

Jackson Township Board of Trustees
Organizational & Regular Meeting Minutes
January 14,2019

Fiscal Officer, Mrs. Winkler, had everyone stand and say the Pledge of Allegiance. The meeting was called to order by Fiscal Officer, Diana Winker, at 6:00 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: Jimmy Peters, Hanson Brown and Jacob Stubbs

Visitor Comments: Mr. Stubbs is a Trustee from German Township. Mr. Stubbs stated since both Jackson and German Townships need to hire a new Zoning Administrator, he would like to propose using the same person as Zoning Administrator for both townships. This position would be considered 2 individual part time jobs. Mr. Stubbs suggested this would save both townships money in training by working together, seeing our zoning laws are similar. Mr. Stubbs stated German Twp. replaced their zoning inspector about a year ago, but she is leaving. Mr. Moyer asked if their new inspector knew anything about zoning when she started, or did she attend school. Mr. Stubbs responded by saying she did not know anything about zoning when she started, but took some classes through the Ohio Township Association, he believed. Mr. DeVilbiss stated his concern would be if both German and Jackson Townships have a contract with the same person, and elected officials change during the term of this contract, maybe the new officials would not want to share a zoning administrator. Mr. Stubbs stated he spoke to both Nathaniel Peterson, the attorney who represents both townships, as well as Alex Hale, who used to represent the townships, and both agreed an agreement could be drawn up between both townships to avoid any termination issues. Mr. DeVilbiss stated our Police Chief initially wanted this new hire to be able to work with the police department and asked Chief Schade if he still was interested in using this person in an administrative position. Chief Schade stated he was still interested in this. Chief Schade explained to Mr. Stubbs that he planned to run a back ground investigation on this person in order to make sure all is good before giving that person duties pertaining to the police department. Chief Schade also explained that he was planning to help offset the cost of this person's salary. Discussion followed regarding possible hours this new hire would work for both townships – making sure it remains part time in order to avoid having to pay benefits. Mr. DeVilbiss asked Mr. Stubbs if German Twp. has anyone in mind. Mr. Stubbs said they have not advertised yet. Mr. Moyer told Mr. Stubbs Jackson Twp. has advertised and he was disappointed in the small number of applications received. Discussion followed regarding this proposal. Mr. Stubbs told the Trustees he did not expect an answer tonight, to please think about it – he has to leave to attend his own Trustee meeting at 7:00. Discussion followed regarding the possible hours and pay rate for this person if hired by both townships. Mr. Stubbs said he would tell his township what was discussed at this meeting, and asked the Trustees to let him know what Jackson Twp. decides. Mr. Stubbs thanked the Trustees, and the Trustees thanked Mr. Stubbs for coming to the meeting. No further visitor comments.

Review/Approval of Minutes – Trustees Regular Business Meeting – December 10,2018:

Mr. Moyer asked for the review and approval of minutes from the Trustees' Regular Business meeting held on December 10, 2018. Mr. DeVilbiss made a motion to approve the minutes from December 10, 2018, seconded by Mr. Hodson Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson- Yes Motion passed.

Review/Approval of Minutes – Trustees Special/Budget Meeting – December 17, 2018:

Mr. Moyer asked for the review and approval of minutes from the Trustees' Special/Budget meeting held on December 17, 2018. Mr. Moyer made a motion to approve the minutes from December 17, 2018, seconded by Mr. Hodson. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson- Yes Motion passed.

Review/Approval of Minutes – Trustees Special Meeting – January 8, 2019:

Mr. Moyer asked for the review and approval of minutes from the Trustees' Special meeting held on January 8, 2019. Mr. Moyer made a motion to approve the minutes from January 8, 2019, seconded by Mr. DeVilbiss. 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 **\$135,788.43**. (\$54,926.83 from 12/11/2018 – 12/31/2018 & \$80,861.60 from 01/01/2019 – 01/14/2019) Mr. Hodson made a motion to approve the payments totaling \$135,788.43, seconded by Mr. DeVilbiss. Vote: Mr. Moyer-Yes Mr. DeVilbiss- Yes Mr. Hodson – Yes Motion passed.

