

Jackson Township Board of Trustees  
Organizational & Regular Meeting Minutes  
January 13,2020

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 informed those present at the meeting, that Mrs. Kozarec and Mr. Moyer have both taken their oaths of office for their terms.

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

**Visitors:** Hanson Brown, John Morris and Elizabeth Kozarec

**Visitor Comments:** John Morris, Miami Township Trustee, and the newly elected President of the Montgomery County Township Association introduced himself and gave a brief report on the MCTA and its plans for the upcoming year. Mr. Morris presented each Trustee with tentative list for the MCTA meetings this year, saying they are going to be quarterly meetings. Times for the meetings will be either from 3:00 – 5:00, or 4:00 – 6:00, and they are trying to centralize the location for these meetings. Mr. Morris said they are looking at the Montgomery County Business Solutions Center on Cincinnati Street to hold the meetings and select a larger facility for the banquet. Mr. Morris stated each meeting will have a purpose to it. The first meeting will be a post Ohio Township Association Conference recap for those who were unable to attend in February. The OTA President will be at this meeting to give a recap of the conference, focusing on legislature issues. The MCTA invited some of our elected officials to come and give their comments on what they think about the Ombudsman bill and some of the things being proposed to help the townships. Mr. Morris stated the next meeting will be with the Miami Valley Regional Planning Commission, 5 River Metro Parks and the Dayton Foundation, looking at parks and recreation, and looking into possible grants the townships may want to pursue. Mr. Morris said in late summer, they are looking at a joint meeting with First Suburbs, focusing on fiscal accountability and some of the requirements the State puts on the townships. They have invited the State Auditor and State Treasurer to make presentations from Columbus. Mr. Morris said they will finish the year with presentations from Montgomery County – the County Administrator and the County Engineer will give a recap of what they did in 2020 and what their plans are for 2021. Mr. Morris stated he would like to see more engagement between townships, and would like to have a more collective voice from the townships seeing we have a lot of “new faces” this year. Mr. Morris asked if there were any questions. Mr. DeVilbiss asked if there were going to be dinners or snacks at the meetings this year. Mr. Morris responded by saying there may be snacks, but no dinners – in the past, this has caused some burdens on staff – it would be better just to get to the business at hand. Mr. Moyer asked if the meetings were still going to be on Thursday afternoons. Mr. Morris responded by saying he believes they will be on Wednesdays. With no further questions, Mr. Morris thanked the Trustees for having him, and the Trustees thanked Mr. Morris for coming. No further visitor comments.

**Review/Approval of Minutes – Trustees Regular Business Meeting – December 10,2019:**

Mr. DeVilbiss asked for the review and approval of minutes from the Trustees’ Regular Business meeting held on December 10, 2019. Mr. Moyer made a motion to approve the minutes from December 10, 2019, seconded by Mr. Hodson. Vote: Mr. DeVilbiss-Yes Mr. Hodson- Yes Mr. Moyer- Yes Motion passed.

**Review/Approval of Minutes – Trustees Special/Budget Meeting – December 18 ,2019:**

Mr. DeVilbiss asked for the review and approval of minutes from the Trustees' Special/Budget meeting held on December 18, 2019. Mr. Moyer made a motion to approve the minutes from December 18, 2019, seconded by Mr. DeVilbiss Vote: Mr. DeVilbiss-Yes Mr. Hodson- Yes Mr. Moyer- Yes Motion passed.

**Electronic Payments & Warrants:**

Mr. DeVilbiss asked for the review and approval of the electronic payments and warrants totaling **\$142,709.10**. (\$55,468.11 from 12/11/2019 – 12/31/2019 & \$87,240.99 from 01/01/2020 – 01/13/2020) Mr. Hodson made a motion to approve the payments totaling \$142,709.10, seconded by Mr. Moyer. Vote: Mr. DeVilbiss-Yes Mr. Hodson- Yes Mr. Moyer- Yes Motion passed.

