



JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
BOARD OF TRUSTEES EMERGENCY MEETING
TUESDAY, SEPTEMBER 10th, 2019 – 6:00 p.m.

- I. Welcome / Pledge of Allegiance
Trustee Roy Mann, President, Jefferson Township Board of Trustees
- II. Moment of Silence to Honor our Military, Firefighters, Sheriff's Deputies, and Road Workers as they serve our community here and abroad.
- III. Call to Order / Roll Call **Roy Mann (X) M. Michael McLaughlin (X) James McGuire (N/A)**
- IV. Old Business
 - Mann: Tracey we are here for the Choice One project on Derby Road, is that correct.
 - Edwards: The total amount is \$82,408.
 - Mann: You are saying the in-kind money has to be covered with a Resolution.
 - Edwards: Yes. You only have \$44K of that \$82K. Inaudible Resolution No. 19-087.
 - McLaughlin: What made this change?
 - Edwards: There was an email that she got from Steve that says he reached out to Choice One and they said that Kay had made a \$200 mistake on the amount that Tracey signed that was typed up. The Issue 2 committee is being nice to Jefferson Township as it was addressed to her in reference to correct the \$200 mistake.
 - Woolf: From what he understands it that they made the \$200 adjustment on the same document that Tracey has signed and has been sent back to be resigned. It was caught by the Ohio Public Works Committee Director. They didn't have to, they could have rejected the application.
 - Edwards: We need to have a document saying the in-kind amount. We have 44K already allotted.
 - Woolf: We need 38,408 in the budget to encumber. You can make an addendum to 19-087 and not have to pass a new resolution. We will have to look at the budget sheets.
 - Edwards: She did not bring one. The one you have is probably going to be the most current because she hasn't done any bills since then. Basically, all she has to do is get that and resign this. She doesn't know what date we are supposed to put on it. She will put today's date she guesses.
 - Woolf: Printed a copy of the last fund summary report.
 - McLaughlin: The funds are coming out of the road, right.
 - Edwards: Right.
 - McLaughlin: Is there enough money in the fund code that we are using to make it.
 - Edwards: We have three different codes that we are using. The most is being taken out of the 2021-760-740. She doesn't remember what that one is, but it sounds like it might be Issue 2 line. But she doesn't remember how much was put in that line. This says 20k for that. It says permissive funds so maybe you can take it out of 2232. It says it for the 146815 but she doesn't know if we are ever going to start paying on that 146816 this year so you could probably take some of the money out of permissive tax this year. During the meeting it started out as 41, and during the meeting they changed it to 81. We did the resolution afterwards and she didn't catch it. When we changed the 82, we didn't rewrite the resolution. We got 51,434 in permissive -2231.
 - Woolf: Tracey, when we appropriated there was only 5k appropriated so what do we do about that 46K that you have polled but you didn't, but it wasn't appropriated.
 - Edwards: That is the rollover from the previous year.
 - Woolf: So, we can use it although it wasn't appropriated.
 - Edwards: We have to.
 - Woolf: There's your money guys. Page 10 or 11, permissive tax 51,434.53 is your cash balance
 - Edwards: She has to write a resolution to the county because that's increasing our ...
 - Woolf: Can they verbally give you an addendum to the current standing one and say take the additional money out of that fund. And that would be sufficient today for you to go ahead and sign this.
 - Edwards: Yeah but can we still have a resolution and amendment later for them to sign.

-Woolf: We will call it whatever we have to call it tonight on tape and then that's part of the emergency meeting tonight. If you are okay with that. It whatever you need.

-Edwards: Okay, she needs to have that because she doesn't want anybody coming back saying its not here. Nobody knows what we did. We've got 44 appropriated on the other one. So, you want to do 38,408 out of this.

-Woolf: That should suffice your number. It would be out of the permissive motor vehicle tax.

-Edwards: We will take it out of 420, she will have to move the money from the revenue into there. She will have to do that with the county. The pooled balance is 51. Then she will have to write a resolution for moving it in there adding it to our revenue and then appropriating it. That will be at the next meeting.

-Woolf: Just to refresh ourselves Trustees, he suggests that you pass an addendum to 19-087 between your original resolution to add the amount of 38,408 to come out of the fund code of 2231-330-420-0000 and request that the fiscal officer prepare a resolution to properly appropriate this amount. Is that okay Tracey?

