

Jackson Township Board of Trustees
Regular Meeting Minutes
March 14, 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, Jimmy Peters, Eli Winkler, Tom Wallace and Carrie Schade.

Visitor Comments: No comments.

Review/Approval of Minutes – Trustees Regular Business Meeting - February 8, 2016:

Mr. Moyer asked for the review and approval of minutes from the Trustees regular business meeting held on February 8, 2016. Mr. DeVilbiss made a motion to approve the minutes from February 8, 2016, 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 February 22, 2016:

Mr. Moyer asked for the review and approval of minutes from the Trustees special business meeting held on February 22, 2016. Mr. DeVilbiss made a motion to approve the minutes from February 22, 2016, 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 \$191,738.39 (Payment listing is attached to filed minutes). Mr. DeVilbiss made a motion to approve the electronic payments and warrants totaling \$191,738.39, seconded by Mr. Gillman. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Gillman-Yes Motion passed.

Fire: Chief Wallace informed the Trustees he has given the Fiscal Officer, Diana Winker, a copy of the Certificate of Insurance for the upcoming circus which will be held at the park in May. The Farmersville Fire Association, Jackson Township and F.A.B.A. are listed on the liability insurance certificate. Chief Wallace reminded everyone the Easter egg hunt will be on Saturday, March 26th at 2:00 p.m. The rain date will be Sunday, March 27th at 2:00 p.m. Chief Wallace asked if the Trustees had any questions regarding the 2016 budget he gave them at the last meeting. The Trustees had no questions. Mr. Moyer suggested going to the park to see how the tile looks. Mr. DeVilbiss stated he plans on being out there while the egg hunt is going on to make sure no one gets hurt.

Police: Chief Schade asked Chief Wallace the date of the circus. Chief Wallace responded by saying May 4th, with two shows – 5:00 and 7:00 p.m. Chief Wallace informed Chief Schade the masons will be doing the parking this year. Chief Schade stated he would have a duty car swing by the park during circus times. Chief Schade informed the Trustees the Police Dept. had their drug drop-off yesterday, March 13th, with help from our local churches. Chief Schade said it went better than expected. They received 61 lbs. of pills, 25 lbs. of liquid medicine, 3 lbs. of schedule 2, and around 3 lbs. of narcotics which they wanted to get off the street. Beth Genslinger, head of the Valley View Community Drug-Free Coalition, was also a part of this project. All drugs are now in the Montgomery County Sheriff's property room, with the exception of a few they received today, which will be taken downtown on Wednesday. The police are planning on another drug drop off possibly in mid-September. Chief Schade stated a high school student from Dixie ran the stop sign at Havermale and Clayton Roads, hitting a Montgomery County bus, knocking it into the field. Chief Schade stated 11 days later, they had another accident involving the same bus at Mile and Clayton Roads. Chief Schade asked Mr. Burnett if the signs could be marked at those intersections, that he doesn't think the sign posts have the reflection strip on them. Chief Schade said for some reason high school kids are having problems running these stop signs. Mr. Burnett responded by saying all stop signs should have reflective strips on them, but will look into this further.

Minutes Cont'd.

Chief Schade continued his report by stating there has been no activity at the house on Clayton Road which was discussed at last month's meeting. He has not had any further calls on this property. Mr. Burnett and Mr. Moyer stated there was activity there today – a trailer was being loaded by some people, then left. Discussion followed about this property. Mr. Gillman asked Chief Schade what they do with the medications they collect. Chief Schade responded by stating they are all incinerated so they do not get into the water and sewer systems. The Montgomery County Task Force pays for the disposal of these medications. Mr. DeVilbiss wished Chief Schade luck on their upcoming renewal levy tomorrow. Chief Schade said everything has been very positive from the public, seeing they have limited signs which they have used for 15 or 16 years. They will pick up those signs tomorrow afternoon. Chief Schade had no further business.