**Trustee Meeting Dates for 2020:**

Mr. DeVilbiss asked if anyone wanted to change the dates and times. All Trustees agreed to keep the meeting times the same. Mr. Hodson made a motion to hold the regular business meetings on the 2<sup>nd</sup> Monday of the month at 6:00 p.m. unless otherwise posted. Mr. Moyer seconded the motion. Vote: Mr. DeVilbiss-Yes Mr. Hodson- Yes Mr. Moyer- Yes Motion passed.

**Appointment of Township Park Board Members for 2020:**

Mr. Hodson made a motion to appoint Mitch Ward, Annie Sizemore and Dennis Cordell to the Park Board for 2020. Mr. Moyer seconded the motion. Vote: Mr. DeVilbiss-Yes Mr. Hodson- Yes Mr. Moyer- Yes Motion passed. Mr. DeVilbiss commented that Annie Sizemore did a great job as Pool Manager last year, and if she decides to do it again this year, they can do the same thing – Ms. Sizemore can go off the Park Board during pool season, and then be reappointed. All Trustees agreed.

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

D.R. Coffman said he is willing to serve another 5-year term on the Zoning Commission. Mr. Hodson made a motion to approve the appointment of D.R. Coffman to the Zoning Commission for a 5-year term. Mr. Moyer seconded the motion. Vote: Mr. DeVilbiss-Yes Mr. Hodson- Yes Mr. Moyer- Yes Motion passed.

**Appoint BZA Member:**

Jason Michael said he is willing to serve another 5-year term. Mr. Hodson made a motion to approve the appointment of Jason Michael for another 5-year term on the Board of Zoning Appeals. Mr. Moyer seconded the motion. Vote: Mr. DeVilbiss-Yes Mr. Hodson- Yes Mr. Moyer- Yes Motion passed.

**Appoint representative to the Western Regional Council of Governments:**

Mr. DeVilbiss made a motion to appoint Mr. Hodson as the Township's representative to the WRCG for 2020, seconded by Mr. Moyer. Vote: Mr. DeVilbiss-Yes Mr. Hodson- Yes Mr. Moyer- Yes Motion passed.

**Fire:** Not present

**Police:** Chief Schade told the Trustees he was still working on the assault case that took place on Thanksgiving. Other than that, Chief Schade said it has been quiet in the Township. Mr. Moyer asked if the cruiser has been marked. Chief Schade said no, he will just wait until after the first of the year. Discussion followed regarding the purchase of new equipment. Mr. DeVilbiss asked if he will place the old cruiser on govdeals to which Chief Schade said yes. This was voted on at the last trustee meeting. Chief Schade had no further business.

## Minutes Cont.'d

### **Road:** Mr. Pohl gave the following report:

- They have been doing some ditch work on Clayton Road, putting in 120 'of 8" pipe for Sears' farm.
- Mr. Pohl met with Walt Arnold about widening the intersection at Venus and Hemple Roads. As of now, they are willing to work with us on this project.
- Mr. Pohl had a meeting on Dec. 19<sup>th</sup> with Doug Kramer regarding the chip seal job on Chicken Bristle Road. Mr. Kramer took a sample of the gravel and will do some research on this and said Doug needs to continue staying in contact with Miller-Mason about the dirty gravel and gravel loss.
- The flashing stop signs have been put up on Hemple and Clayton Roads.
- The Bobcat skid steer was loaded and is in the shop.
- There were trees down from the windstorm. Did some cleanup. They had to put up Road Closed signs at Farmersville Road due to the damage and wires being down.
- Placed the 45 MPH speed limit signs up on Swartzel Rd.
- Placed a pipe in a driveway on Venus Road due to water issues. The homeowner paid for the materials, Doug and Steve just placed the pipe.
- Mr. Pohl met with the Montgomery County Soil and Water regarding the issue of high water running over Chicken Bristle Road near Mike Thomas' home. Mr. Pohl said they will contact the homeowners and try to set up a meeting in February. Everyone has to agree to share the cost of a larger pipe to be set across Chicken Bristle before this can be accomplished.

