Mr. Moyer asked for the review and approval of minutes from the Trustees Regular Business meeting held on March 14, 2016. Mr. DeVilbiss made a motion to approve the minutes from March 14th, 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 March 20, 2016:**

Mr. Moyer asked for the review and approval of minutes from the Trustees Special Business meeting held on March 20, 2016. Mr. DeVilbiss made a motion to approve the minutes from March 20th, 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 March 28, 2016:**

Mr. Moyer asked for the review and approval of minutes from the Trustees Special Business meeting held on March 28, 2016. Mr. DeVilbiss made a motion to approve the minutes from March 28th, seconded by Mr. Gillman. 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 \$174,540.67 (Payment listing is attached to filed minutes). Mr. DeVilbiss made a motion to approve the electronic payments and warrants totaling \$174,540.67, seconded by Mr. Gillman. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Gillman-Yes Motion passed.

**Fire:** Chief Wallace reminded everyone about the Circus in May. Chief Wallace asked the trustees if they could help with the problem of road closures, seeing the county will not come out. Chief Wallace stated the county told him they do not close roads anymore. He asked if the trustees would consider sending a letter to the county engineer. Chief Schade commented the county does not come out unless there is high water. Chief Wallace said something needs to be done. Discussion followed regarding other road closure problems and the county's road department. Mr. DeVilbiss said he knows the county is scaling back on help, but if it is the county's road, they need to come out. Chief Schade said Mark Bruner is researching the cost for barricades and where to buy them. Chief Schade also stated Mr. Bruner told him that German Township is having the same problem. Everyone agreed that liability is a concern. Chief Schade said he has given Mr. Moyer a quote on barricades to review. Discussion followed on previous needs for road closures in the village and township. Mr. Moyer stated we need to order barricades tonight. Chief Wallace commented that we need to make sure when using the barricades, they are put up properly to make sure people will not find ways to go around them. Chief Wallace continued his report by saying he will be attending a meeting held by the County on April 14<sup>th</sup> to see what grants are available for new tornado sirens to be placed in the village and possibly the township. Mr. Moyer asked Chief Wallace where in the township these sirens would be placed. Chief Wallace replied by saying one area he felt would be the best place is the Park. There is plenty of room and would take care of Lake of the Woods and all houses going East. Other places where these sirens could be placed were discussed as well as the construction and operation of these sirens.

Minutes Cont'd.

Chief Wallace will keep the township updated on this issue. Chief Wallace had no further business.

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

- On March 18<sup>th</sup>, David Starr of Vandalia was arrested for burglary. Starr forced entry into an occupied residence on Farmersville/Germantown Pike. Both residents were asleep. Starr admitted to using meth sometime before the incident. Star has been formally charged with two counts of aggravated burglary.
- Mark Gagnon has reapplied for a part time position. He was a full time officer at Enon and left to focus more time to his heating and air business. Gagnon worked here several years before moving to Enon. Chief Schade recommends that we hire Gagnon as a part time officer at the part time pay of \$11.50 an hour.
- Officer Steffano assisted a resident with a sump pump problem. That resident made a \$100.00 donation to the police department as a way to thank Officer Steffano for his help.
- On April 7<sup>th</sup>, Officer Moore conducted a traffic stop and recovered \$240.00 in counterfeit cash. The suspect is known to pass counterfeit money in the Richmond area. The Secret Service has been notified. It is suspected that the group are local meth dealers.
- We are looking into purchasing a dog kennel for temporarily holding lost or abandoned dogs. Chief Schade stated Brubaker's will give us a quote for a 10x10x6ft tall kennel. Chief Schade is looking into where this kennel could be placed; possibly behind the road building. He will also discuss this with the Village to see if they have a place for this kennel. Chief Schade stated he will try and come up with some type of policy for kennel operations which would include making sure the kennel is secured to ensure no one can get into it after hours.

Chief Schade asked the trustees for a motion to hire Mark Gagnon as a part time officer. Mr. Gillman made a motion to hire Mark Gagnon as a part time police officer, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mr. DeVilbiss congratulated Chief Schade on the passing of the Police Levy.

**Road:** No Report. Mr. Burnett was out due to illness.

**Park:** Mr. DeVilbiss stated the Park Board is getting ready to hire lifeguards. The pool is scheduled to be filled in a few weeks. Mr. DeVilbiss informed the trustees the board is looking into an iron removing system for the water in the pool and park area. Mr. DeVilbiss met with a company last week who stated a new water conditioning unit would cost around 10 – 20 thousand dollars. Mr. DeVilbiss said he didn't think that would be feasible. Mr. DeVilbiss stated the water is on and they are getting ready for the new pool season. Discussion followed regarding the Solid Waste Grant for the Park. Mrs. Schade apologized, stating she was not able to get the application information to Barb at Solid Waste by the deadline. Mrs. Schade stated Mrs. Michael was helpful in trying to get the grant information to Barb in time, but there was a problem with the digital (PDF) attachments she sent to Barb – they would not open. Barb told Mrs. Michael she could still process the application if Mrs. Schade could get the information to her by Monday, but by the time Mrs. Schade read Mrs. Michael's email, it was too late – she missed the deadline. Mrs. Schade stated again how helpful both Melanny and Barb were in trying to get the information in before the deadline.