Road: Mr. Burnett stated they have been cold patching. They have been keeping the bigger and deeper holes patched as good as possible. They will continue to cold patch until the roads stable out. Mr. Burnett stated he has had a few calls on minor water issues in ditch lines. On Friday and today, they have been working on fixing these issues. Mr. Burnett informed the trustees Mr. Baker and Bob & Phil Sears are planning on going together to fence off the Baker land at Lower Gratis and Fort Anthony Roads. This will make it easier for the Township to put up a swing gate on Fort Anthony Road to close the road during bad weather. Mr. Moyer informed those present he has a meeting with the Montgomery County Engineer on Friday at 2:00 to discuss the Fort Anthony Rd. issue. Mr. Burnett stated he was going to ask J & A Construction to look at Chicken Bristle Road between Johnsville-Farmersville and Farmersville- West Alexandria Roads regarding crack sealing. Mr. Burnett felt this was the cheapest thing we could do to save that road. Mr. Burnett stated J & A has a material they mix that fills large cracks. Mr. Burnett stated he will also ask J & A Construction to look at Clayton Road to see how much that would cost to fill the larger cracks where it is separating. Mr. Moyer asked if the county uses this construction company. Mr. Burnett responded by saying he doesn't know if the county uses them specifically, but they do use them. J & A has also done work with municipalities that have gone out for bids through the county. Mr. Moyer told Mr. Burnett he would like to get several bids for this project. Mr. Burnett said he could do that. Mr. Burnett stated they are going to continue cold patching for the next few weeks, but some spots will have to wait until they can use hot mix. Mr. Burnett informed the trustees we have 10 "Welcome to Jackson Township" signs around the area. Discussion followed regarding the size of the signs especially on people's property. Mr. Moyer wanted to make sure we do not block the view of traffic when installing new signs. Mr. Burnett had no further business.

Park: Mr. DeVilbiss informed those present the Park Board donated 1 family pool pass and 2 single pool passes to the Easter egg hunt. Mr. DeVilbiss had asked Melanny Michael to get with Mike Dowden to place a lifeguard job application online. Mrs. Schade stated she is now able to do that. All she needs is the application. Mrs. Schade stated Mrs. Winkler is also capable of posting information on the website now. We do not have to go through Mr. Dowden. Mrs. Winkler responded by saying she is still reading up on this process, but will eventually know how to post information on our website. Mr. Moyer said he would like that information shared with him also. Mr. DeVilbiss told Mrs. Schade he will have Melanny get with her regarding the application. Mr. DeVilbiss informed the trustees the Park Board is trying to get some kind of idea for a water conditioning unit for the pool so we don't have to pump so much iron into the pool. Pool season is a month and a half away. No further park business.

Zoning/Refuse: Mr. Moyer asked Mrs. Winkler if she had the revised Nuisance Abatement Policy to which Mrs. Winkler responded by saying yes. Mr. Moyer asked if the other trustees wanted to look it over. Mr. DeVilbiss responded by saying he has looked at it and would like to change our response time to 30 days from 7 days just in case it takes longer for the resident to appeal. Following the proper procedures, and after everything is done, our response time to clean up would be 30 days instead of 7.

Minutes Cont'd.

Mr. Moyer asked what resolution number this would be for the Nuisance Abatement Policy. Mrs. Winkler stated it would be 2016-06. Mr. Gillman stated the trustees need to also adopt Resolution 2016-05, the agreement to participate with the WRCG for solid waste collection and disposal services. Mr. Moyer replied by saying they would vote on that first. Mr. Gillman then made the motion to adopt Resolution 2016-05, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. No further zoning/refuse business.

Technical Writer: Mrs. Schade informed the trustees the facebook page is up. Mr. Dowden has added Mrs. Winkler and herself on Wordpress in order to be able to post on the website. Mrs. Schade stated she is going through pages to edit and revise to make sure everything is marked accurately. Mrs. Schade posted information on both the General Fund and Police levies on our facebook page. She stated we do not have as large of a following as the Police facebook page, but feels the information is getting out there. Mrs. Schade stated she is trying to post current and relevant updates and link them to the correct department within our website. Mrs. Schade is also trying to take notes from the trustee meetings to post on the website. For example, information on the circus. By keeping information current, the website acts more like a newsletter. Mrs. Schade stated she has contacted the Park Board several times but has not heard back from them so she has nothing to write for their grant. Mr. DeVilbiss asked who she was contacting, to which Mrs. Schade replied Jason Michael and Michele Hodson. Mrs. Schade stated she has an idea of what they want, but they have to get that information to her. Mr. Moyer asked Mr. DeVilbiss if he could get in contact with members on the Park Board about this to which Mr. DeVilbiss responded by saying yes. Mrs. Schade stated whatever they send has to fit the perimeters of the grant. Mr. Moyer asked if the Park Board knew what the perimeters were. Mrs. Schade said she had talked with them about this before their last Park Board meeting. Mrs. Schade realizes this is a busy time for the Park Board. Mrs. Schade stated if there is anything the recycling center needs, we can utilize grant money to purchase or replace whatever is needed. Mr. Gillman suggested looking into getting more oil storage containers. Mr. Moyer responded by saying we have 30 oil containers at this time. It was decided we would not need to purchase these containers at this point. Mrs. Schade stated the grant application is due by April 1st. Mr. Moyer asked Mrs. Schade if we had a counter on our facebook page and website to see how many “hits” we are getting. Mrs. Schade explained how to find that information on facebook, but said she would have to get with Mr. Dowden about how to find out how many people are using our website. Mr. Moyer commented he wants to make sure we are creating traffic from our facebook page towards our website. Mrs. Schade had no further business. Mr. Moyer thanked her for the update.

