

Jackson Township Board of Trustees  
Regular Meeting Minutes  
March 13, 2017

Mr. Moyer asked everyone to stand and say the Pledge of Allegiance. The meeting was called to order by President, Mike Moyer, at 6:06 p.m. with roll call. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Gillman were all present.

**Visitors:** Hanson Brown, Eli Winkler, Village Mayor, Daryl Weller, Susan Laux and Melanny Michael

**Visitor Comments:**

**Review/Approval of Minutes – Trustees Regular Business Meeting – February 13, 2017**

Mr. Moyer asked for the review and approval of minutes from the Trustees' Regular Business meeting held on February 13, 2017. Mr. DeVilbiss made a motion to approve the minutes from February 13, 2017, 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 **\$233,887.11** (Payment listing is attached to filed minutes). Mr. Gillman made a motion to approve the electronic payments and warrants totaling **\$233,887.11**, seconded by Mr. DeVilbiss. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Gillman-Yes Motion passed.

**Fire:** Not Present

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

- NARCAN training has been conducted with all full time staff. NARCAN Policy is complete and the full time officers who received the training are carrying it.
- A letter was received from the Ohio Collaborative Law Enforcement Agency stating Jackson Township has achieved Full Compliance for 2017. Chief Schade stated he is already starting on certification for 2018 which will include a mandatory wear policy in order to purchase new vests.
- The new 2017 Dodge Charger has been picked up and the parts have been ordered. The 2010 Impala needs to be declared surplus property so it can be auctioned once it is removed from service. Discussion followed regarding a resolution which will need to be approved and signed before the vehicle is placed for bid. Chief Schade stated this can be put on hold until the next meeting in order for Mrs. Winkler to write the resolution. Discussion followed regarding needed resolutions for sale of fixed assets worth \$2,500.00 or more.

Mr. Moyer congratulated Chief Schade on his certification.

Chief Schade had no further business.

**Road:** Mr. Pohl stated he received a phone call from Mike Thorn at the Montgomery County Engineer's office regarding Chicken Bristle Road. Mr. Thorn wanted to know if they could leave the patch as is without having to do another one. Mr. Pohl told him he would bring it up at the next Trustee meeting. Mr. DeVilbiss stated he would like to see the job completed before the County hands this over to the Township. Mr. Pohl said he would contact Mr. Thorn and let him know the trustees would like the County to finish the work. Mr. Pohl stated they have been cleaning up trees that were down and have installed the gates on Fort Anthony Road. Mr. Pohl said the asphalt trailer is now ready and in service - they have been patching pot holes. Mr. Pohl took the new Holland road mower to Covington for repairs. He should have it back in a couple of days. Mr. Pohl stated they are getting the mowers put together for spring and will replace all the blades on the batwing mower that is used at the park - ordering new blades plus one. Mr. Pohl stated he is happy the boat and camper are off his lot. Discussion followed regarding the boat, camper and Kubota. Mr. Pohl had no further business.