-Edwards: Yes, and then you or they will prepare a resolution for the addendum to this right. They can sign it in the meeting.

-Woolf: Right, this verbal will do that. Right.

-Edwards: She will need that for the next meeting as well.

-Woolf: He will draft that amendment.

Trustee Roy Mann would like to make a motion to add an amendment to Resolution No. 19-087 to have the fiscal officer prepare a resolution to take out \$38,408 out of fund code 2231-330-420-0000 permissive tax. Seconded by Trustee Mike McLaughlin.

-Mann: Are there any questions? (N/A) May we have a vote please?

1st Motion: Mann **2nd Motion:** McLaughlin **Roll Call:** Roy Mann (yes) M. Michael McLaughlin (yes) James McGuire (N/A)

-Mann: Motion passes. This will be signed at the next meeting.

V. New Business

-Mann: Do we need to discuss the Montgomery County Land Bank.

-Woolf: Tracey, Roy received letters dated yesterday from the Land Bank wanting collection on those properties that you brought up in the past meetings. Can you make a note that at budget time you bring things like this to the table? Knowing that this has been an annual requirement every single year from the land bank. Because this is not in your budget right now.

-Edwards: They only hold those for three years and then they will come back to us so

-Woolf: He realizes that, but this bill now is for what they are holding.

-Edwards: She didn't know all of those were on the list.

-McLaughlin: to stand up for Tracey they are bigger amounts because if you look those up the majority of those are contract. And you have said time and time again whether it is a 5-year arrearage assessment or issue with the billing. Actually, we are robbing Peter to pay Paul. We take the money and pay that, we pay the land bank, they take the money and pay the lighting bill that's due for the auditor and we get the money back.

-Woolf: Right. And at the land bank meeting he attended Friday he had mentioned to all the communities that we are not to bill those properties. All of us have been billing it so it's our fault for putting that on the ledger.

-Edwards: and we just did it again this year because ...

-Woolf: There are two schools of thought. One camp says you can take it and you don't know who might buy that out of foreclosure. You might get \$1 out of somebody. So, why would you ever not assess them, otherwise you are cheating everybody else that is paying their assessment. The land bank is saying no, we don't want to go through the hassle of having to bill you guys all the time for the money in money out. The problem is if you don't bill, and the property sells, what sales. He doesn't know what you guys want to do because it is a decision that has to be made. If you want him to, he will call the auditor and ask if we can remove this particular bill. Just to get by this year. He will call the auditor if you like.

-McLaughlin: He would rather you not.

-Woolf: Back to what you were saying, he was not accusing Tracey of doing anything. He is asking her to remind us at budget time, these line items no matter how much less they are, or how much more. We don't need to worry about how many properties they have because that number will go up and down. Now that they have run out of money, they are no longer going to do what they've been doing. 2019 is over with. They will be selling the properties that they are holding for you now, but they are no longer going to be acquiring any new ones because they don't have any federal money. They are not quitting on this project; they are working on neighborhood acquisition projects. In his mind we need to budget every year for this as one of the regular costs we pay every year. It's hard for us every year as a team to remember everything we have. Right now, for this bill we have no money allocated for it, we have to find money in our current budget. (Noted to look in budget for reallocation of numbers)

-Mann: The total bill is \$7,495.93.

-Edwards: Discussion of budget fund codes.

-Woolf: The first one would be 1000-110-323-0100 repairs maintenance and building. He would recommend \$3K out of that. 1000-110-323-0200 repairs maintenance and equipment, right now it has \$4K in it he recommends \$3K. 1000-130-329-0403 \$1,500 out of that because we are close to the end of the year and these are nuisance properties.

-McLaughlin: Down the road, how hard is it to take \$7,500 out of the money that is going to be applied to the lighting district and put it back into these funds.

-Woolf: The State Auditors are going to have to explain to us where that money for the collections goes. If you remember there were comingling of funds in the past. The auditor told him or us where the proper money that has been collected on the 5-year assessment has to go. At least they said they know where all the trails came from. So, if it's all general fund and then back in the trash account they will tell us. If it doesn't and its spread out from other places and where it came from. You can't spend any of the lighting district money at this point. You spent \$50K to pay the auditor back. He did, well he shouldn't have been aloud to do that. That money should have been encumbered for every dollar collected from the assessment. According to the auditor you can't touch the lighting fund because you don't know where it is going to show up next year.

