

Jackson Township Board of Trustees  
Special Meeting Minutes  
December 17, 2018

The Special Meeting was called to order by Trustee President, Michael Moyer at 6:00 p.m. with roll call. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Hodson were all present.

**Visitors:** No Visitors

**2019 Temporary Budget** – Mrs. Winkler passed out the paperwork for the 2019 Temporary Budget which each department head filled out. Mrs. Winkler explained to the Trustees the tax rate amounts listed on the Auditor’s estimates that were given to her back in October were not the certified amounts. Mrs. Winkler told the Trustees she contacted Sam Braun at the Auditor’s office and asked if she could use the amounts that were certified on the levy certification from the Auditor for both the Road and South Fire Additional Levies, explaining to Mr. Braun that we were having a budget meeting and she needed figures that were close to what we will be receiving. Mr. Braun told Mrs. Winkler she could use those numbers because they would be very close to the certified amounts. Mrs. Winkler also explained to the Trustees that the carry over amount listed will either be increased or decreased depending on year-end expenditures. The Trustees understood this. Mr. Moyer asked if the additional levies would have a separate fund. Mrs. Winkler said all levy money goes into the same account – Road and South Fire – but there will be a separate column on the February and August Settlement to show how much revenue is coming in for the special levy. Mrs. Winkler told the Trustees she has talked with Mr. Pohl, telling him she will give him a copy of the settlement sheet in order for him to keep track of the revenue. Mrs. Winkler informed the Trustees she has a separate appropriation line in the Road Appropriation Fund in order for Mr. Pohl to keep track of expenditures coming from the additional levy revenue. Mrs. Winkler continued going over the revenue and appropriations for each fund with the Trustees, explaining it is very important that the appropriations do not exceed the Certificate of Estimated Resources certified by the Auditor. There were a few questions about the “donation and gifts” line under the General Fund. Mrs. Winkler explained if anyone would give us a gift or donation, that money would be deposited under “donation and gifts”. Example: The Road Dept. gave us the money they received for some scrap that was in the Township – that was deposited under “donation and gifts”. There was also some discussion regarding the “Other- Intergovernmental” line item. Mrs. Winkler explained this line item would cover any refunds or reimbursements deposited from other entities – for example the refund from BWC and the reimbursement from OTARMA. Mrs. Winkler told the Trustees she cannot budget for this revenue line item because she does not know ahead of time if and when reimbursements or refunds will be deposited. A question was asked regarding revenue verses appropriations. Mrs. Winkler explained that revenue and appropriation accounts have different account numbers. If excess revenue comes in, and we would need that money to pay for an expenditure, she would have to increase the budget by that amount and then she could appropriate that amount to whatever appropriation line item the expenditure needs to come out of. If the money is not needed, it would be included in that year’s carry over amount. Mr. Moyer asked about the rental line item in the General Fund - how much do we receive from renting out the front office to the Farm Bureau. Mrs. Winkler stated we receive \$1,200.00 a yr. in rent for the front office, and we also received money from renting the front room this year. Mrs. Winkler asked if the Trustees were planning on doing any type of Nuisance Abatement this year because she did not budget any revenue coming in from that. After some discussion, the Trustees said they don’t plan on doing anything now, but will see how the year goes. With no further discussion regarding the revenue, Mrs. Winkler presented the temporary appropriations for each fund to the Trustees for review and discussion. Mr. Moyer asked about the Trustee and Fiscal Officer’s salaries. Discussion followed regarding salaries for Trustees, Fiscal Officer, the new Zoning Administrator and the Road and Service Department. While reviewing the appropriations for all funds, Mrs. Winkler answered all questions the Trustees had regarding the appropriations for each funds.

