

Jackson Township Board of Trustees  
Regular Meeting Minutes  
April 9, 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:** Bob & June Puterbaugh, Hanson Brown, Larry Clapp, Jimmy Peters, Brenda Gisewite, Tom Wallace and Melanny Michael

**Visitor Comments:** No visitor comments.

**Review/Approval of Minutes – Trustees Regular Business Meeting on March 12, 2018:**

Mr. Moyer asked for the review and approval of minutes from the Trustees' Regular Business meeting held on March 12, 2018. Mr. DeVilbiss made a motion to approve the minutes from March 12, 2018, seconded by Mr. Hodson Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson-Yes Motion passed.

**Review/Approval of Minutes – Trustees Special Business Meeting on March 28, 2018:**

Mr. Moyer asked for the review and approval of minutes from the Trustees' Special Business meeting held on March 28, 2018. Mr. DeVilbiss made a motion to approve the minutes from March 28, 2018, 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 **96,625.11**. Mr. Hodson made a motion to approve the payments totaling \$96,625.11, seconded by Mr. Moyer. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson – Yes Motion passed.

**Fire:** Chief Wallace presented the Trustees with an additional insurance policy for the circus hosted by FABA and the Farmersville Fire Association which will be held on May 2, 2018 at 5:00 p.m. and 7:30 p.m. at the Community Center at the park. Chief Wallace asked the Trustees and Fiscal Officer to go online to NIMS.com and fill out course number IS700. This will help keep the Fire Association "legal" with the EMA. Once completed, Chief Wallace would like a copy of the certificate for his records. Discussion followed. Chief Wallace if anyone had any question. There were no questions. Chief Wallace had no further business.

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

- Chief Schade said he received an email stating they have been selected to receive a drug drop-off box. The Police Dept. has to be in compliance with rule 4729-8-03 of the Ohio Administrative Code which basically means this box has to be accessible to the public during normal business hours. Chief Schade suggested placing the box in the hallway where Mrs. Michael's office is located. This will give the public access during regular office hours. Chief Schade stated he may place a camera in that area for security.
- The 2018 Dodge Charger is now in service.
- Chief Schade stated they have a fingerprint for the suspect who was identified in the Preble County Line Road burglary. Once the suspect is located, charges will be presented to the prosecutor's office.
- All of the full time and some of the part time officers completed force on force training at the German Township PD.
- Chief Schade stated they are still having problems whenever water covers Preble County Line Road. A motorist was stranded due to driving through high water on Preble County Line Road. The road was clearly posted as closed, but the driver passed two signs and drove into the high water. In this case there was a small child in the vehicle.

Minutes Cont.'d

- The driver was cited for driving on a closed roadway. The residents in the area are constantly complaining that people are turning around in their driveways and yards.

In Chief Schade's opinion, the County Engineer should place gates along the roadway to sufficiently close the road as they have done in other areas. Chief Schade stated the County may not realize how bad the situation is – he suggests drafting a letter to the County Engineer, signed by the Trustees, stating the need for gates on Preble County Line Road. Discussion followed regarding gates being placed. Chief Schade said he would draft the letter and have the Trustees sign it, then he will get it to the County Engineer.

- For the third year, the Police Department will sponsor the Valley View Jr. H.S. Boat Regatta at the pool. An order for 85 rolls of duct tape has been placed.
- Chief Schade would like to request an executive meeting to discuss personnel.

Mr. DeVilbiss asked if the drugs being dropped off still go to the County. Chief Schade responded by saying yes, it goes to the same place.

Mr. Moyer presented Chief Schade and Sergeant Bruner with commendation papers for their going above and beyond the call of duty when assisting the Miamisburg Police Department after an armed robbery had just taken place near route 725. All the Trustees congratulated Chief Schade and Sergeant Bruner on a job well done. Chief Schade thanked the Trustees. Chief Schade had no further business.

