JEFFERSON TOWNSHIP

AGENDA
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
BOARD OF TRUSTEES WORK SESSION
Tuesday, October 17th, 2017 – 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 ( )  James McGuire ( )  Russell Back ( )

IV. Fiscal Officers Report – Tracey Edwards
   - Proposed new resolutions for regular meeting
   - Budget Meetings scheduled
   - Invoices and Bill Payment
   - Mail being opened and items missing
   - Damage to property not owned by township
   - Resolution being voted on after executive session not related to executive session discussions.

V. Old Business

VI. New Business

VII. Administrators Report – Steve Woof
   1) Christmas Party Discussion
   2) Reviews
   3) Annual Inventory
   4) Road Department

VIII. Trustees’ Comments / Reports
   • Trustee Roy Mann
   • Trustee James McGuire
   • Trustee Russell Back

IX. Adjourn

1st Motion: ____________________  2nd Motion: ____________________
Roll Call:  Roy Mann ( )  James McGuire ( )  Russell Back ( )

NOTE: Work Sessions are permitted to be held by Elected Officials, as granted by the Ohio Revised Code, as long as they are pre-announced to the public, it is held in a public place, and the public is permitted to attend. The Work Session is strictly for the purpose of discussion on Township issues, and NO Voting or Action is permitted to be taken in this meeting. The Public is not permitted to contribute or address the Work Session, unless the Trustees directly grant permission. The Work Sessions are recorded for public record purposes and maintained by the Fiscal Officer for Jefferson Township.

Mr. Roy Mann  Mr. James McGuire  Mr. Russell Back
President, Board of Trustees  Vice President, Board of Trustees  Board of Trustees

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III. Call to Order / Roll Call
Roy Mann (X)  	James McGuire (X)  	Russell Back (X)

-Woolf: Wished good evening to the Trustees, Fiscal Officer, and general public. The first part of our agenda is the Fiscal Officer Report. Tracey Edwards you have the floor.

IV. Fiscal Officers Report – Tracey Edwards

- Proposed new resolutions for regular meeting

-Tracey: Wanted to talk about a number of things. Two Resolutions that we have, #116 & #120. #116 Has blanks on there. As far as the vendors, she knows you guys have to look at the proposals and decide but it seems to her that these proposals or bids or whatever they are, as she didn’t see them until tonight, could be given to you guys ahead of time so that you will know which ones to have to put in the Resolution. Before the regular meeting. She doesn’t know if they have been because she didn’t see them until tonight. Her concern is that we have these blanks on the Resolution. She guesses you guys are going to decide during the regular meeting and then she will have to write the stuff in there. Is that what you plan on doing? She just wanted to know how you were going to do that process.

-Back: There were a few bids submitted that were given to them at the last meeting for the salt spreaders.

-McGuire: He would say that Randy is probably going to make a recommendation and we will have to pick one. Snow season is around the corner.

-Tracey: On #120 she wanted to know whose property is this that we are removing junk vehicles from. Does anybody know, does this belong to Rausch? Is it not our property. Are we going to put it on their property taxes? That is not in the Resolution. It needs to be clarified in there because it looks like the Township will paying to remove junk vehicles from any property in Jefferson Township.

-Woolf: He is not aware. It will be covered by the Zoning Director in our Regular Meeting. No it is not our property but our Attorney is requiring us to do it. We used the same template that they have used for years.

-Tracey: That is not saying it is right (using the template used for years). She just wants to get that clarified because somebody will come in here and say you moved vehicles off of this property without knowing the whole story of it goes on the (owners) property tax.

-Woolf: He understands that. Let John handle that during the Regular Meeting.

- Budget Meetings scheduled

-Tracey: She just noticed today that Steve sent out a message to everybody.

-Woolf: the last meeting in December falls on the date of the Montgomery County Township Association (MCTA) Banquet so we can’t be in two places at the same time so we need to reschedule the December meeting. He asked the Trustees what date would work for them.

-Mann: What about the following week?
-McGuire: December 14th?