Mr. Pohl had no further business. Mr. DeVilbiss wanted to discuss the new flashing stop signs. Mr. DeVilbiss stated he has been hearing that the County has issues with these signs. Mr. DeVilbiss stated the township needs to be in compliance with the Uniform Manual of the Traffic Control which states stop signs have to reflect headlights. New signs will reflect 500 times. Mr. DeVilbiss said he noticed that when the lights shine on the new signs, he felt they "glowed", not reflected. Mr. DeVilbiss also stated the white letters in the word "STOP" need to reflect-when the lights are not on, you cannot see the "STOP". Mr. DeVilbiss stated he has personal concerns and has also received negative feedback from the County. Mr. DeVilbiss called the engineer who is second in charge, who told him the County Engineer will be in contact with the Township regarding these signs either by letter or in person. Mr. DeVilbiss said he wants to make sure there are no problems with the signs. Once the letter is received, we will do whatever, if anything, that needs to be done. Mr. DeVilbiss suggested the possibility of having the County Engineer attend next month's meeting. Discussion followed regarding the type and style of these new signs, how they reflect, and what would need to be done, if anything. There was also discussion regarding the County verses the Township on the guidelines of placing new signs. Mr. DeVilbiss said if he receives a letter from the Engineer stating the signs have to come down, then he will get with Mr. Pohl and take the signs down- we have to follow what the Engineer tells us to do. Mr. Moyer stated there are other counties in the State which have these type of signs at County and Township roads. There is a section in the ORC stating a township can put up any signs they want on a township road, and in another section it states that intersections are controlled by the County Engineer. Mr. Moyer said he would like to investigate further into this and find out how Butler and Hamilton Counties are allowed to have these types of signs and what type of precedent they set. Mr. Moyer said he has heard nothing but good things from the township residents regarding these signs. The people love them. Mr. DeVilbiss said he will wait and see what the County says. Discussion followed, again, regarding the reflection of these signs and the color of what signs had to have to reflect. Mr. DeVilbiss stated he just wants to make sure we are following the correct guidelines. No further discussion.

**Park:** No trustee was available to attend the last Park Board Meeting. The Park Board has changed their meeting dates to the first Monday in January, February and March. No further Park Board discussion.

**Zoning and Refuse:** Mrs. Hamaker submitted the following report:

**Zoning:**

The Nuisance Abatement hearing for the property located at 11597 Dayton-Farmersville Road was held on October 28, 2019. Mrs. Hamaker spoke to the property owner, Roy Powers, and he is working to clean up the property. Mrs. Hamaker stated Mr. Powers was supposed to work more on the cleanup this past weekend. Mr. DeVilbiss and Mr. Hodson commented it is showing some progress – very little, but some.

**Refuse:** The next WRCG meeting is January 27, 2020. We will be voting on the extension of the Rumpke contract. Mr. Hodson stated he and Mr. Stubbs decided they wanted to talk to their trustees before actually voting – they want to make sure everyone was in agreement. Mr. Hodson feels this is the smartest thing to do. Mr. Hodson stated with all the new trustees at Perry Township, there is a concern that Perry Township may decide not to be a part of the WRCG. If Perry Twp. pulls out, this could be a big issue for the rest of the members of the WRCG. The contract bid that is presented, is presented to all members of the council – there may be a higher cost if Perry leaves. Discussion followed regarding this issue and the possibility of having to go out on our own for contracts and the high cost that would bring. With no further discussion, the Trustees agreed to extend the Rumpke contract.

**IWORQ:** Refuse bills were sent out on December 3, 2019.

**Senior Center:** Tax appointments will be starting February 4, 2020. There are already a couple of appointments that have been scheduled.