**Road & Service Dept.:** Mr. Pohl stated all has been quiet and gave the following report:

- They have done some ditch work on Havermale Road for those residents who had water in their buildings due to run-off from the fields – they did the best they could do and the residents appreciated their help.
- On March 21st they did some snow plowing.
- Mr. Pohl stated they worked with Jim Eby in getting some posts dug at the Park, as well as putting extra reinforcing on one of the new bleachers. They also put in grounding rods in case of lightning strikes.
- Fort Anthony Road was closed on March 29<sup>th</sup> and was reopened on the 30<sup>th</sup>, then closed again on April 3<sup>rd</sup>. Both Lower Gratis Road and Fort Anthony Roads are now closed. They should have Lower Gratis Road open tomorrow. Mr. Moyer asked if this was due to sand washing up on the road. Mr. Pohl said yes, on the Lower Gratis side, but there was mud on the other side. Mr. Pohl stated he spoke with Chief Schade and both decided it would be a good idea to keep Lower Gratis Road closed until we get through the spring rains instead of having to keep opening and closing it. Discussion followed regarding this issue.
- Mr. Pohl stated he did an estimate on what road repairs on Rhoades Road, which is a mile long, would cost, as an example of what the cost may be for each mile of road that is managed by the Township. The total estimate for the township to do the repairs on this road would be around \$22,000.00. We would then have another company come in to do the chip sealing, which would cost around \$28,000.00, making the total estimated cost of \$50,000.00. Mr. DeVilbiss asked if chip seal averages 8 – 10 years. Mr. Pohl said he doesn't remember what the article said, but thinks that is correct.
- Mr. Pohl stated he and Mrs. Winkler discussed OTARMA's Risk Management suggestion of doing random drug testing. Mr. Pohl suggested Mr. DeVilbiss handle the random testing since he is over the Road and Service Department. Discussion followed on who would do the actual testing. Mr. Pohl also stated he wants to work on other policies and procedures for the Road and Service Dept. and will contact the County to see what they use.

Mr. Moyer asked Mrs. Winkler when the deadline was to place a levy on the November election ballot. Mrs. Winkler responded by saying all certifications and resolutions have to be given to the Board of Elections by August 6<sup>th</sup>. Mr. DeVilbiss reiterated on his concern regarding mutual aid between townships – possibly having a signed agreement, or some documentation stating if something should happen to a Township employee while assisting another township, our insurance would cover that employee. Mr. DeVilbiss will check with OTARMA to see how to set this up. Discussion followed. Mr. Pohl had no further business.

Minutes Cont.'d

**Park:** Mr. Moyer asked Mr. DeVilbiss if he had any Park information. Mr. DeVilbiss stated the Park Board does not meet until Thursday. Mr. Moyer stated he was in the office on Saturday and they were doing interviews. Mr. Pohl stated he placed some cones on the walkway where the muddy spots were. No further Park business.

**Zoning and Refuse:** Not present.

**Fiscal Officer:** Mrs. Winkler presented the Trustees with the updated UAN Financial Reports. Mrs. Winkler asked if the Trustees had any questions. No questions. Mrs. Winkler presented the Trustees with **Resolution 2018-08**, and explained she had to transfer money to pay for the election expenses that were listed on the February Settlement Report under the General Fund. Mrs. Winkler explained she had forgotten we had Trustees to be voted on in last November's election, and did not appropriate this expense for 2018. Mr. DeVilbiss made a motion to approve Resolution 2018-08, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler told the Trustees she is working on the OTARMA renewal package. Mr. Moyer asked if the auditors have contacted us. Mrs. Winkler said not yet. Mrs. Winkler had no further business.

**Trustees:**

**Mr. Moyer:** Mr. Moyer asked if the other Trustees had a chance to look over the Jackson Township Pool Handbook. Mr. DeVilbiss stated he spoke with the Park Board and the Village is wondering why they have not seen it. Mr. DeVilbiss said the mayor told him he has not seen it yet either. Mr. Moyer said he gave a copy to the Park Board members last year, and gave a copy to the Village Council's attorney. Mr. Moyer feels the pool employees are the Township's responsibility, not the Village Council. Mr. DeVilbiss stated even though we are the taxing authority, the Village Council is feeling left out and he feels we should try and work with them. Discussion followed regarding relations between the Township and the Village Council. There were others expressing the desire to have the Township and the Village Council work together. Chief Schade agreed with Mr. DeVilbiss, stating it is easier if the Township and the Village Council would work together. Mr. Moyer stated it's too late to make copies for the Council before their meeting. Chief Schade said if Mr. Hodson could get an electronic copy of the handbook to him, he would send it to Mike Dowden, who can then forward it to the Council member. Mr. Hodson agreed. Mr. Moyer said this handbook needs to be discussed and voted on at the next meeting. Mr. Moyer asked when the pool opens. May 19<sup>th</sup> is the tentative date for the pool to open. No one was sure when it will close in August – possibly the second week. No further discussion.

**Mr. DeVilbiss:** No new business.

**Mr. Hodson:** No new business.

At 6:28 p.m., Mr. Moyer made a motion to move into executive session to discuss personnel. Chief Schade asked that Mr. Pohl join them. Mr. DeVilbiss seconded the motion and to include Mr. Pohl. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. At 6:51 p.m., 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 the executive session.

With no further business, Mr. Hodson made a motion to adjourn, seconded by Mr. DeVilbiss. Meeting was adjourned at 6:52 p.m.

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

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