-Woolf: If that works for everyone else.
- Tracey: Her question was just for this upcoming meeting on Thursday. Steve sent out an email regarding that meeting saying be prepared to discuss the general fund. She wanted to let you guys know that the package that she gave you on the table is the most current appropriations report and she also sent an email for the Auditor of State bulletin 2011-007. In Steve’s email he mentioned about salaries. The Fiscal Officer and Trustees have to do a percentage by filling out a form that has to be certified. The percentage that you spend on each department fund, whatever the case may be and it has to be signed and certified for the records. It explains that in the email that she sent. You can look up the Auditor of State bulletin or you can look at the email that she sent you.

-Woolf: Russ do you want to get back with the other Trustees whether the 14th works for you or not? We need that date set as we want to advertise it. December 14th @ 6pm.

-Tracey: What is the November date? Both at 6pm?

-McGuire: November 14th.

-Woolf: Confirmed. That way when you break down the three major parts of the budget, we do what we need to do and move on to the next division. Then put it all together at the end. It also gives you a chance to follow up on the meetings that we had before. Let’s say Russ has a question about the general and we don’t answer it that night we can come back to that question before we move on with the meeting and the next department head. That gives the department heads a schedule when they have to prepare their information for you guys in advance. He asked them at our staff meeting last Wednesday to prepare as much as they can in advance of their date to give you three Trustees to look at over that time so that you are not walking in cold turkey.

-McGuire: What is going to be the order of the budget meeting, you have general, road, fire?

-Woolf: General, road, fire.

- Invoices and Bill Payment

-Tracey: She is getting a lot of bills that are coming in late. She doesn’t know if somebody is holding them or the company that is invoicing us is just sending them late. In turn we have to go through the different steps in here to do the warrants and then you guys have to sign them. We are going to have to keep check on those. Also, she is getting some bills that are opened and some are not.

- Mail being opened and items missing

-Tracey: She is getting some bills where there is information missing. It will tell her that information is included and she will have to call the vendors to get that information to find out if it was included or if they didn’t include it. She doesn’t know if it is being taken out when it is opened or what. She has some issues with that. She doesn’t know why, she is sure there was a reason why it was opened but if something was taken out it should be put back in there.

- Damage to property not owned by township

-Tracey: She came in one day, actually noticed it at the last meeting, when she dropped something on the floor and looked up at the shredding bin that doesn’t belong to us has been sitting there. We have three of them or two at least that she knows of. It was torn up basically, it is standing but the sides are pulled out. She doesn’t know who came in the office and would have done that. That is not even our property. It is not owned by the Township. She doesn’t know who would have torn it up or why they would have torn it up. There is nothing but shredded paper that goes in there. She doesn’t know why it is torn up (there is a key that goes to each of them). That was a concern of hers.

- Resolution being voted on after executive session not related to executive session

-Tracey: It has been a sore point and she has brought it up several times. We have been receiving resolutions that have been voted on after executive session but they are not items that were discussed in executive session. As far as she understands you are not supposed to bring up resolutions after executive session that was not related to stuff that was said in the executive session. Especially those that were already typed up and could have been brought into the regular meeting and added to the agenda. She has a concern that is happening. One big concern was the
September 28th meeting where there were seven resolutions on there (the agenda to be discussed). You guys never got to them but they were all typed up. The message that went out said you were only going into executive session to discuss whatever the thing was about but you didn’t say anything about doing resolutions. Yes she knows you ended up not voting on the resolutions but the point is that they were there if you did get time to do it. Her concern is this continues to go on that’s why we had problems in the beginning of the year without somebody coming to either her or Adrianne to get to know what the next number is. We ended up doubling numbers because resolutions are being written without us knowing what the next numbers are. That gets confusing when it comes to doing the minutes. Other than that she doesn’t have anything else to discuss unless somebody has questions of her or concerns with her.

V. Old Business
-Back: He has a couple of questions about the insurance job. The roofing job that we had done at Station #59. When he looks at the bids, he went by there and noticed that the down spouts were replaced and the faucets. That was not included in the insurance claim and we did not bid that work. We did not get three bids, and he doesn’t not know who made that decision to go ahead and go with roofing company and have that done. That is not following procedure. We do not have three bids justifying the work that was done.