Mrs. Schade stated this grant was a little harder to process due to last minute information which was still needed by the Park Board. Mr. Moyer asked if there was any way we could get more of a "heads up" on grants. Melanny stated she felt the Park Board knew about this but procrastinated a little, stating Tom Izor came in at the last minute, on a Tuesday, and went through the catalog, marking what they wanted, and then Melanny placed the information in Chief Schade's mail box, asking him to give it to Carrie. Mrs. Michael suggested it may be possible if there is money left over we could try and apply for that.

Minutes Cont'd.

Mr. DeVilbiss stated he asked the Park Board members at their last meeting if anyone had been contacted. Mr. DeVilbiss stated he does not remember what Jason Michael said, but everyone else stated they were not notified. Melanny informed the trustees she had emailed the entire park board about the grant back in December, and printed off a copy and laid it on the trustees' desk. Mrs. Schade stated she remembers talking about this in the summer months also. Mr. DeVilbiss suggested the Park Board members check their emails more often. Mrs. Schade once again apologized. Mrs. Michael informed the trustees the Park Board has a meeting this Thursday. Discussion followed about what equipment the park wanted to purchase with the grant money. For example: a pet station, more benches, a water fountain and a handicapped picnic table. Mrs. Schade stated she also needed to include in the grant application the purpose for each piece of equipment. No further park business.

**Zoning/Refuse:** Mrs. Michael stated she sent out 67 late notice letters for trash payments. In June she will send out warning letters regarding tax assessments if the bills aren't paid. Mr. Moyer asked if there are a lot of assessments to which Mrs. Michael replied not really. Some townships do not even send out second notices. Mrs. Michael asked how the trustees wanted to proceed on the zoning issue on Clayton Rd. Mrs. Michael stated the trailer is still there. Chief Schade stated he got word they were moving out today. He has a meeting with the insurance investigator tomorrow. Mr. Moyer asked Chief Schade if he would ask the investigator if we could move it and place it in storage. Chief Schade responded by saying the investigator would say do whatever you want to do. Mr. Gillman asked if the insurance company would move it. Chief Schade stated the residents were not cooperating. Discussion followed. Mr. Moyer suggested waiting a month until the ground dries up then move the trailer into storage. Mr. Moyer said he will try and work with someone in Germantown to tow it and store it until the Township gets the money from assessments. Mr. DeVilbiss wants to talk with Jonathan Ketter regarding the use of the Road Dept. money for paying for the cleanup – to make sure we are misappropriating the funds. No further zoning/refuse business.

**Technical Writer:** No further business.

**Fiscal Officer:** Mrs. Winkler informed those present she was sworn into office by Mr. Moyer on April 1<sup>st</sup>. Mrs. Winkler gave the appropriation and revenue reports to the trustees for their review and asked if they had any questions. No questions. Mrs. Winkler gave **Resolution 2016-07** (Revenue and Appropriation Maintenance and Transfer of Funds) to the trustees for their review, informing them these appropriations include our water district bond payment for this year. Mrs. Winkler informed the trustees that she, Mr. Ketter and Mr. Winning are finalizing the modification of the original court order from a 10 year loan to a 15 year loan. Mr. Gillman made a motion to approve **Resolution 2016-07**, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler explained that **Resolution 2016-08** (Permanent Appropriations for fiscal year 2016) is a resolution stating the appropriations she just gave them will be permanent for 2016. Mr. DeVilbiss made a motion to approve **Resolution 2016-08**, seconded by Mr. Gillman. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler gave the trustees **Resolution 2016-09** (Objection to relocate Montgomery County Eastern and Western Divisions Municipal Courts) to review. Mr. Gillman informed those present this is in reference to area one court being relocated to Dayton. Resolutions from the WRCG are going to be given to the commissioners at their next meeting. Discussion followed. Chief Schade stated they could possibly petition the State to allow us to go to Miamisburg Municipal Court instead of downtown Dayton. The State legislature would have to approve this, though. With no further discussion, Mr. Gillman made a motion to adopt Resolution 2016-09, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Michael stated Mr. Moyer will take this to the MCTA meeting. Shiela from Perry Township will take all resolutions and present them to the County Commission meeting. Mr. DeVilbiss stated the next MCTA is next month, that he could take the resolution with him. Mr. Moyer wants a copy for the trustees' records.

