



Perry Township Board of Trustees

3025 Johnsville-Brookville Road, Brookville, Montgomery County, Ohio 45309
Office: 937-833-3045 | 937-833-6491 • Fax: 937-833-5219

BOARD OF TRUSTEES SPECIAL MEETING MINUTES

December 2, 2025 @ 5:00 p.m.

Location: Administrative Building

3025 Johnsville Brookville Rd, Brookville, OH 45309

Meeting was called to order by President Trustee Warner @ 5:00 p.m.

Pledge of Allegiance

Roll Call:

	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Attendance was as follows:

Township Officials	Title	Present	Absent
Boyd Warner	President Trustee	X	
Hayes Johnston	Trustee	X	
Blaine Heeter	Trustee	X	
Amy Hoover	Fiscal Officer	X	

Trustee Hayes Johnston

- reported that Casey's has expressed interest in taking over the township's fuel card program.
- Current vendor Speedway has not been cooperative in providing detailed dividend/rebate breakdowns.
- Casey's locations on Arlington Road and in New Lebanon meet the township's geographic needs.
- Trustee Johnston will respond to the Casey's representative and turn ongoing administration over to Fiscal Officer Amy Hoover, who will manage the program.

- Emergency CDL Driver – Temporary Position
- Due to winter weather, the township's one CDL driver was out 11 hours 25 minutes plowing township roads and Pymont alleys.
- Trustee Johnston proposed creating a temporary part-time CDL Class A driver position at \$20/hour.
- A current part-time employee (who also works for ODOT) holds a valid CDL-A and is willing to take call-up work but not at the current ~\$17/hour rate.
- Trustee Johnston plans to bring a formal resolution at the next regular meeting to authorize the position.

- Credit/Debit Card for Roads and Cemetery

- Trustee Johnston noted that Roads & Cemetery staff often need to make purchases at vendors where the township has no account.
- Currently there is no credit card available for those purchases.
- Johnston proposed obtaining a township credit card, in the name of Trustee Boyd Warner, for roads and cemetery purchases, consistent with the township's credit card policy and PO requirements.
- Trustee Warner noted ongoing issues with Huntington Bank related to multi-layered authorizations; most have been resolved and the remainder is expected to be resolved shortly.

- Steck Road Project – Work in Kind

- Trustee Johnston updated the Board on the Steck Road project.
- Contracts have been located; a signed copy is also expected in Roads & Bridges files.
- Township had agreed to perform certain work in kind, primarily about 300 feet of culvert work.
- Choice One (project engineer) provided a proposal of approximately \$39,060 for this culvert and related work.
- Construction is expected in spring when asphalt plants reopen.
- Caleb (Road Supervisor) indicated culvert work could be completed after the road is in, though it is preferable beforehand.
- Board will determine whether to self-perform or contract out the culvert work before spring.
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- Purchase Order (PO) Authorization Log

- Trustee Johnston recommended implementing a PO authorization log to:

- Track all POs,
- Verify availability of funds,
- Ensure proper authorization and assignment of PO numbers, especially for larger repairs (e.g., truck repair at Long's).
- This log will be administered by Fiscal Officer Amy Hoover once fully up to speed in the role.

- Cemetery Mowing – Request for Bids

- A request for bids for cemetery mowing services was issued in November with a closing date of December 5, 2025.
- To date, only one sealed bid has been received despite multiple expressions of interest.
- Trustees discussed the need to:
 - Extend the bid deadline, and
 - Clarify request details (number of cemeteries, contract term length, etc.).

Trustee Warner moved to extend the deadline for sealed bids for mowing and trimming services for township cemeteries until December 31, 2025, to allow time to revise and clarify the request and encourage additional bidders.

Trustee Heeter 2nd.

Roll Call:

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Motion approved

• Roads and Cemetery Supervisor Position

- Trustee Johnston reported that one applicant has submitted a resume.
- The applicant is seeking more of an operator position ("Brad's job") rather than the supervisor role ("Caleb's job").
- Applicant has extensive equipment experience and a CDL and is actively seeking any available work.
- Board agreed to review the resume and consider the applicant for potential future full-time or part-time openings but took no action at this meeting.