Trustee Meeting Dates for 2019:

Mr. Moyer 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. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Appointment of Township Park Board Members for 2019:

Mr. Moyer made a motion to appoint Mitch Ward and Annie Sizemore to the Park Board for 2019. Mr. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mr. Moyer stated Chief Schade has resigned from the Park Board and the Trustees need to be looking for another person to fill that position. Mr. DeVilbiss said he had a couple people he will speak to and see if either one is interested. After some discussion, Mr. DeVilbiss made a motion to accept Jon Schade's resignation. Mr. Moyer seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

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

David Izor said he is willing to serve a 5-year term on the Zoning Commission. Mr. Hodson made a motion to appoint David Izor 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:

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

Appoint representative to the Western Regional Council of Governments:

Mr. Moyer made a motion to appoint Mr. Hodson as the Township's representative to the WRCG for 2019, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler told Mr. Hodson to talk with Mrs. Michael if he had any questions on what he needs to do as our representative.

Minutes Cont.'d

Mr. DeVilbiss stated he would still like to be the contact/overseer of the Road & Service Department if no one had any objections. Mr. Moyer stated he will still be the contact/overseer of the Police Department and Mr. Hodson can remain the contact/overseer for the Zoning and Refuse Department. After a brief discussion, Mr. DeVilbiss made a motion to appoint himself as the contact person for the Road and Service Dept., Mr. Moyer as the contact person for the Police Dept., and Mr. Hodson as the contact person for the Zoning and Refuse Dept. Mr. Moyer seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Fire: Not present

Police: Chief Schade gave the following report:

- Chief Schade is planning on retiring Sargent Bruner's vehicle, Car 11-2 this year, replacing it with a new Dodge Charger. State bid pricing increased minimally this year. The pricing is in the mid \$22k range. Chief Schade will have a complete quote at the February meeting.
- Officer Ford is working on his own and doing a great job. Officer Hadley is training with Officer Steffano.
- A trailer was stolen off of Church Street in late December. The trailer was recovered in Jefferson Township and charges will be filed on the suspect.
- Crews responded to a violent domestic violence call on 01/13/2019 on South Clayton Road. The male suspect assaulted a female victim with a cordless drill. The suspect was arrested and transported to the jail.
- There were just a few minor traffic issues due to the snow.
- As of January 1st, we are tracking race and gender on all traffic stops. This is a requirement of the Ohio Collaborative. Statistics are reported annually.
- Chief Schade informed the Trustees he received a compliment from one of our residents in regards to Officer Nevin. A fire alarm went off, and Officer Nevin walked back the long lane to the property to make sure everyone was ok.

Mr. Hodson asked Chief Schade if he has any plans for the range once the Markey property is sold. Chief Schade stated Five Rivers Metro Parks may be interested in purchasing this property, but it may require a grant. Other than that he hasn't heard anything. Discussion followed regarding this issue. Chief Schade had no further business.

Road: Mr. Pohl wanted to discuss snow removal at the Park on the walking path – the truck is too heavy and they can't get passed the bridge. Discussion followed regarding finding someone who may have a Kubota that could be used to remove the snow. Mr. Moyer suggested Chief Schade ask the Village about this issue when he attends their Council meeting. Mr. Pohl stated another option would be to rent a Bobcat, or other vehicle to do the plowing. Discussion followed regarding this option and the vehicles the Park already owns. After discussion, Mr. Moyer made a motion to leave this plowing issue up to Doug's discretion until the Park Board comes up with a solution. Mr. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mr. Pohl informed the Trustees he sold the 1999 Chevy truck and some of the old equipment on govdeals.com. Mr. Pohl stated they had trees down on S. Clayton Rd. as well as Chicken Bristle and have been busy cutting them down and cleaning them up. Mr. Pohl stated they have been repairing pot holes on several roads, and replacing pipes on S. Clayton Road. They had to close Lower Gratis and Fort Anthony Roads due to high water and trees down. Mr. Pohl stated he checked on the water issue at Greg Donson's property. Mr. Pohl stated he dug up the tile area and found no problems at the road – that this issue is on Mr. Donson's property. Mr. Donson will be working on getting this repaired. Mr. Pohl said they did some berm gravel edging work on South Clayton Rd., Manning Rd., Farmersville-West Carrollton Road, and Mile Road.

