

Jackson Township Board of Trustees
Regular Meeting Minutes
December 10, 2018

Mr. Moyer asked everyone to stand and say the Pledge of Allegiance. The meeting was called to order by Trustee President, Michael Moyer at 6:10 p.m. with roll call. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Hodson all present.

Visitors: No Visitors

Visitor Comments: No comments.

Review/Approval of Minutes – Trustees Regular Business Meeting held on November 12, 2018:

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

Review/Approval of Minutes – Trustees Special Business Meeting held on November 19, 2018:

Mr. Moyer asked for the review and approval of minutes from the Trustees' Special Business Meeting held on November 19, 2018. Mr. Hodson made a motion to approve the minutes from November 19, 2018, seconded by Mr. DeVilbiss. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson- Yes Motion passed.

Review/Approval of Minutes – Trustees Special/Workshop Meeting held on November 26, 2018:

Mr. Moyer asked for the review and approval of minutes from the Trustees' Special/Workshop Meeting held on November 26, 2018. Mr. Moyer made a motion to approve the minutes from November 26, 2018, seconded by Mr. Hodson. 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 **\$100,692.36**. Mr. DeVilbiss made a motion to approve the payments totaling \$100,692.36, seconded by Mr. Hodson. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson – Yes Motion passed.

Fire: Not Present. Mr. Moyer stated he will be asking Chief Wallace for copies of the W-2's and 1099's from the Fire Department.

Police: Chief Schade gave the following report:

- "Coffee with a Cop" will be this Wednesday, Dec. 12th, at the Center Street Café from 9:00 – 11:00 a.m.
- There was a theft and B&E that occurred on Dechant Road. Numerous items are missing. Suspects were confronted by property owner. These suspects hit the property owner's vehicle in an attempt to flee. The suspects' vehicle was a stolen Dodge P/U, and was left at the scene. Suspects fled on foot. One week later, we executed a search warrant in Drexel and recovered several of the victim's missing property. The case is still under investigation and charges will be presented at a later date.
- There was a serious two car crash on November 24th on Chicken Bristle at Farmersville-West Alexandria Pike. One vehicle pulled into the path of the other. There were three injured persons.
- Chief Schade recommended to the Trustees the hiring of Josh Hadley as a part time Police Officer. Mr. Hadley is a lifelong resident of Farmersville and a Valley View graduate. He recently completed the Sinclair Police Academy and fulfilled the background requirements.

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- Chief Schade stated the Department received a new Smith & Wesson AR-15 Patrol Rifle from the R.A.N.G.E. Taskforce. The weapon was seized during a drug investigation. Discussion followed regarding this rifle.
- Chief Schade stated he received the court order on Dan Payne. 20% (\$333.00) of the funds from this case will be paid to the Prosecutor. Jackson Twp. PD will receive the balance which will be around \$999.00.
- Chief Schade informed the Trustees the PD received a \$3,800.00 grant from the State. This money will probably go towards the purchase of outside vests for the patrolmen.
- Chief Schade also informed the Trustees that Matt Steffano's wife, Christi, had an appendectomy last week and had some complications from that and is still in the hospital, so Matt has been off. Hopefully she will get out tomorrow. The department is down to 2 full time due to illness.

Mr. Hodson made a motion to hire Josh Hadley as a part time officer, seconded by Mr. Moyer.

Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Chief Schade stated Mr. Hadley will not be paid until his training is completed. Chief Schade had no further business.