Trustee Warner

• Brookville Fire Contract

- Trustee Warner summarized recent discussions with the City of Brookville regarding the fire and EMS contract.
- Brookville's legal counsel recommended a three-year agreement, but the township:
 - Secured an "out" clause after Year 2, allowing termination of the third year with written notice by July 31, 2027.
 - Upon such notice, parties must enter good-faith negotiations for a new agreement beginning in 2028.
- The agreement includes:
 - Known rates for all three years,
 - A provision allowing 50% of surplus funds to rollover to the following year to offset increases, based on fire levy revenues and historical surpluses.

Trustee Warner moved to enter into an Agreement for Fire Protection and Emergency Medical Services between Perry Township and the City of Brookville, effective January 1, 2026, through December 31, 2028, with the township retaining the option to terminate the third year per the contract's notice, Trustee Johnston 2nd.

Roll Call:

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Motion approved

- Trash Billing – Rumpke / WRCOG
- Trustee Warner noted this is the last year of the current contract through the Western Regional Council of Governments (WRCG), which includes Farmersville, German Township, Jackson Township, and Perry Township.
- Contract term: October 1, 2023 – September 30, 2026.
- Township:
 - Prints, mails, and processes quarterly trash bills,
 - Currently charges residents \$70 per quarter, with costs essentially break-even (billing, postage, printing, and admin).
- Rumpke's contract rate for the coming year increases by about \$5 per quarter per household.
- To stay in line with the contract while keeping rounding simple, Trustee Warner proposed increasing the quarterly rate from \$70 to \$75.
- Trustee Johnston noted Clay Township has Rumpke bill residents directly; Trustee Warner agreed to explore such options and to attend the upcoming WRCG meeting and shop alternatives.

Trustee Warner moved to increase township trash bills from \$70 to \$75 per quarter, effective with the next billing cycle, to fully cover contract and administrative costs.
Second: Trustee Hayes Johnston.

Roll Call:

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Motion approved.

- Interlink Phones
- Warner reported that new Interlink phones have been received, but he has not been able to reach Interlink (Ben) for setup details.
- Item was tabled until Warner can obtain an update from Interlink.

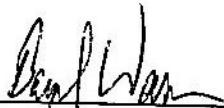
Adjourn

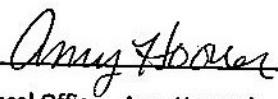
With no further business, Trustee Warner moved to adjourn the meeting.
Second: Trustee Heeter.

Roll Call:

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

The meeting was adjourned 5:34 pm


(Boyd Warner, President)


(Fiscal Officer, Amy Hoover)

Temporary Part-Time CDL Class A Driver Position

Position Overview

This temporary, part-time position is created to support essential services and emergency logistics within the roads department. The role specifically requires a current part-time employee who holds a valid CDL Class A license to operate snowplows and provide critical transportation services during emergency situations.

Key Responsibilities

- Operate snowplows and other road maintenance vehicles as needed during essential service periods or emergency logistics situations.
- Respond promptly to call-ups from the Roads and Maintenance Supervisor or supervising Trustee to perform duties under emergency conditions.
- Maintain high standards of safety and professionalism while carrying out all assigned tasks.

Qualifications

- Valid CDL Class A license is required.
- Demonstrated ability to safely and efficiently operate large road maintenance vehicles, including snowplows.

Compensation and Work Conditions

- Pay rate is set at \$20.00 per hour for duties performed under essential services and emergency logistics while detailed to this position.
- Minimum call-up period is two hours of pay, regardless of the actual time worked.
- Once essential services or emergency logistics duties are completed, the employee will return to their regular part-time duties at the prevailing pay scale.

Roads and bridges daily log 4 Tuesday December 2nd 2025

During the snow condition level 1 today our roads department:

- Clocked in at 0400, 2 December 2025 and clocked out at 1525 for a total of 11 hours and 25 minutes.
- For this condition our roads department ran (plowed) all of our roads that are maintained by Perry Township twice and Pyrmont alleys once.

SPECIAL MEETING SIGN-IN SHEET

Date: December 2, 2025 @ 5:00 P.M.

Name

Address