-Tracey: Seems to her that all the Trustees should have been in on making that decision. Nobody is answering that question. When the bill comes, and she doesn’t have any paperwork signed that says you guys agree to it then it can’t be paid. If you are telling her that the bid doesn’t have those things on it then she can’t pay for those things. Because you guys didn’t agree on it.

-McGuire: How much extra work was done?
- Woolf: The soffits, we had those other three bids that the Chief looked at. They did the soffits, the flashing because you never replace a roof without getting the flashing done. Otherwise you have leaks that occur. We found that out with the old flashing that wasn’t bid in the original roof bid. He and Chief worked with the contractor to fix that problem. They went with the spouting as well as the wrapping of the facial board because again, it all needs to be done when you are doing it.

-Back: Are you saying that Chief Sexton made that decision?
- Woolf: He was with us when we made that decision. Because we talked about what we were doing in steps with that building.

-Back: You say he was with us, who made the decision to go ahead and have the extra work done that wasn’t included on the insurance. It wasn’t included on the bid. So we have to determine how much extra was paid to that contractor for the work that was not included.

- Woolf: He believes he did because it has to be done when you are doing a roof. We have the bids, the bids from the contractors that you brought in so we went ahead and had it done when we were having the roof done. It was not part of the insurance. It hasn’t been paid yet. We are still checking out to make sure we don’t have leaks that occur. With the pretty heavy rain we had last week, it was a pretty good test. He and the Chief are going to reevaluate as soon as they get the next rain. They had all the troubles with the water coming off of the bad spouting and it was going to damage the inside of the building if the roof was put up there without the proper flashing. It all had to be done at the same time to prevent any problems. Chief was standing there with him the entire time that they were doing the work.

-Back: He doesn’t think the Chief has a whole lot to say whether or not to make a call to have the contractor do additional work. He doesn’t see why he would take it upon himself to make a decision.

-Woolf: He did not say Chief did by himself. They were there together.

-McGuire: It comes back to what was the difference in the extra work?
Woolf: The total bids he has were in the $8K range for everything. For soffits, gutters, down spouts, and the flashing. That's where the other bids came in at. You do that work at the same time as you should have otherwise you have to lift the roof back up and you violate a warranty you may have with the roofing. The insurance company isn't going to pay and say separate so you have to do all of that work almost continuous or you get into a problem where you are upsetting or violating the contract warranty on the new roof.

-Back: Wow. He understands that. $8K is a substantial amount of money, he would have thought that he would have got a telephone call or the other two Trustees as far as decision making as far as asking.

-Woolf: They did get a telephone call.

-Back: You didn’t say that initially.

-Woolf: You didn’t ask. He talked to Trustee Mann about it and he is over the Fire Department.

-Tracey: She apologizes but why didn’t Mr. Mann speak up when that was asked. That’s what she said, somebody should be notified when these decisions need to be made.

-Woolf: You have got to understand, he got the quotes together, and Mr. McGuire got quotes together just like they were asked to do. Then he said that this all has to be done at the same time and he asked Mr. Mann who is over the Fire Department. He was following what he thought was protocol.

-Back: It started out that Chief made the call and he made the decision.

-Woolf: He never said Chief made the call.

-Tracey: You never mentioned Mr. Mann or Jim or any of the other Trustees.

-Woolf: He is not going to get into a debate. He asked the people that he is assigned to report to for each project. And that is what he went to. He didn’t think he had to answer to you?

-Tracey: She didn’t think she had to answer to him either. You make it seem like that. We are not debating that. The point she is debating is why isn’t somebody speaking up. There are other Trustees sitting here not saying anything. Russ is asking a question.

-Mann: First of all, you have got to understand what people are talking about. He is listening to what the Administrator is saying, Russ is asking questions and then you got to make a comment. But in replacing a roof there are certain works that have to be done. Evidently it was missed on the bid. So we’ve got to do it.

-Tracey: She understand that. You’ve got to approve that then right?

-Mann: At the time we can’t hold up the project. The decision was made to spend the $8K.

-Tracey: They do that all of the time. They will hold up a project until you make a decision.

-Back: Did you receive a phone call Mr. Mann and you okayed the job?

-Mann: Yes.