Minutes Cont.'d

**Park:** Mr. DeVilbiss stated the Park Board is wondering how long the ODNR (Ohio Department of Natural Resources) person will be using the Community Center. Mrs. Michael informed the trustees he will be there on Tuesdays, Wednesdays and Thursdays, beginning in April through October. Mrs. Michael expressed her concern about him not cleaning up the Community Center after his training classes. Mr. DeVilbiss asked if he charges anything to which Mr. Gillman responded by saying no, this is a free class. Mr. Gillman stated the Division of Wildlife is sponsoring hunter education training for the youth. Mrs. Michael stated when she went to the Community Center the other day, she found mud all over the floor. Mr. DeVilbiss explained the Park Board is in the process of finding someone to replace Steve Burnett for maintenance at the Community Center, and Mrs. Michael is filling in until the Board hires someone else. Mr. Gillman asked Mrs. Michael for this person's phone number, that he would contact him about cleaning up after his meetings. Mr. Gillman was unaware this was an issue. Mr. DeVilbiss stated the Park Board was unaware he was using the Community Center. Discussion followed. Mr. DeVilbiss requested this person come to a Park Board meeting and introduce himself. Mr. DeVilbiss stated Susan Laux is in the process of writing a recycling grant for the park & road department and she needs a motion from the trustees to give her authority to submit the application for the Park to purchase 8 benches and 1 pergola. Mr. DeVilbiss made a motion to give Ms. Laux the authority to submit the application for the park, seconded by Mr. Moyer. Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed. Mr. DeVilbiss informed Mayor Weller that at last Thursday's Park Board Meeting, Mr. Izor stated he had a grant package that was given to him by an employee of the Village, stating it needed to be voted on, and this person would either write the grant or have the grant written for free. Mr. DeVilbiss informed Mayor Weller that for months, the Trustees have been discussing hiring a full time grant writer for the Township. Last month they hired Susan Laux from Mote and Associates. Mrs. Laux is in the process of writing a recycling grant for the Park and Road Dept. and next month she was going to begin preparing a Nature Works Grant application for the park. Mr. DeVilbiss told Mayor Weller that he is very concerned because they are in the process of having Mrs. Laux take care of the Nature Works Grant and wanted to know if the Mayor knew anything about this grant package that was given to Mr. Izor. Mayor Weller stated he knows nothing about a grant. Mr. DeVilbiss stated he doubts the Council knows anything about this as well and that's the problem. Mr. DeVilbiss commented to Mayor Weller, stating, with all due respect, the Park Board answers to the Trustees and to the Council only, to which Mayor Weller replied yes. Mr. DeVilbiss stated this has not been done, that something needs to change. Mayor Weller stated the Council has received no submissions for anything happening at the Park, although the Council is aware the Park Board has begun interviewing for a pool manager and wants to begin hiring pool employees immediately. Mayor Weller stated that is why the Council is expediting the process of approving the new Park By-laws, but he is not aware of anything else. Discussion followed regarding this issue. Mayor Weller said technically, Mr. Izor is the Village's representative to the Park Board. The Council has received nothing from him, but maybe he will be at their meeting tonight. Mr. Moyer told Mayor Weller that Mr. Sears was the employee who gave Mr. Izor the grant package and said to pass it. Mr. Moyer stated that we need to figure out who is working for the Park - if the park receives a grant from the Township's grant writer to repair the parking lot, will the Village Council let us do that or will there be problems. Discussion followed on previous problems with projects at the park. Mayor Weller stated there is a planning and service meeting at 6:15 that he has to attend, so he will inquire on these issues at that time. Mayor Weller also stated the subject of repairs at the park Mr. DeVilbiss is referring to has never been brought up as a subject to Council - that he will address this with Mr. Sears. Mr. DeVilbiss stated at the December Council meeting, there was talk of having a representative from the Village Council and a Township Trustee attend all Park Board meetings. Mr. DeVilbiss stated if there would have been a representative from the Council at the Park Board meetings, they would have been informed of the happenings going on at the park - the Park Board Minutes do not give a complete synopsis of the meetings - someone should be there to hear everything that is said. Mr. DeVilbiss informed Mayor Weller the Nature Works Grant deadline is May 1<sup>st</sup>.