-Edwards: Her understanding is that we corrected that in 2016. And she has been putting it in the right place since then because they told her how to do it. If it's something that you talked to them bout then she doesn't know.

-Woolf: Before you fixed and even after you fixed it, the money prior to 2016, including 2016, that money has to go back to its rightful owner. None of us know yet where the auditor is going to say that money needs to go back too. The fix part was don't do it anymore.

-Edwards: The fix part is that we did move some of that money around and we ended up with the one fund we have.

-Woolf: He would recommend not touching the lighting fund until this thing gets all settled. You hate to go spend it on what you think is a good expenditure and all of a sudden, another audit comes along and says you weren't aloud to.

-Edwards: That can happen because if we have different auditors, they do it a little bit different and that's what she went through two times already.

-Woolf: Conversation of the encumberments for the telephone and stuff, monies haven't been spent but we have encumbered it by PO. We've got to encumber that money so wherever funds that money came from, that money doesn't show up to your department heads anymore as money that can be spent. Right now, it's mixed in there.

-Edwards: She hasn't gotten around to writing the PO's. What you signed Mike is the form to create the PO. She is hoping to get the other two trustees' signatures, as long as she has two signatures. Also, on the resolution itself it says attachment of the vendors itself that were awarded the contract; she didn't that information.

-Woolf: He will have Adrienne get that information for you. The only other thing, he got an email from the county saying the final bill for the storm water wasn't paid back in May when they passed the resolution. There is a fund code that you wrote on the front of the resolution that's out on the website, but they haven't received a check yet. He has a packet and resolution for Tracey. 19-055 code 1000-190-360-0105

-Edwards: Okay. This is the storm water, so the money should still be sitting in here. It has \$5K in it. So, she hasn't paid it yet, it's been encumbered, it just hasn't been paid.

-Woolf: Noted that he received a negative phone call that we promised the pay and they got the resolution and it was never paid.

-Edwards: Agreement to have the information in the trustee packets and resolution to move the money over and appropriate it.

-Woolf: Before we conclude the meeting, (inaudible) you have to have a written contract

-Edwards: She pulled the book out when she came in here. There is nothing with the telephone number on it, she thought she had it and she pulled out the book that she has. Before she got that folder, the administrative assistant, Shirley had it. She doesn't know if maybe it's still in the office possibly.

-Woolf: The phone company and Buckeye called and wanted a list of our telephone numbers so that they could get them ported to the new system. Added that he can't find the numbers. He went to Tracey first. There is a whole list of numbers plus the fax numbers. When you port something you can't take a verbal, we have a list of extensions but not telephone numbers.

-Edwards: The only other solution was that Pro on Call might have the list because they were involved in doing all that set up. It is not in her file.

-Mann: Now there are no other bills that we owe?

-Edwards: Well yeah, we still owe auditors because we only paid \$14K, the daily court reporters still coming in, we are going to have to find money for that. Cox Media, we are still getting stuff in for that. She hasn't been able to see what that amount is. Buckeye Business Solutions is still getting a lot of big amounts. The last one she thinks she got was \$2,900.

-Woolf: Would you work with all of us if you don't mind, put all of them on a list and how much they are and send them to the trustees so they can give you fund codes and you can knock out the bills instead of wasting so much time. It's just not productive for us not to be able to chew on this stuff prior; sometimes we don't know what you get in the mail. We want to help you. We need to know stuff.

-Edwards: she hasn't gone through them yet she just noticed when she opened them up so she can sort them. She has them all scanned in and she has a spreadsheet, all she has to do is put them together in an email and send them. Sometimes it's an oversight and she has to discuss it at the meetings. But she will do that, that is no problem.

VI. Adjourn – 8:09 pm

1st Motion: McLaughlin 2nd Motion: Mann Roll Call: Roy Mann (X) M. Michael McLaughlin (X) James McGuire (N/A)

Roy Mann – President

M. Michael McLaughlin – Vice President

James McGuire – Trustee

Adopted: 6th day of November 2019

Attest:

Tracey M. Edwards, Fiscal Officer