Fiscal Officer: Mrs. Winkler asked if the trustees had any questions for her. They had no questions. Mrs. Winkler explained she had to increase the following appropriation accounts to make funds available to pay the remaining 2012-2013 audit services fees:
Motor Vehicle Acct. 2011-330-312 (Auditing Services) - increased by \$1,020.00
Gasoline Tax Acct. 2021-330-312 (Auditing Services) – increased by \$1,020.00
Drug Law Enforcement Acct. 2221-190-312 (Auditing Services) – increased by \$675.00
Permissive Motor Vehicle Acct. 2231-330-312 (Auditing Services) – increased by \$675.00
Mrs. Winkler informed the trustees the park received a refund check from Leslie’s Pools for overpayment in the amount of \$99.91, so she had to increase the park revenue and appropriation account 2171-610-323 (Repairs & Maintenance) by \$99.91. Mrs. Winkler then presented the trustees with Resolution 2016-04 (Revenue & Appropriation Maintenance). Mr. DeVilbiss made a motion to approve Resolution 2016-04, seconded by Mr. Gillman. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Chief Schade made a comment about an audit performed for the Village that had a lower fee. Mrs. Winkler said she knew about this type of audit and applied for it, but was told since the last audit was not “clean”, we were not eligible. Hopefully this years’ audit will be “clean” and we will qualify for the lower rate for future audits. On that note, Mrs. Winkler informed the trustees the Auditor’s office called stating they will be doing our 2015-2016 audit sometime this summer. They will contact the office with the exact date.

Minutes Cont'd.

Mrs. Winkler asked the trustees to verify in the minutes that Melanny Michael's hourly pay is \$14.50 an hour and comes out of the Refuse fund. Discussion followed. Mrs. Winkler stated Mrs. Michael has been paid \$14.50 an hour, but since the trustees added the 5 hours at the last meeting, she wanted to confirm that they were wanting her paid the full \$14.50 from the Refuse fund. Mrs. Winkler also explained that in 2012, Tom Izor attended the trustee meeting and informed the trustees the Park had set aside \$1,908.00 in their budget to compensate Mrs. Michael for the work she does for the Pool and Park. This amount comes to \$73.76 a month. Mr. DeVilbiss said he mentioned this to the Park Board and they will be evaluating this amount. Mr. DeVilbiss then made the motion to pay Mrs. Michael \$14.50 from the Refuse Fund. Mr. Gillman seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler thanked the trustees for confirming this hourly rate. Mr. DeVilbiss stated he also mentioned to the Park Board to consider paying Mrs. Michael a monthly salary like they do with Steve Burnett instead of a bi-weekly payroll payment. Mr. DeVilbiss said the Park Board will be evaluating this also. Mrs. Winkler informed the trustees she spoke with Melodie Dill at the Village regarding their credit card carrier. Melodie said they use Heartland Payment Systems and they are very satisfied with the way this company does business. Melodie said the Village does not receive a fee for charges each month - the fee is attached to the customer's charge when the card is swiped. The Village purchased the point of sale terminal for around \$100 -150.00. Mrs. Winkler said she contacted Heartland both by phone and email, but has not heard back from them. Mrs. Winkler told the trustees she would follow up on this and give a report at the next meeting. Mr. DeVilbiss asked when our contract with Ladco is up, to which Mrs. Winkler responded the equipment lease is up at the end of May. Discussion followed regarding the charge fees and equipment. Mr. Gillman stated he wanted to make sure we get a chip card reader this time. Mrs. Winkler updated the trustees on her discussions with Mr. Winning regarding the extension of the water debt payment to 15 years. Mrs. Winkler stated Mr. Winning told her they were having a board meeting tomorrow night and he would let Mrs. Winkler know the outcome of that meeting on Wednesday. Mr. DeVilbiss asked if one of the trustees should go to that meeting. Mrs. Winkler told the trustees she asked Mr. Winning if she could attend the board meeting to which Mr. Winning responded by saying that it was not necessary. Mrs. Winkler stated she received a sample legal agreement from Jonathan Ketter which would modify the terms of the payment installments from 10 years to 15 years, with no other changes to the original court order. Mrs. Winkler forwarded the email containing the 2 party agreement sample to Mr. Winning and asked him to share this with his board members. Mr. Winning told her he would do that, but the bank's board is pretty adamant about keeping to the terms of the court order. Discussion followed regarding the payments if the bank's board of directors chooses not to modify the debt schedule. Mrs. Winkler stated did not include any payments in the 2016 temporary budget due to the fact she had no confirmation on what the amounts would be. Once she receives the actual amounts, she will modify the permanent appropriations to include those amounts. Mr. Moyer asked what the procedure would be if someone wanted to donate money to the park – who would they give the money to. Mrs. Winkler responded by saying the money needs to be given to her or Melanny to deposit into the Park fund. Once the deposit is made, Mrs. Winkler adds that amount to the appropriate park revenue fund, under "gift" or "donation". If the money is not designated for a certain fund, say for example the baseball fund, the amount remains in the budget. The Park Board can decide where they want that money appropriated, or let it remain in the revenue budget. Mrs. Winkler stated you do not have to appropriate excess money that is received. Mrs. Winkler had no further business.