Minutes Cont.'d

Mr. Pohl said they have been working on black top grinding at the shop to have material to put down on the gravel road and Lower Gratis Rd. Mr. Pohl stated they have been looking at drainage issues on Fuls Road. Mr. Pohl said he talked with Stefan Bridenbaugh from Soil and Water to see if there is anything the Township can do – these problems are getting worse. Mr. Pohl stated there was a drain clog at the pond they repaired. Mr. Pohl stated they plowed the roads on Christmas morning due to the snow. Mr. DeVilbiss asked how much salt was used and how much is left. Mr. Pohl responded by saying he used around 50 tons, and has 75 tons back ordered. Mr. Hodson remarked how good the roads were – better than other roads. Mr. Moyer asked if Mr. Pohl purchased a used plow today, which is located in Kentucky. Mr. Pohl said yes, that everything is in order, and he is going to pick it up. Mr. Pohl had no further business.

Park: See Zoning and Refuse Report

Zoning and Refuse: Not Present, but left a report for the Trustees regarding the Park, Zoning and Refuse. Mr. Moyer read the following report:

- There was a Joint Park Board meeting last Thursday, January 9th, but the only board member present was Tom Izor. Trustee, Randy DeVilbiss, was also present. Mr. DeVilbiss stated he and Mr. Izor talked a little, then left. Mrs. Michael has not heard anything regarding the rescheduling of this meeting.
- Mrs. Michael sent information on the open positions for 2019 Pool Lifeguards, Concession Workers, Manager and Assistant Manager to Valley View, Preble Shawnee, New Lebanon, Brookville and Twin Valley South High Schools to be placed on their Student Bulletin Boards. Manager and Assistant Manager job information was sent to Sinclair Community College and CTC to be placed on their bulletin boards. Mrs. Michael stated in her report that this is what she has done for years. This information is also on the Pool Calendar.
- Zoning has been quiet. Mr. Gale Long was in the office to discuss his property on S. Fuls Road that he is wanting to split. Mr. Long is going to talk with his surveyor and see what it will entail as far as acreage.
- There is still a list of Mrs. Michael's top 10 zoning violations that need reviewed.
- Mr. David Izor, of the Commission Board, said he would stay on another term.
- Mr. John Friedline, who finished Mr. Moyer's term on the Board of Zoning Appeals, said he would stay for another term.
- Mr. Gene Cole of 1525 Guntle Road called stating that Rumpke had busted up his trash can months ago, so he put this can inside another can. When Rumpke picked up his trash, they took that trash can. Mr. Cole called Rumpke and told them he wanted reimbursed for the trash can. Rumpke told him to take it up with the Township. Mrs. Michael told him the Township has no authority to do any reimbursing, but would speak to the Trustees. Mrs. Michael told Mr. Cole the trash man probably thought it was part of his trash because one can was inside another.

The Trustees stated the Township cannot do anything regarding trash pick-up. We just contract Rumpke to do this service. Trash concerns need to be directed to Rumpke only.

- Everything is running smoothly with the IWORQ program. Their customer service representatives work quickly to resolve any issues Mrs. Michael has had.
- AARP volunteers will once again be using the Senior Citizens Center to help with taxes this year. The first day of tax preparations will be February 5, 2019. Anyone can have this done as long as it is the Simple Form with minimal deductions. You do not have to be a senior citizen. There will be 3 preparers and 4 time slots for each preparer.

No further business.

Fiscal Officer: Mrs. Winkler presented the Trustees with the UAN Revenue and Appropriations Reports, reminding them that the Appropriations are for the 1st Qtr. The permanent appropriations will be voted on at the March meeting. Mrs. Winkler stated she has requested the Certificate of Estimated Resources for January 1, 2019, but will not be receiving that until April.

The appropriations we have in place now must be lower than the updated December 2018 Certificate, which they are. Mrs. Winkler stated she will keep close eye on the General Fund spending this year, seeing we are no longer receiving the HB 64 funds after June. Mrs. Winkler asked the Trustees to make sure they review the UAN reports each month to be aware of the expenditures and balances of each fund. Mrs. Winkler asked if the Trustees had any questions. There were no questions. Mrs. Winkler presented the Trustees with the following Resolutions:

Resolution 2018-28 – Appropriation Maintenance for Police:

Mrs. Winkler explained to the Trustees there were insufficient funds in the Police Salary Appropriations to make end of year payroll, as well as pay OPERS and Medicare. Mrs. Winkler transferred \$10,000.00 from the Medical/Hospitalization account and split it between salaries, OPERS and Medicare in order to make the end of year payroll. Mr. Moyer made a motion to approve Resolution 2018-28, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Resolution 2019-01 – 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 2019, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Resolution 2019-02 – Trustee Salary:

Mrs. Winkler explained to the Trustees there was not enough funds in the General Fund to pay full compensation. Mrs. Winkler stated if the new Governor or Legislature pass any new bills giving the townships more money, she could pay them more, up to their full compensation, if the budget allows. But for now, it is what it is. After reviewing the resolution, Mr. Hodson 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. DeVilbiss seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Resolution 2019-03 – Fiscal Officer's Salary:

Mr. Hodson 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. DeVilbiss seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Resolution 2019-04- Appropriation Maintenance for the South Fire District:

Mrs. Winkler explained to the Trustees when appropriating the 2019 expenditures, she did not enter an amount for the South Fire's Election Expenses – she placed all expense funds under the Tax Collection account. Mrs. Winkler transferred \$900.00 from the Contracted Services account to the Election Expenses account. Mr. DeVilbiss made a motion to approve Resolution 2019-04, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler reminded the department heads she needed their inventories for 2019. Mr. Pohl and Chief Schade had reviewed their prior year's inventory report she emailed them, and gave Mrs. Winkler the updated 2019 reports. Mrs. Michael is working on the Administrative and Park Inventory list. Mrs. Winkler had no further business.

Trustees:

Mr. Moyer: Mr. Moyer said he spoke with Gloria Winters about the custodial service position for the Administrative Office building. Mr. DeVilbiss stated he spoke with Ms. Winters also, and feels she would do a good job. Mr. DeVilbiss made a motion to hire Gloria Winters with no changes to the original contract. Mr. Hodson seconded the motion. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Minutes Cont.'d

Mrs. Winkler stated she will be using the same contract, just change the name. The Trustees agreed. Discussion followed regarding her start date. The Trustees and Chief Schade agreed Mrs. Winters can begin immediately. Chief Schade said he would take her downtown for fingerprinting. Mr. Moyer asked Mr. DeVilbiss if he would let Ms. Winters know she had the job. Mr. DeVilbiss said he would let her know. Mr. Moyer asked Mr. Pohl about the damaged mail boxes due to snow plowing. Discussion followed stating the Township is not liable to replace mailboxes on the County Roads, but if they are Township roads, we should put them back up. There was also discussion on the larger mail boxes – some are illegal if they are larger than 4x4 posts. Mr. Pohl said he would tell the owners of any mail boxes that were damaged, he will get to them as soon as he can – if they need it done sooner, the owner will have to do the repairs themselves. Discussion followed regarding the regulations for mail boxes. Mr. Moyer said he is going to meet with the manager at US Bank in Miamisburg to help him understand the Township's banking accounts. Discussion followed regarding CD's and investments. Mrs. Winkler told the Trustees she emailed Nathaniel Peterson on the question whether a CD can be purchased from a Township fund. Mr. Peterson replied it depends on the levy language. The language does not state any tax revenue could be used for investment purposes. Discussion followed regarding fees and interest associated with our bank account.

Mr. DeVilbiss: Mr. DeVilbiss reminded everyone about the grants offered by OTARMA. Discussion followed. Mr. DeVilbiss said he was going to attend the Ohio Township Association Winter Conference on January 30 – Feb.1st in Columbus. Mr. DeVilbiss said he will discuss these grants with the representative from OTARMA while in Columbus. Discussion followed regarding what was and can be purchased through these grants. Mr. DeVilbiss had no further business.

Mr. Hodson: No new business.

At 6:55p.m., Mr. Moyer made a motion to go into executive session to discuss personnel. Mr. DeVilbiss seconded the motion. Mr. Moyer invited Chief Schade to join them.
Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

At 7:25 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.

Mr. Moyer stated the Trustees will be doing job interviews for Zoning Administrator on Monday, January 21st. There are 3 people that will be interviewed. Discussion followed regarding the hours for this position. The Trustees and Chief Schade agreed to maintain this position as part time status – no benefits. Hours for this position will be Monday, Tuesday, Thursday and Friday from 9:00 a.m. until 3:00 p.m. – closed on Wednesday. This position will pay \$15.50 @ hour to start, with a 6-month evaluation. The Trustees will let German Township know if and when they fill this position. Mr. Moyer asked if anyone had any further business.

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 7:30 p.m.

Submitted by: _____
Diana Winkler, Fiscal Officer

Attested by: _____
Michael Moyer, President