-Tracey: That is all we need to know to have it on record because if she gets that and somebody asks her why she paid that she can have it as a matter of record that the Trustees approved it.

-Mann: Okay it is on record.

-McGuire: But the cost of this work was in line with the numbers that we had. He didn’t catch it on the bid that we went with. You guys didn’t. They are in the middle of a job, the work is going on, we’ve got rain coming in and out, that’s a decision that was made in the process of a job.
-Tracey: The point is that the Trustees have to approve it on the bill when the bill gets paid. That is the only point she is making. When we get audited and they ask her was this approved. She can say it was all approved. They will be looking into that.

-Mann: Alright, any other questions on that?

VI. New Business

-Mann: Liquor license. Union Market 3, 6270 W. Third Street. Is that something that John is working on? It is due November 6th. Date stamped October 16th.

-Woolf: He is not aware of that. Was this an application that was submitted to you? What is the date on the outside of the envelope?

-Tracey: It just came in the mail.

-Woolf: Then we haven’t had a chance to respond to it. Can we make sure John gets that.

VII. Administrators Report – Steve Woolf

1) Christmas Party Discussion

-Woolf: Last year there was some discrepancies about Christmas parties and things that you did as Trustees and what has traditionally been done historically. He wanted to bring it in front of your three and ask you what you want done this year. Dates, times as a group so the staff knows how to plan accordingly. Do you have any ideas or thoughts of what party that should be or where?

-McGuire: He would like to see one collective employee party.

-Mann: Traditionally the Fire Department has always held a party at Station #59.

-Woolf: Is that what you want to propose this time?

-Mann: Unless someone has better idea.

-McGuire: What is best suited when to deal with food.

-Woolf: What is least expensive, something to carry-in. Russ are you okay with that. Or do you want something different?

-Russ: He knows what has been done traditionally. He feels like one collective Christmas party would be sufficient. That is just his opinion. So things go smoothly and the way it has always been done it probably be best to leave it the way it has been.

-Woolf: The community seems to always have a daytime party for the kids with Santa here during the day, then they had the Fire Department, and staff had their own. What he thinks he hears is he wants everybody and community at one party or two separate or no community party at all. He wants to get it on the calendar, and staff working on it, Chief has also been asking.

-Mann: Are we saying one during the day and one at night?

-Back: It would probably be better. The kids taking pictures with Santa. We’ve got a pretty big staff as far as the fire department. It would probably work out better if we just left it alone the way they have been having their Christmas parties the more he thinks about it. Rather than trying to switch everything up.

-Mann: He will agree with Mr. Back.

-Woolf: Let’s switch to the money hat on this thing. He knows Tracey always heads this up. There needs to be some money that helps put this thing together. Adrienne and Corby do a really good job with the Santa party. Chief does a pretty good job for theirs. Last year he had just gotten here and he believes there was $250 put aside for each party. Tracey correct him if he is wrong. Do you know how much the Township provided to the staff throwing a daytime
party for the children? We also had a sponsor. Last week the staff was trying to pick a date when Blairwood Elementary was out of school. The party last year was held while they were still in school so we didn’t have a large number of children come but maybe we will have that this time because they want to pick a date when the school is out. He knows you guys don’t have dates picked do you have any dates to stay away from as Trustees where you have dates that you can’t be here.

-Tracey: The fire department pays their own. She doesn’t know if he wants to change that this year. She thinks we did about $200. She doesn’t think we spent that much we just allotted that much. We had a sponsor from the Dynergy aggregate company, she doesn’t remember the amount. We had to solicit them for it.

-Mann: Let’s let the Fire Chief and Administration pick the time and if they have a problem with that they will discuss it.

-Back: Thinks it is a good idea to try to schedule it when Blairwood Elementary is off. It would be nice to go ahead and put something on the website to get donations for gifts for the kids.

-Woolf: Thinks Tracey still has gifts from last year in her office.

2) Reviews

-Woolf: He announced to the staff that we will be doing reviews in the month of December with all staff. He has Adrianne preparing the review paperwork packet for each employee and the department heads will take that packet and review each employee. In the packet will be things like waivers, updated beneficiary forms, workers compensation updates and tax form updates. Pretty much anything that we need to update their employee file with will be in that review packet. Department heads have a date that they will be returning those. Then he will be reviewing the department heads. He invites the three Trustees if you want to come into the review process. You don’t have to but he asks you to participate last year because he was brand new. Those dates have not been picked yet. We want to have them done by the 18th of December. That’s our key to have them all in.