## Minutes Cont.'d

The Township is going to pursue this grant, because we do not want to wait until next year. Discussion followed regarding grant writers for the Township and Village and which one will be writing grants for the park. Mayor Weller stated they have Choice One on retainer year round, that the Township or the Park can use them any time since the park is a joint venture. Mr. Gillman asked if Choice One could have the grant done before the deadline. No one answered Mr. Gillman's question. Mayor Weller stated at the last Council meeting he asked who would volunteer to attend the Park Board Meetings. No one spoke up. Discussion followed once again on previous problems at the park. Mr. Moyer asked Mayor Weller to find out what's going on and to let the Trustees know. Mayor Weller said he would do that. No further discussion on the park. Mr. DeVilbiss stated the Trustees still need to vote to give Mrs. Laux authority to submit a recycling grant application for the Road Department for the purchase of a rock crusher. Mr. DeVilbiss made a motion to give Susan Laux authority to submit the application for a recycling grant for the purpose of purchasing a rock crusher for the Road Department. Mr. Moyer seconded the motion. Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed. Mr. DeVilbiss stated he would like to change the name of the "Road Department" to "Road and Service Department" instead of just "Service Department". Mr. DeVilbiss made the motion to change the name to "Road and Service Department", seconded by Mr. Moyer. Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed. Mr. DeVilbiss stated he met with a representative from DP & L at the park to discuss the high cost of electricity and the meters. Mr. DeVilbiss found out the park has "demand meters". These meters report the highest demand of electricity used, even if it is for only one day. In other words, someone could be working at the Community Center for a day, using a large demand of electricity, then not work anymore the rest of the month. The breaker is shut off. The high demand for that one day of electricity will be charged for every day in that month. Mr. DeVilbiss spoke with another representative and was told these "demand meters" for commercial use began when DP&L supplied the electricity at the Montgomery County Fairgrounds. DP&L stated they spent a lot of time and money supplying electricity to the Fairgrounds and they only used the electric one week out of the year. The explanation from DP&L is whatever the highest demand is for that month, you have access to that the entire month - it's there for you to use. Mr. DeVilbiss will check into this further, but feels nothing will change. Discussion followed regarding the heat pumps and ways to fix the leak coming from underneath the umbrella at the baby pool. Mr. DeVilbiss stated the umbrella has been shut off. Hopefully, we will be able to get a grant to help build a splash pad. No further park business.

**Grant Writer:** Susan Laux stated there are two different options for the recycling incentive grant - a rock crusher for the bobcat and the benches and pergola for the park. The deadline for this grant is March 31<sup>st</sup>. Mrs. Laux is waiting on the numbers from the trustees and Park Board. She asked if the trustees could fill in a survey, but Mrs. Michael told her it was already done and that she has mailed it in. Mrs. Laux asked for a copy which Mrs. Michael stated she will be happy to do. Mrs. Laux stated the trustees will need to pass a motion to commit to 30% of the Township's portion of the rock crusher, as well as the park's recyclable products unless the Park Board has to do this. Mr. DeVilbiss stated the Park Board has already passed a motion. Mr. DeVilbiss asked Mrs. Laux if she needed something from Mrs. Winkler showing we have enough funds in our budget to cover the cost. Mrs. Laux responded by saying she just needs a motion at this time. Discussion followed on how grants work. Mrs. Laux stated she will need a resolution for the Nature Works Grant, and she will send that to Mrs. Winkler to fill out. This resolution could be voted on at the next meeting. Mrs. Laux stated we will also need to talk about what projects you actually want to do - the trustees and Park Board have mentioned the repair of the parking lot and replacing the baby pool with a splash pad. Mrs. Laux stated she got the impression that the parking lot is the number 1 priority. Mrs. Laux stated they could probably get around \$94,000.00 which is what is available in Montgomery County - we could apply for the full amount or less.