Ongoing Issues: Mr. Moyer reminded those present he has a meeting with the County Engineer on Friday at 2:00 to discuss Fort Anthony Road. Mr. Moyer made a motion to adopt Resolution 2016-06, Nuisance Abatement Procedures as provided for in section 505.87 of the Ohio Revised Code, to include the change in response time from 7 days to 30 days. Discussion followed regarding the cleanup procedures and appeals process. Mrs. Winkler asked if the cost of cleanup would come from the General Fund. Mr. Moyer said yes.

Minutes Cont'd.

Mr. DeVilbiss asked if it came to the point we would need to pay for cleanup, could the cost come from the Road Fund if they do the cleanup or should he run this past Jonathan Ketter. Mrs. Winkler suggested asking Mr. Ketter. With no further discussion, Mr. Moyer asked for a second to his motion. Mr. Gillman seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed.

Trustees:

Mr. Moyer asked Chief Schade if we are ready to post on govdeals.com. Chief Schade responded by saying yes, whenever he gets the information he can contact the representative and take the pictures to be posted. Mr. Moyer asked if we can place a reserve on the items. Chief Schade said he is pretty sure we can. Mr. Moyer had no further business.

Mr. DeVilbiss commented the “Murder at the Pie Auction” sponsored by F.A.B.A. was a lot of fun. They raised almost \$1,500.00.

Mr. Gillman had no new business.

Mr. Moyer asked if there were any other comments. Chief Wallace thanked the trustees for passing the Nuisance Abatement Policy. Chief stated this should help with the cleanup after fires. Discussion followed. Mr. DeVilbiss mentioned as an FYI, that when he was in Columbus, he was talking to an attorney who mentioned something about if the township makes a motion to let the Board of Insurance know there was a fire that had destroyed over 60 % of the structure, they would appropriate 15% of the damage amount to our General Fund to hold as a retainer to pay for the cleanup. If the damage does not get cleaned up within a year, we would have that money available to pay for the cleanup. If the damage is cleaned up, that money would be refunded to the Board of Insurance. Mr. DeVilbiss stated he has been checking around to see if anyone else has heard about this plan, but so far, no one he has spoken to has heard anything about it.

Mr. Moyer asked if there was a need to go into executive session to which the other trustees responded by saying no.

With no further business, Mr. Gillman made a motion to adjourn the meeting. Mr. DeVilbiss seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Meeting was adjourned at 6:41 p.m.

Submitted by: _____
Diana Winkler, Fiscal Officer

Attested by: _____
Michael Moyer, President