Road & Service Dept.: Mr. Pohl stated they have been working on winterizing some equipment and putting it away for the winter. They are also doing equipment maintenance. On Nov. 15th, Mr. Pohl came in at 1:30 a.m. to do some work due to the freezing rain. On Nov. 15th & 16th, they cleaned up the limbs that were down on the roads due to the ice. On Nov. 20th, they picked up the new 2011 Chevy truck that will replace the 1999 p/u truck. Mr. Pohl stated on Nov. 21st they were at the Park cleaning up all the downed branches from the freezing rain and chipped them up. Mr. Pohl stated they have been working on some of the signs in the township that were damaged and need replaced. On Dec. 4th, they regraded Lower Gratis Road with recycled materials. On Dec. 5th, Mr. Pohl came in at 3:30 a.m. due to the snow. Mr. Pohl asked if he could begin calling people for bids for the road maintenance/repairs which will begin next year with funds from the new levy - does he have to get more than one bid. Discussion followed stating anything over \$25,000.00 needs more than 1 bid. Mr. Pohl stated that in the spring, he will contact Hensley & Wagner to get pricing for chip sealing. Mr. Pohl told the Trustees he would like to chip seal 2 ½ miles of Chicken Bristle Road, from Farmersville-West Alex Rd. to Fuls Rd., and re-profile and chip seal 1 mile of Rhoads Road. Discussion followed regarding when the funds from the levy will be in and how soon bids can go out. Mr. Pohl stated he talked with German Township about crack sealing on the roads that are bad. German Township buys material from a company who loans them a machine to put the seal down— maybe Jackson and German Townships can go together to purchase the material and use the machine. More discussion on the levy revenue and how soon it comes in. Mr. Moyer asked if the second phase of the Hawvermale Road Phase II Project has been approved. Mr. Pohl said it got kicked out of the first phase and will be sent back to small government. Mr. Pohl had no further business.

Park: No new business. The next Park Board meeting is this Thursday. Mr. Moyer asked if they have received any applications for Pool Manager. Mrs. Michael said she hasn't seen any, that if any came in, she would lay them on the Trustee's desk.

Zoning and Refuse: Mrs. Michael said she ran the bills last week and they went out in the mail. Mrs. Michael is very pleased with the IWORQ system and is very impressed with support system. Mr. Moyer asked if any other townships are using this system. Mrs. Michael said Perry, German and Jefferson Townships use IWORQ. Mr. Hodson asked if she has had any further complaints regarding the raise in the trash bill. No complaints other than the few previously mentioned at other meetings. Mrs. Michael had no further business.

Fiscal Officer: Mrs. Winkler presented the Trustees with the updated UAN Financial Reports.

Minutes Cont.'d

Mrs. Winkler went over the Revenue Reports with the Trustees, stating we will not be getting any more revenue unless something unexpected is directly deposited from the State or County. Mrs. Winkler pointed out to the Trustees the Permit and License Revenue fund almost doubled from the original budget numbers – this will help with the General Fund carry over funds. Mrs. Winkler explained to the Trustees she will be doing end of year maintenance on all accounts at the end of December in order to be in compliance with the State, and to submit a request for an amended certificate for the end of year reporting. Mrs. Winkler asked if the Trustees had any questions regarding these reports. Mr. DeVilbiss asked what type of contract we have with the Farm Bureau for renting the room and attic space. Mrs. Winkler said she couldn't remember and will find the contract and let the Trustees know. Mrs. Winkler presented the Trustees with **Resolution 2018-24** explaining this is a yearly resolution stating the Township would like to receive 100% of the advances from the County when the County receives them. Mr. DeVilbiss made a motion to approve Resolution 2018-24, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler presented the Trustees with **Resolution 2018-25**, explaining this is a resolution stating the items Mr. Pohl would like to declare as surplus, and to have the authorization to sell these items on govdeals.com. Mr. DeVilbiss made a motion to approve Resolution 2018-25, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler presented the Trustees with **Resolution 2018-26**, stating there were no funds appropriated in the Drug Law Enforcement appropriation account 2221-190-599 (Other-Expenses) and an expense item needed to be paid from this account, so she transferred \$350.00 from account 2221-190-312 (Auditing Services) to account 2221-190-599 to pay this expense item. In addition to the DEA account, there were insufficient funds in the Police appropriation account 2081-210-599 (Other-Expenses) to make end of year expenses. Mrs. Winkler transferred \$2,900.00 from acct. 2081-210-312 (Auditing Services) to acct. 2081-210-599 (Other-Expenses) in order to make funds available to pay end of year expenses. Mr. Hodson made the motion to approve Resolution 2018-26, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler presented the Trustees with **Resolution 2018-27**, explaining she has to do maintenance on all Revenue and Appropriation accounts by either increasing or decreasing the amounts in order to be in compliance with the County and would like to have the Trustees authorization to do this maintenance. Mr. Hodson made the motion to approve Resolution 2018-27, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler told the Trustees she updated the contract for custodial service with Christine Chalmers which will begin January 1, 2019, and asked if they wanted to vote on that now or wait until January. There were no changes to the contract. Mr. Moyer made a motion to renew the custodial contract with Christine Chalmers, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler reminded everyone about the budget meeting next Monday. Discussion followed regarding the County's end of year meeting this Thursday at Sinclair, presented by Karl Keith. Mrs. Winkler had no further business.

