

Jackson Township Board of Trustees
Organizational & Regular Meeting Minutes
January 2, 2018

Fiscal Officer, Mrs. Winkler, had everyone stand and say the Pledge of Allegiance. Mrs. Winkler informed those present that Mr. Hodson and Mr. DeVilbiss were sworn into office on Monday, December 18, 2017. Mrs. Winkler congratulated the newly elected officials. The meeting was called to order by Fiscal Officer, Diana Winker, at 4:03 p.m. with roll call: Trustees, Michael Moyer, Randall DeVilbiss and Ryan Hodson were all present.

Mrs. Winkler asked for a nomination for Trustee President. Mr. Hodson nominated Michael Moyer for Trustee President, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler asked for a nomination for Trustee Vice President. Mr. Moyer nominated Mr. DeVilbiss for Trustee Vice President, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler asked for a motion to close nominations. Mr. DeVilbiss made the motion to close nominations, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler turned the meeting over to newly elected Trustee President, Michael Moyer.

Visitors: Pattie Smith, Jimmy Peters, Doug Hardyman and Melanny Michael

Visitor Comments: No visitor comments.

Review/Approval of Minutes – Trustees Regular Business Meeting and Budget Meeting – December 18, 2017:

Mr. Moyer asked for the review and approval of minutes from the Trustees' Regular Business meeting held on December 18, 2017. Mr. DeVilbiss made a motion to approve the minutes from December 18, 2017, seconded by Mr. Moyer. 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 **\$29,183.11**. Mr. DeVilbiss asked Chief Schade if New Lebanon Body and Frame is the less expensive body shop in the area for repairs. Chief Schade stated they have been very good in working with the Township on repairs and towing services and are still less expensive than other body shops. Chief Schade stated he told Greg Gillman, seeing there is no further conflict of interest since he is no longer a trustee, about doing some work for the Township again. Discussion followed regarding body shops/repairs. With no further discussion, Mr. DeVilbiss made a motion to approve the payments totaling \$29,183.11, seconded by Mr. Hodson. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson – Yes Motion passed.

Resolution 2018-01 – Appoint Diana Winkler as the Prevailing Wage Coordinator:

Mr. DeVilbiss made a motion to appoint Diana Winkler, Fiscal Officer, as the Prevailing Wage Coordinator for fiscal year 2018, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Resolution 2018-02 – Trustee Salary:

After reviewing the resolution, Mr. DeVilbiss made the motion to approve monthly compensation to the Trustees according to monthly certifications, or if the certifications are not completed, the Trustees will be compensated 50% of their normal compensation from the General Fund, thereby waiving 50% of their normal compensation. Mr. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Resolution 2018-03 – Fiscal Officer's Salary:

Mr. DeVilbiss made a motion to approve the Fiscal Officer being compensated from funds according to monthly certifications or from the General Fund if certifications are not completed. Mr. Moyer seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Trustee Meeting Dates for 2018:

Mr. DeVilbiss stated he likes the meeting day and time they now have in place and makes a motion to set the 2nd Monday of each month at 6:00 p.m. for the Trustee's regular meetings, unless otherwise posted. Mr. Moyer seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Appointment of Park Board Members for 2018:

Mr. Moyer made a motion to appoint Joyce Pohl, Annie Sizemore and Jon Schade to the Park Board for 2018. Mr. DeVilbiss stated he would like to see Doug Hardyman stay on the Park Board seeing he has done very well, and has a lot of experience. Mr. Hodson stated he has not worked with Ms. Pohl or Ms. Sizemore, so he does not have a comment regarding their appointments. Mr. Hodson stated he would like to see Mr. Schade on the Board due to his financial and budgeting experience, and feels Mr. Schade would follow policy and procedure more closely. Discussion followed regarding the handling of the park in the past. Mr. Hodson stated Mr. Hardyman has been on the Board for several years, but he would really like to see Mr. Schade on the board, so Mr. Hodson seconded the motion made by Mr. Moyer to appoint Joyce Pohl, Annie Sizemore and Jon Schade to the Park Board for 2018. Vote: Mr. Moyer – Yes Mr. DeVilbiss – No Mr. Hodson – Yes Motion passed.