## Minutes Cont'd.

Mrs. Winkler stated she will type the names of the trustees on the resolution stating they voted "yes", then sign it and lay it on the trustees' desk along with a copy for our records. No further discussion regarding Resolution 2016-09. Mrs. Winkler asked the trustees if they wanted to stay with Elavon, our current credit card service company. Mrs. Winkler told the trustees she had spoken with Heartland Payment System who stated it would cost us more if we went with them - that we have a good deal going with Elavon. Discussion followed. The trustees agreed we should stay with Elavon, but if the fees go higher than \$56.00, we will re-think about changing credit card providers. Mrs. Winkler asked if the trustees would approve of the purchase of our current credit card terminal for \$100.00. Once purchased, it becomes ours – no more lease payments. All trustees agreed to purchase the terminal. Mr. Moyer asked if Mrs. Winkler wanted approval of the updated Charge Card/Credit Policy that was lying on the trustees' desk. Mrs. Winkler said yes, she would like a motion to approve the updated policy. Mr. Gillman made a motion to approve the updated Charge Card/Credit Policy, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler had no further business.

**Ongoing Issues:** Mr. Moyer stated he met with the County Engineer last month. We are in the process of closing Fort Anthony Road. Mrs. Michael sent homeowners' information on to the county engineers' office. Their attorneys will be working on this issue. There will be hearings with the commissioner this summer regarding this closing.

### **Trustees:**

**Mr. Moyer:** Mr. Moyer wanted to place an ad in the Advertiser for an Assistant Road Superintendent. Mr. Moyer stated there is no insurance on the mowers at the park, and the roller is insured by both the Township and the Village. He would like both of these issues to be corrected. He will bring this up tonight at the work session between the Village and Township. Mr. Moyer would like the pine tree beside the flag pole removed because you can't see if traffic is coming from the right. No one had objections to removing this tree. Mr. Moyer read a resignation letter which was effective on March 20, 2016, from John Pohl (letter is on file). Mr. Moyer made a motion to accept Mr. Pohl's resignation, seconded by Mr. Gillman. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mr. Moyer stated we should discontinue Mr. Pohl's health insurance. Mrs. Winkler responded by saying she will contact Anthem and United Health Care. Mr. Moyer made a motion to order 4 – 2 x 4 x 6 foot folding type barricades @ \$235.00 each with signage and flashing lights. Discussion on these barricades and flashing lights followed. Mr. DeVilbiss asked where the money for these barricades would come from. Mr. Moyer stated it will come out of the Road fund. Mr. DeVilbiss then seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Chief Wallace told the trustees he has 5 or 6 new orange cones the township could have. The trustees will also work on getting a trailer for the barricades. Chief Schade suggested using the trailer we haul the lawn mowers on. Mr. Moyer had no further business.

**Mr. DeVilbiss:** Mr. DeVilbiss reminded everyone about the circus on May 4<sup>th</sup>. Mr. DeVilbiss had no further business.

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

At 6:50 p.m., Mr. Moyer made a motion to move into executive session to discuss personnel. Mr. DeVilbiss seconded the motion. Vote: Mr. Moyer – Yes, Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. At 7:11 p.m. Mr. Moyer made a motion to return to regular session, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mr. Moyer stated he wanted to rescind his motion to place an ad in the Advertiser for an Assistant Road Superintendent. Mrs. Winkler informed him no one seconded his motion so it was never voted on. Mr. Moyer understood. Mr. Moyer then made a motion to extend Mr. Burnett's probationary period by 6 months.

Minutes Cont'd.

Mr. Gillman seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mr. Moyer stated he would like to call a special business meeting on Monday, April 25<sup>th</sup> at 6:00. No one had any objections. Mrs. Winkler will place this in the Advertiser. Mr. DeVilbiss suggested leaving the meeting topic open – not to be specific on the agenda. All agreed. Mr. DeVilbiss wanted to inform everyone that Mr. Pohl's mother had verbal permission from Mr. Pohl to write and sign his resignation. Mr. Moyer informed everyone that he attended a meeting at the high school last Monday. Valley View will be placing a levy on the November ballot. They want to build 3 new schools – one building behind the football field for grades pre-k through 3, one near the high school in Jackson Township for grades 7 – 12 and one school behind the Middle School in Farmersville for grades 4, 5 and 6. Mrs. Michael asked what they were going to do with the old buildings. Mr. Moyer replied they will be tearing them down. 53% of the total cost will be paid by the State. The millage for the levy will probably be between 7 and 8 mill. Discussion followed regarding JEDD. Mr. Moyer stated they have until December 2017 to pass this levy or they will lose their State money. More discussion followed regarding school levies.

With no further business, Mr. Gillman made a motion to adjourn the meeting. Mr. Moyer and DeVilbiss seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Meeting was adjourned at 7:15 p.m.

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

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