## Minutes Cont.'d

There was a question regarding where we are going to advertise now that the Twin Valley Advertiser is no longer in circulation. It was suggested using the Germantown Press and if we have to – the Dayton Daily News. Discussion followed regarding the ORC, and how we need to be in compliance with our notices that have to be published in a paper that is in circulation, whether or not it reaches our entire township or not. The Trustees had some questions regarding the Road & Service Dept., Refuse, Police and Park appropriations. As far as the Park-Special Levy (pool) appropriations, there was some discussion regarding the Park-Special Levy revenue. Mrs. Winkler told the Trustees the revenue from this levy can be used for upkeep, renovation and repairs of both the pool and the park –it can't be used for payroll. Discussion also took place regarding the repairs that are needed for the pool and baby pool. Discussion followed regarding the process of how and when the Township receives revenue. Mrs. Winkler explained the Township receives Cash Advance Funds beginning at the end of January or first of February. We also receive a February and August Settlement, which shows what has already been received and how much more we will be receiving, as well as all administrative fees. The Trustees and Fiscal Officer completed their review of the 2019 Temporary Budget. With no further budget discussion, Mr. Moyer made a motion to approve the 2019 Temporary Appropriations as presented by Mrs. Winkler. Mr. DeVilbiss seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

**New Business-** Mr. Moyer wanted to discuss Mrs. Michael's unused vacation hours that will have to be compensated when she retires. Mr. Moyer suggested Mrs. Michael use all her vacation time in February or March before her last day. Discussion followed. Mr. DeVilbiss asked if Mrs. Michael is off for that time period, who will train the new Zoning Administrator. Mrs. Winkler told the Trustees that Mrs. Michael will be paid her scheduled vacation days whether or not she actually takes them due to the fact she will be compensated for any unused vacation – it comes out the same. It was agreed Mrs. Michael needed to be here to train the new administrator. Discussion followed regarding the hours the new hire will work – part time employees receive no benefits, so having this person as part time would save the Township money. Mr. Moyer stated they have a few applications that he would like to go over with the other Trustees. The deadline for applications is January 4, 2019, so he thinks the Trustees should call a special meeting to go over these applications. Mr. Hodson asked if the meeting could be on Tuesday, January 8, 2019, due to his work schedule. The Trustees were fine with that date. Mrs. Winkler will place the information on the website stating the special meeting is to discuss personnel. Mr. Moyer informed the other Trustees he has spoken with Gloria Winters to see if she would be interested in taking over the custodial duties from Christine Chalmers who is no longer able to clean the Administration offices. Mr. Moyer stated he gave Ms. Winters an application for employment and wanted to know what the other Trustees thought. Both Mr. DeVilbiss and Mr. Hodson were in agreement with Ms. Winters contracting for the custodial position. Mr. Moyer asked Mr. DeVilbiss if he had the combination to the old safe located in the Road Building. Mr. DeVilbiss said he has it and will email it to Mrs. Winkler. Mr. Moyer asked what the Park Board talked about at their meeting. Mr. DeVilbiss commented they talked about purchasing more bleachers, possibly through some type of CBDG Grant. Discussion followed regarding grants and when the money will be received from different types of grants. Mr. Moyer stated he spoke with the Ethics Board for the State of Ohio. Mr. Moyer was told by members of this Ethics Board, that the Park Board cannot purchase anything from Sears Hardware since one of the Park Board members is affiliated with this store. The Trustees discussed Mr. Pohl and Mr. Burnett's salaries. The Trustees all agreed that Mr. Pohl is very valuable to the Township and has been doing a great job. Mr. Hodson is concerned about how much help Mr. Pohl will need once the road repairs begin. Mr. Moyer stated the Road Dept. will definitely not be able to mow the Park once road repairs begin. Discussion followed regarding the mower used at the park and who will be mowing next year, as well as why a new mower is needed.

Minutes Cont.'d

**Trustees:**

Mr. Moyer – no further business

Mr. DeVilbiss – no further business

Mr. Hodson – Mr. Hodson informed the Trustees that Greg Donson would like to have something done with the water run-off from the farm fields near his property – this water is going over Clayton Road and running into his yard. Mr. Hodson stated he told Mr. Donson he should probably speak to Mr. Pohl about this issue. Discussion followed regarding the breaking down of the field tiles where the water is flooding and some of the possible solutions.

With no further discussion, Mr. Moyer made a motion to adjourn, seconded by Mr. DeVilbiss. Meeting was adjourned at 7:40 p.m.

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

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