Mrs. Hamaker stated in her report that Kate, from Perry Township, asked if she would be interested in attending a class about zoning. Jacob Barnes, who is the Springfield Planning Director, would be teaching this class. There is a \$500.00 charge for this session. Kate is trying to see if other townships are interested in order to split the cost. Mrs. Hamaker thinks this would be helpful, and would like to attend if the class is actually offered. All Trustees agree this would be a good opportunity for Mrs. Hamaker, and she should go ahead and take the class if it is offered. Mr. Moyer suggested having the session held here to save cost. With no further discussion, Mr. Moyer said he would speak with Mrs. Hamaker tomorrow regarding this class.

**Fiscal Officer:** Mrs. Winkler presented the Trustees with the UAN Revenue and Appropriations Reports. Mrs. Winkler asked if the Trustees had any questions. There were no questions. Mrs. Winkler presented the Trustees with the following Resolutions:

**Resolution 2019-30 – Revenue/Appropriation Maintenance - General Fund & Police:**

Mrs. Winkler explained to the Trustees there were insufficient funds in the General Fund's "Other-Expenses" appropriation account 1000-110-599 to make end of year expenses. Mrs. Winkler transferred \$3,200.00 from appropriation account 1000-701-0000 (Interest) to appropriation account 1000-110-599 to make funds available to pay any year end expenditures. Mrs. Winkler also explained that the Police Drug Law Enforcement appropriation account 2221-190-599 ("Other" - Expenses), did not have funds appropriated, but an invoice must be paid from this account. Mrs. Winkler transferred \$1,000.00 from the Police Drug Law Enforcement appropriation account 2221-190-100 (Salaries) to appropriation account 2221-190-599 in order to pay this invoice. Mr. Hodson made a motion to approve Resolution 2019-30. Mr. DeVilbiss seconded the motion. Vote: Mr. DeVilbiss – Yes Mr. Hodson – Yes Mr. Moyer – Yes Motion passed.

**Resolution 2020-01 – Appoint Diana Winkler & Elizabeth Kozarec as Prevailing Wage Coordinators for Fiscal Year 2020:**

Mr. Hodson made a motion to appoint Diana Winkler, Fiscal Officer, as the Prevailing Wage Coordinator for the months of January, February and March, 2020, and to appoint Elizabeth Kozarec, Fiscal Officer, as the Prevailing Wage Coordinator for the remainder of fiscal year 2020. Mr. Moyer seconded the motion. Vote: Mr. DeVilbiss – Yes Mr. Hodson – Yes Mr. Moyer – Yes Motion passed.

**Resolution 2020-02 – Trustee Salary:**

Mrs. Winkler explained to the Trustees they will be paid their full monthly compensation for 2020 from the General Fund, but if the General Fund becomes unable to continue at 100%, a special meeting may be called to discuss possible waivers of compensation. Mrs. Winkler stated she feels this will not be necessary, but wanted to include this in the resolution. With no further discussion, Mr. Moyer made a motion to approve Resolution 2020-02. Mr. Hodson seconded the motion. Vote: Mr. DeVilbiss – Yes Mr. Hodson – Yes Mr. Moyer – Yes Motion passed.

**Resolution 2020-03 – Fiscal Officer’s Salary:**

Mr. Hodson made a motion to approve Resolution 2020-03 which states the Fiscal Officer will be compensated monthly from funds according to monthly certifications or from the General Fund if certifications are not complete. Mr. Moyer seconded the motion.

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

**Resolution 2020-04- Revenue Maintenance:**

Mrs. Winkler explained to the Trustees that on January 3, 2020, she received an updated tax rate sheet from the Montgomery County Auditor’s Office for tax year 2019 to be distributed in 2020. Each fund received an increase in estimated tax revenue, therefore she had to do revenue maintenance in each fund. These increases are now included in the Official Certificate of Estimated Resources she sent to the Auditor, so another email does not have to be sent.

Mr. Hodson made a motion to approve Resolution 2020-04, seconded by Mr. Moyer.