Appointment of Zoning Commission member for a 5-year term:

Sarajane Steinecker said she is willing to serve a 5-year term on the Zoning Commission. Mr. Moyer made a motion to appoint Sarajane Steinecker to the Zoning Commission for a 5-year term, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Appoint BZA Member:

Annie Sizemore said she would serve another 5-year term on the Board of Zoning Appeals. Mr. Hodson made a motion to appoint Annie Sizemore to the BZA for a 5-year term, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Due to being elected Township Trustee, Ryan Hodson will be stepping down from the Board of Zoning Appeals. Mr. Moyer nominated John Friendline to fill the vacancy left by Mr. Hodson. Mr. Moyer made the motion to appoint Mr. Friendline to fill the 1-year vacancy left by Mr. Hodson, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Appoint representative to the Western Regional Council of Governments:

Mrs. Michael stated they meet quarterly. Mrs. Michael informed the Trustees that Tara Rinehart has resigned her position at Perry Township, so Mrs. Michael stated she does not know when the next meeting will be and doesn't see anything pressing for this year. Mr. Moyer volunteered to be the Township's representative. Mr. DeVilbiss made a motion to appoint Mr. Moyer as the Township's representative to the WRCG for 2018, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Chief Schade asked if Kirsten Knight was still the attorney for the WRCG. Mrs. Michael responded by saying she thinks so, but hasn't heard anything. Chief Schade said he would text Ms. Knight to find out. Mr. Moyer asked who the president of the WRCG was.

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Mrs. Michael said she wasn't sure at this point. Discussion followed. Mr. Moyer asked Mrs. Michael to let the president know that he is the representative for Jackson Township. Mrs. Michael said she would do that as soon as she finds out who the president is.

Fire: Not present

Police: Chief Schade said it was very quiet over the holidays. Chief Schade stated Dave Adkins would like to come back and work for Jackson Township. Mr. Adkins is now working for Metro Parks and would like to stay in detective work. Chief Schade said Mr. Adkins is a theft expert and would be a good asset to the police department. Chief Schade said Mr. Adkins would be hired on a part time/ as needed basis. Chief Schade stated Dave Potts had to resign effective 12/31/2017 and will hopefully get the paperwork to the trustees to accept Mr. Potts resignation by the first part of February, as well as give his recommendation to hire Dave Adkins as a part time. Chief Schade had no further business.

Road: Not present. Mr. DeVilbiss stated Mr. Pohl is sick, but he knows they were plowing snow on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Mr. Moyer stated he received an email from Linda Baliff regarding the Havermale Phase II project, wanting to know if we want to proceed with the submission of the Phase II application. Discussion followed. Mr. DeVilbiss made the motion to let Ms. Baliff and Kramer and Associates know we want to proceed with the Havermale Road Phase II project application process. Mr. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler asked Mr. DeVilbiss if he would respond to Ms. Baliff's email. Mr. DeVilbiss said he would let Linda know to proceed. No further road business.

Park: Next meeting is January 4, 2018

Zoning and Refuse: Mrs. Michael presented the Trustees with information on the 2016 contract with Rumpke. Discussion followed regarding the current cost of the trash bill, as well as the high cost of certified mail, assessments and whether or not to continue using certified mail. Discussion also included the administrative costs and late fee percentages. Mr. Moyer asked if Mrs. Michael found out what other jurisdictions are charging. Mrs. Michael responded by saying she has not heard back from Perry Twp. & German Twp. is still discussing this issue. Mrs. Michael stated she believes the Village may go up again, but not sure how much. Discussion followed on how much the Township should raise the cost of trash/recycling pick up to cover the above mentioned expenditures. Mrs. Michael explained to the Trustees that when a resident leaves for any length of time, and does not have trash pickup, or if a house is vacated and does not receive trash pickup, she sends a report to Rumpke stating the Township did not bill them. Rumpke will not charge us for these residents. Mrs. Winkler stated even though Rumpke does not charge us, we still have the expenditures for postage and administrative costs whether or not the bills are paid. Discussion followed regarding raising the percentage for late fees. Mrs. Michael will find out if we can legally do this and let the Trustees know at their next meeting. Discussion followed on other causes that may occur which may increase the cost of future contracts, for instance fuel increase. With no further discussion, Mr. Hodson made the motion to increase the trash bill to \$56.00, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Michael said this increase will go into effect on April 1st when she sends out the second quarter trash bills. Mr. DeVilbiss commented the County is trying to go with a "pay to throw" program, which means a person will only pay for how much trash you use. Discussion followed on how complicated this idea is and the administrative costs this would create. Mr. DeVilbiss asked Mrs. Michael if the recycling center is still open the 2nd Saturday of each month. Mrs. Michael responded by saying yes, and that she has quite a few vacancies if anyone would be interested in filling those vacancies. Mr. Moyer said he would continue to do a Saturday.