Trustees:

Mr. Moyer: Mr. Moyer asked Mrs. Winkler if she had the job description for the Zoning Administrator's position. Mrs. Winkler told Mr. Moyer the job description information is included in the Special/Workshop meeting minutes. The Trustees looked over the description and discussed if they wanted to make any changes. Mr. Moyer asked Mrs. Michael how many hours she is now working. Mrs. Michael replied by saying – 32 hrs. a week. Mr. Moyer stated he was approached by German Township Trustee, Jake Stubbs, on Thursday regarding the possibility of sharing a zoning officer with German Township. Mr. Moyer said Nathan Peterson, the Mont. Co. Prosecutor, said that would not be a problem, just a matter of coming up with the paperwork and getting signatures. Mr. DeVilbiss said he told Mr. Stubbs that Chief Schade was considering using our new zoning administrator to perform some duties for him in the Police Department. Mr. Stubbs stated German Twp. would like to use the same person for both zoning and police also. Mr. Moyer asked Chief Schade if this would be a problem for him.

Minutes Cont.'d

Chief Schade replied by saying “probably”- He would like the person in this office to answer phones and do paperwork. Chief Schade said he would have to think about that. Mr. Moyer asked Mrs. Michael what hours are the busiest for her. She said it depends – some days they are sitting in the parking lot at 8:00 a.m. waiting on her, other days not so many. It depends on the time of month, or when the bills go out. Mr. Moyer asked if they wanted to decide hours and salary for the new zoning administrator now. Mr. DeVilbiss suggested waiting to see who applies before making those decisions. Mr. Moyer said to go ahead and place the information in the paper and on the website – he would put it on Facebook. Mrs. Winker told the Trustees the Advertiser is no longer in circulation. Discussion followed regarding how we are going to advertise our meetings and legal notices – Dayton Daily, Germantown Press, Brookville Star, social media? Mrs. Winkler informed the Trustees she sent an email to Nathaniel Peterson asking if we would be in compliance if we just used our website and Facebook. Mrs. Winkler will let the Trustees know when she hears back from him. With no further discussion, Mr. DeVilbiss made a motion to advertise the Zoning Administrator’s job description as stated in the minutes from the November 26th Special/Workshop Meeting on social media – the Jackson Twp. website and Facebook. The motion was seconded by Ryan Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler told the Trustees there is currently an Employment Application on the website, and asked when they will be accepting applications and if there is going to be a deadline to get them turned in. Mr. Moyer said they will be accepting applications immediately. After some discussion, it was decided to have a January 4, 2019 deadline. Mrs. Winkler will add our address as to where to send or bring in resumes and applications. Mrs. Winkler was reminded to make sure she includes “We are an equal opportunity employer” to any posting. No further discussion on the job description posting. Mr. Moyer asked Mrs. Michael if she put up the Christmas decorations. Mrs. Michael said she did, and Mr. Moyer thanked her.

DeVilbiss: Mr. DeVilbiss had no new business.

Mr. Hodson: Mr. Hodson stated he was approached by one of the Farmersville Village Council members asking if we knew of any applications coming in for a pool manager. Mr. Hodson stated he was approached by Devin Stoutenborough, who is still interested in applying for the pool manager position. Mr. Hodson feels Mr. Stoutenborough would like the position but feels if there are a lot of applications received, he would still not get the job. Mr. Hodson said he thinks Mr. Stoutenborough would like to help if no pool manager is hired, but this would mean he would be managing both the Germantown and Farmersville Pools. Mr. Moyer said that would be up to the Park Board. Mr. Hodson stated he told Mr. Stoutenborough to send in an application if he wants the position. Mr. Hodson had no further business.

With no further business, Mr. Moyer made a motion to adjourn, seconded by Mr. DeVilbiss.

Meeting was adjourned at 6:50 p.m.

Submitted by: _____
Diana Winkler, Fiscal Officer

Attested by: _____
Michael Moyer, President