## Minutes Cont.'d

Mrs. Laux told the trustees if they would like to go forward with the repair of the parking lot, she would like to bring in an engineer from Motes and Associates to take a look at the parking lot and estimate what the cost would be to remove it, place drainage underneath and put the base and asphalt back on. Mrs. Laux asked if the trustees would like to move forward with the Nature Works Grant, and if so, she can come back in April with some numbers - what our 25% of the cost would be. Mr. Gillman asked if there would be any engineering costs associated with this engineer's visit. Mrs. Laux replied by saying it would be based on the hourly cost that is in the contract. Mr. DeVilbiss told Mrs. Laux he would get back with her on the parking lot within the next day or two. Mr. DeVilbiss told Mrs. Laux that Mr. Pohl just gave him an estimate on a rock crusher, that he is still waiting on another quote in order to compare the cost. Mrs. Laux said only one quote is required to submit with the application. Mr. DeVilbiss thought she needed 2 quotes for both the rock crusher and the park recyclable products. Mrs. Laux stated she only needs one quote for the rock crusher and one quote for the park products and apologized for the confusion. Discussion followed on how many quotes will be needed once the grant is awarded. Mrs. Laux asked the trustees to let her know about the parking lot and park products in April because the deadline for the Nature Works Grant is May 1<sup>st</sup>. Mrs. Laux informed the trustees the sign grant list came out today and Jackson Township was not on it. Discussion followed regarding sign list grants. Mr. Moyer and the trustees told Mrs. Laux to move forward with the Nature Works Grant for the repair of the parking lot. Discussion followed on how bad the parking lot is getting and asked for advice on how they can fix it before the upcoming Easter Egg Hunt. Mrs. Laux suggested using 304 stone that has some limestone and silt in it to fill in the holes. This would be a temporary fix, but would be safe for walking or driving over and would not cost much. Mrs. Laux stated she would not know if the grant is awarded until the Fall or possibly next year. Mr. Pohl said he was planning on making some repairs to the parking lot by coring it out and putting some asphalt on it to get us through the summer and maybe put some drainage tile by the ditch. Mr. DeVilbiss told Mrs. Laux he would like to be at the park when the engineer comes out. Mrs. Laux said she would let Mr. DeVilbiss know. Mrs. Winkler asked Mrs. Laux if the commitment of 30% was for both the rock crusher and the park recyclable products to which Mrs. Laux replied - yes. Mr. DeVilbiss asked if there would be an issue applying the same grant for both to which Mrs. Laux said no. Mr. DeVilbiss showed pictures of the benches the Park Board would like. Discussion followed about recycled products. Mrs. Laux said the benches look fine. Mr. DeVilbiss said he has pictures of the rock crusher and the park benches they would like to purchase. Mrs. Michael made copies of these photos and gave them to Mrs. Laux. Mrs. Winkler asked Mrs. Laux if she needed the motion to commit 30% of the grant cost now. Mrs. Laux said yes. Mr. DeVilbiss made a motion to commit 30% for the purchase of a rock crusher and park benches, seconded by Mr. Gillman. Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes  
Motion passed.

**Refuse/Zoning:** Mrs. Michael stated zoning permits are up, which is good. Mr. Moyer asked if she has gotten any response from the letters that were sent out regarding zoning violations. Mrs. Michael said no - that she will be mailing another letter letting the property owners know they have 10 days to contact her before she turns this matter over to the trustees for nuisance abatement consideration. Mr. Moyer asked Mrs. Michael if she has heard from the trust company regarding Mr. Weller's residence. Mrs. Michael stated she has called but no one answers the phone. Mrs. Michael stated she has heard Mr. Weller has passed away, but will continue to research this. Mrs. Michael had no further business.

**Fiscal Officer:** Mrs. Winkler asked if the trustees had any questions regarding the UAN Appropriation and Fund Status reports. No questions. Mrs. Winkler presented the trustees with an updated appropriations budget for their review and approval. Chief Schade informed Mrs. Winkler the \$3,520.00 received from the Ohio Attorney General's office is earmarked for training purposes, not for payroll. Mrs. Winkler apologized, stating she will make the correction, transferring this amount back to the police "Other" account from "Other Salaries".

Minutes Cont.'d

Mrs. Winkler presented the trustees with the following resolutions: **Resolution 2017-07** (Authorization to recommend the Montgomery County Engineer's Office to execute contracts with Kramer and Associates, LLC, for Engineering, Surveying and Consulting Services to complete projects.), **Resolution 2017-08** (Appropriation Account Maintenance/Transfers between accounts to make 2017 payroll for Fiscal Officer and Trustees from other funds.), **Resolution 2017-09** (Approving the sale of a 2007 Kubota originally purchased out of the General Fund and to deposit the proceeds from this sale back into the General Fund), **Resolution 2017-10** (Revenue/Appropriation Accounts Maintenance - Updating the General Fund Appropriation Accounts, increasing the Police Revenue Budget to make 2017 payroll, and transferring \$3,500.00 from Park Appropriation Account 2171-610-190 (Other-Salaries) to 2171-610-121 (Salary-Township Fiscal Officer) to compensate a percentage of the Fiscal Officer's salary for 2017) and **Resolution 2017-11** (Permanent Appropriation Budget for 2017).