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Mr. Moyer wanted to verify that Mrs. Michael will find out if we can raise the late fee percentage to 15% or find out what is the highest percent we can charge. Mr. Hodson commented that we could add a "billing fee" to compensate for time spent in processing these late charges and assessments. Mrs. Michael will check into this and let the Trustees know at their next meeting. Mrs. Michael informed the Trustees she has been speaking to Josh at Clay Township regarding the possibility of getting all the administrators in the area together and talk about charging the same fees for zoning permits – to be on the "same page". Mr. Moyer thought this was a good idea. Mr. Moyer asked Mrs. Michael about Zoning Case #2017-06V. Mrs. Michael responded by saying this case is filed by Green Oak Land, LLC, also known as Gale Long, on the Hemple Road property and involves a variance on lesser frontage than present zoning requires for lots of less than 3 (200 ft.) acres. If the BZA should approve the variance request, Case #2017-07CU will follow, filed by the Same, for lot split of 2.635 + acres of land with house and accessory structures. This hearing is scheduled for January 23, 2018 at 7:00 p.m. Mrs. Michael also reported that AARP will be doing taxes again this year on Tuesday and Thursday mornings from 9:00 a.m. to 12:00p.m. at the Senior Citizens Center – you don't have to be a senior citizen to have your taxes done – it's for anyone who files the less complicated tax form. No further zoning/refuse business.

Fiscal Officer: Mrs. Winkler presented the Trustees with the UAN Revenue and Appropriations Reports. Mrs. Winkler asked if the Trustees had any questions. No questions. Mr. Moyer asked if Mrs. Winkler needed the inventory reports. Mrs. Winkler said she just needs the department heads to review the report she emailed them and let her know if there are any changes. Chief Schade and Mrs. Michael said they did not remember getting the email. Mrs. Winkler said she would re-send it. Mr. Hodson said he is now set up to receive emails on his new Jackson Township email address. Discussion followed on emails and texting. Mrs. Winkler informed the Trustees she has spoken to Alex Hale, our Montgomery County Prosecutor, regarding the possibility of placing a Senior Citizen Levy on the ballot. Mrs. Winkler told the Trustees she would let them know as soon as she hears anything. Discussion followed on the new process for submitting levy requests. Mrs. Winkler had no further business.

Trustees:

Mr. Moyer: Mr. Moyer said he has no new business, but stated Mr. Hardyman did a good job for the 7 years he spent on the Park Board, but for the 2 years he has been a Trustee, he feels the Park Board is not going in the direction he would like to see it go. Mr. Moyer would like to see a 5 – 10-year contingency plan and plans for the future being implemented. Mr. DeVilbiss explained to Mr. Hodson that Joyce Pohl was the person who came up with the 5-year plan. Mr. Hodson commented he likes that idea and would like to see the Park Board start setting goals and to look towards the future. Mr. Hodson stated he would like to see the park accommodate everyone from infants to seniors. Mr. Moyer had no further business.

Mr. DeVilbiss: Mr. DeVilbiss stated he would like to continue having a Trustee oversee a department and work with that department if needed. Mr. DeVilbiss said he would like to stay with the Road and Service Department. Mr. Moyer said he would stay with the Police Department and Mr. Hodson can oversee the Zoning and Refuse with Mrs. Michael. Mr. DeVilbiss made a motion to have him oversee the Road and Service Dept., Mr. Moyer to oversee the Police Dept. and Mr. Hodson to oversee the Zoning/Refuse Dept. with Mrs. Michael. Mr. Moyer seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mr. DeVilbiss welcomed Mr. Hodson as the newest Trustee. Mr. DeVilbiss said he was going to attend the Ohio Township Association Winter Conference on January 31 – Feb. 3rd in Columbus. Mr. Moyer asked if Mr. DeVilbiss could look into the shooting issue that was discussed at the last meeting. Mr. DeVilbiss said he would look into this, but feels this is a civil issue. Discussion followed. Chief Schade stated he will try to come up with a generic policy regarding shooting on one's own property.

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Mr. DeVilbiss had no further business, but wanted to let everyone to know how much he appreciates the time Doug Hardyman spent on the Park Board.

Mr. Hodson: No new business.

Mr. Moyer asked if there was a need to go into executive session. There was no need for executive session.

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

Meeting was adjourned at 4:55 p.m.

Submitted by: _____
Diana Winkler, Fiscal Officer

Attested by: _____
Michael Moyer, President