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

Mr. DeVilbiss asked if Mrs. Winkler noticed an increase in the Gasoline Tax deposits since the new bill was passed last year. Mrs. Winkler said she has seen some increase, but does not know how much – it will show more as the year progresses. Mrs. Winkler presented the Trustees with the Star Ohio statement showing the interest/dividends we have received so far. Mrs. Winkler presented the yearly custodial contract to the Trustees for their vote and signatures. After some discussion, Mr. DeVilbiss made a motion to renew the custodial contract with Gloria Winters. Mr. Hodson seconded the motion. Vote: Mr. DeVilbiss – Yes Mr. Hodson – Yes Mr. Moyer – Yes Motion passed. Mr. DeVilbiss asked about the contract with the Farm Bureau. Mrs. Winkler explained this is an ongoing contract unless 1 or both parties want to end it in writing. Mrs. Winkler asked if they had any questions. Mr. Moyer asked what the current bank balance was. Mrs. Winkler told the Trustees the current checking account balance is \$684,613.00. The Trustees discussed transferring more funds from the checking account to Star Ohio seeing the money is just sitting there. Discussion followed regarding insurance and when the township will begin receiving tax revenue. Mrs. Winkler stated we should begin getting the February cash advances near the end of January or first part of February. With no further discussion, Mr. Moyer made a motion to transfer \$434,000.00 from our US Bank checking account to our Star Ohio Investment account. Mr. Hodson seconded the motion.

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

**Ongoing Issues: Township Signs**

Mr. Hodson presented a picture of the new signs to the Trustees. The only change from the original design that was discussed at previous meetings, was taking the two State of Ohio portions out of the sides and remove the Montgomery County part to make the Jackson Township letters bigger at the top and bottom of the sign. As far as color, Mr. Hodson felt the blue/gray/white would be good colors to go with, staying a bit neutral. Discussion followed regarding the lay-out of the signs. Mr. Hodson said the designer in Brookville told him that once we decide on the design and color, he would make one sign so everyone could see what they would look like before purchasing more. Discussion followed on how many signs we need – may need 23 or 24, and the dimensions of the signs, and other ways to use this design.

Minutes Cont.'d

Mr. Hodson said a single post would be cheaper, and would do the job. Everyone seemed to like the blue/gray/white color. Mr. Hodson said if everyone approved this, he will contact the designer and have him make one for us and he would bring it to the next meeting. After some discussion regarding the size of the signs, Mr. Moyer made a motion to go ahead and purchase a 24", blue/gray/white Jackson Township sign. Mr. Hodson seconded the motion.  
Vote: Mr. DeVilbiss – Yes Mr. Hodson – Yes Mr. Moyer – Yes Motion passed.

**Trustees:**

**Mr. Moyer:** Mr. Moyer made a comment that one of local girls, Mackenzie Hoog, was chosen as the Montgomery County Fair Queen and will be competing for the State title. Mrs. Kozarec explained that all individual Montgomery County Fair Queens go to compete, and Mackenzie was chosen over everybody. She will now represent all fairs in Ohio as "Ohio's State Fair Queen" - this is a huge honor. Mr. Hodson commented that Mackenzie is an amazing young lady. Discussion on fairs and queen competitions continued.

**Mr. DeVilbiss:** Mr. DeVilbiss informed everyone he will be attending the Ohio Township Association Winter Conference Feb. 5<sup>th</sup> – the 8<sup>th</sup>. Mr. DeVilbiss said he would check with the County regarding the new stop signs. Discussion followed on where to place the other signs we have on actual Township roads. Mr. Hodson commented that all we can do is wait and see what the County says and ask to see if we can adjust them if we have to. Mr. Hodson stated we need to be in compliance with all signs regardless where they're placed. Mr. Moyer commented that he thought when the signs were ordered, they were to be in compliance. Discussion followed. Mr. DeVilbiss and Mr. Pohl stated the signs need to be worked on – making sure the signs are reflecting the way they should. Mr. DeVilbiss had no further business.

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

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

Meeting was adjourned at 7:01 p.m.

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

Attested by: \_\_\_\_\_  
Randall DeVilbiss, President