3) Annual Inventory

-Woolf: At the same time he asked staff to have their inventory done by December 18th. We have almost all of the requirements that we have to have done. That still gives you Trustees one more meeting in 2017 in case you want to do any action based on any of those reviews. You do have the closeout meeting that you are supposed to hold at the end of the year that is also a date that you can take action on something if you choose to.

4) Road Department

-Woolf: He is asking for an executive session after the regular meeting at 7. The results are back from the background check as well as the drug screening. He wants a little guidance from you folks on what you want to do.

-Tracey: When you mention reviews. Steve has been here a year now, are you guys going to do a review? She is just asking.

-Back: Should be.

VIII. Trustees’ Comments / Reports

• Trustee Roy Mann

-Mann: It’s October 17th and he sees on the schedule we are going to talk about salt spreaders. That is an issue as snow is right around the corner. We are not going to have a lot of time, that is something we are not going to be able to put off until another time so just keep that in mind when we come up to vote on that issue. There again we need employees to get that done. Those are two critical things that are coming up here tonight.

• Trustee James McGuire – No Report

• Trustee Russell Back

-Back: he doesn’t need an answer tonight but wants to know where we are on the road log. There have been a lot of purchases pertaining to the road department this year. He wants to know what all has went in to paying attention to
the preventive maintenance on the equipment we have. To his understanding we have a surplus of leaf blowers and
cchainsaws. Most of that equipment is manufactured by Steele. His concern is that we go out and buy new instead of
taking care of the equipment that just needs a little preventive maintenance.

-Woolf: He will respond about that. During the storm we all incurred with the old equipment so during the day on
one of those clean up days we didn’t have a single chainsaw that ran. So Mr. Mann was here during the day and we
made an emergency decision with the EMA Director of the County was sitting in on this and said these gentleman
have to have tools to go cut these trees down. There hasn’t been any purchase of chainsaws since then. It was
because of that storm. That is the only reason why there’s a couple more but they also talked to the Fire Chief about
taking some of the ones we can get PMd and maybe transitioning 1 or2 to his fire engines. We haven’t got to that
point yet.

-Back: He has personally used those chainsaws. They either needed the chains sharpened or an extra chain or a tune-
up. He personally takes his chainsaw every year and have it tuned up. Do we have PM paperwork?

-Woolf: We ran that on schedule, all of the equipment, PM’d and dump trucks as we have been doing all summer.
Once that is done we will have a PM cycle. Then we are going to go to the hand tools that we don’t normally use in
the winter time. That’s what we are doing so whenever the season goes out, we PM that equipment so as everybody
knows you don’t put something back wet. You fix it. So we are going through all of this equipment, since he has got
here, one piece at a time to make sure they are preventive maintenance (PM’d) with a certified mechanic and any
small repairs are being done by Randy at this present time. He has done several small repairs not to send it out to a
mechanic. The equipment as you all know is antiquated, there’s some age to it and it hasn’t been very good PM
done to it. He as a responsible party don’t want a single employee sitting on anything that doesn’t have good PM
records by a certified mechanic. That is what we have been doing all summer. We have mechanic reports. When
Randy repairs something there is a log filled out for repairs.

-Back: Do we have a log for the employees as far as their day to day duties?

-Woolf: We are starting to use that but since we only have 1 ½ people all summer long we haven’t had a great deal of
opportunity to do that because we have had an unsettled road department. Soon as we get these people, whoever
you decide as Trustees to hire, we will be fulfilling that requirement. He will take Russ’ concerns. Thank you.

IX. Adjourn

1st Motion: Trustee Back
2nd Motion: Trustee McGuire

Roll Call: Roy Mann (X) James McGuire (X) Russell Back (X)

Signed:
Roy Mann — President
James McGuire — Vice President

Russell Back — Trustee

Adopted: 8th day of November, 2017
Attest: Tracey M. Edwards, Fiscal Officer

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