Mrs. Winkler went over each resolution with the trustees.

Mr. Gillman made a motion to approve **Resolution 2017-07**, seconded by Mr. DeVilbiss.

Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed.

Mr. Moyer made a motion to approve **Resolution 2017-08**, seconded by Mr. Gillman.

Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed.

Mr. Gillman made a motion to approve **Resolution 2017-09**, seconded by Mr. DeVilbiss.

Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed.

Mr. Gillman made a motion to approve **Resolution 2017-10**, seconded by Mr. DeVilbiss.

Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed.

Mr. DeVilbiss made a motion to approve **Resolution 2017-11**, seconded by Mr. Gillman.

Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed.

Mrs. Winkler asked the trustees to update the Credit Card Policy to remove Steve Burnett from the Park Board's credit authority and add him to the Road Department's authorization.

Mr. Moyer made the motion to update the Credit Card Policy, seconded by Mr. DeVilbiss.

Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed.

Mrs. Winkler informed the trustees she spoke to Cheryl Miller at the Auditor's office regarding our 2017 Certificate of Estimated Resources - asking her when we will be receiving it. Ms. Miller told Mrs. Winkler she is still waiting on signatures, that we should receive it soon. Mrs. Winkler informed the trustees there is good news. According to the most current tax abstracts, several of our funds will be receiving more tax revenue than originally budgeted.

Mrs. Winkler had no further business.

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

**Comments:** No comments

**Trustees:**

**Mr. Moyer:** Mr. Moyer informed those present there will be a press release in the Germantown Press regarding the Joint Economic Development District being placed on hold. It will explain what areas will be taxed, which will be just the school property - nothing else in the township. Mr. Moyer stated the revised version of the Joint Recreation Park Bylaws they have been working on since December of last year needs to be passed. Discussion followed regarding family members being hired and the ethics law, as well other items listed in the new bylaws. Mrs. Winkler said she would like to meet with the new manager and discuss the time sheet and money management process. With no further discussion, Mr. Moyer made a motion to accept the new Joint Recreation Board Bylaws and policies, seconded by Mr. Gillman.

Vote: Mr. Moyer - Yes Mr. DeVilbiss - Yes Mr. Gillman - Yes Motion passed. Mr. Moyer stated he has attended 2 JEDD meetings. The last meeting was with members of the school board, the school superintendent and their attorney. Everything has been placed on hold until after the election. Mrs. Michael asked what entities are in the JEDD. Mr. Moyer replied by saying right now, it would be Germantown, German Township, Farmersville and Jackson Township.

Minutes Cont.'d

Mrs. Michael asked if the school would count as an entity to which Mr. Moyer replied no. Mr. Moyer stated the new school will be in Jackson Township, that Farmersville and Jackson Township could form their own JEDD without Germantown and German Township if we chose to do so. Discussion followed regarding the location of the 3 new schools. Mr. Moyer stated people could go to the school levy committee's website and see the drawings of where the new schools will be and what they will look like. Discussion followed on the destruction of the Middle School in Farmersville, except for possibly the gym and new wing, and the construction of the new buildings. If the levy passes, they are planning on breaking ground for the new school in December of this year.

**Mr. DeVilbiss:** Talked with CINTAS. We can purchase 3-3x10 rugs for \$120.00. (\$40.00 each) which will go in this building - one for the police and one at each of the doors. CINTAS will also begin providing uniforms for Road guys.

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

Mr. Moyer asked if there was any further business. Mr. DeVilbiss stated the boat and camper is gone. The Township received \$1411.00 for both. Mr. Moyer asked if we could place this money in a special fund. Mrs. Winkler informed the trustees she has a revenue and appropriation account line already set up for nuisance abatement income and expenses.

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

Meeting was adjourned at 7:14 p.m.

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

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