



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 23, 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 Warner

- Job Posting on Indeed
- Trustee Warner reported creating an Indeed job posting for the open township position using the previously prepared job description, including required qualifications (e.g., CDL).
- He explained the advertising options and proposed a \$5/day sponsored budget (approx. \$150/month), noting the ability to pause or stop anytime.
- Trustee Johnston supported using a daily amount for flexibility and to capture initial applicant interest.
- Trustee Warner motioned to Set the Indeed posting at \$5/day for 30 days or until the position is filled.
- 2nd by: Trustee Heeter

Roll Call:

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

Trustee Warner reported that Dale Seim (BZA) and Sherry Simon (Zoning Commission) both agreed to renew their four-year terms.

- Motion: Approve renewal of Dale Seim to the BZA and Sherry Simon to the Zoning Commission, each for a four-year term.
- Motion by: Trustee Warner Second by: Trustee Heeter

Roll Call:

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

Trustee Johnston

Temporary CDL Driver Arrangement / Snow & Roads

- Trustee Johnston described a temporary part-time CDL Class A driver arrangement, using existing part-time employee Ron (who holds a CDL) to drive a second truck in severe weather.
- Purpose is to reduce overtime burden on full-time employee Brad and ensure road coverage during winter events until the supervisor position is filled.
- Trustees discussed use during declared weather events and impact on overtime.
- Pay rate was discussed in relation to existing part-time and temporary pay scales; no final formal pay raise action was taken for Brad.
- Proposal to increase Brad's pay from \$19.50 to \$22.00/hour was not approved; trustees agreed to revisit at the next regular evaluation.

Organizational Meeting – January 2026

Trustee Warner proposed the 2026 Organizational Meeting for Tuesday, January 6, 2026 at 5:00 PM.

- Consensus reached to set this date and time for officer elections, liaison assignments, and annual resolutions.

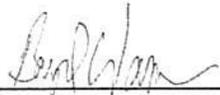
Temporary Appropriations for 2025 – Resolution 25:53

- Title: Resolution authorizing temporary appropriations for 2025 and permitting the Fiscal Officer to make year-end revenue and appropriation changes as required to close 2025 and open 2026.
- Motion by: Trustee Warner
- Second by: Trustee Heeter

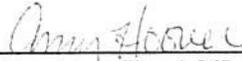
Roll Call:

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

Amy Hoover explained temporary appropriations for the first quarter, including increases in salaries and health insurance in anticipation of higher costs.



(Boyd Warner, President Trustee)



(Amy Hoover, Fiscal Officer)

NOTICE

You are hereby notified that the Board of Trustees of Perry Township will hold a Special Meeting on Tuesday, December 23 @ 5:00 P.M. Topics to be discussed:

- **Roads & Cemetery Supervisor (indeed posting options)**
- **Interview Candidates for Roads & Cemetery and Zoning Administrator**
- **BZA and zoning commission board members**
- **Resolution to add bad weather or emergency services for temporary provided to Trustees to be added to the handbook**
- **Increase pay for current employee to \$22 an hour**
- **Schedule organizational meeting for January**
- **Resolutions for New Lebanon Fire/EMS and for Brookville Fire/EMS Services**
- **Resolution for Law Enforcement Services**
- **Resolution for Temporary Appropriations for 2025**
- **Executive Session pursuant to ORC 121.22 (G)(1) to consider the employment of a public employee and to interview potential employees**
- **Appropriations for Funds**
- **Final Review of Towing Contract and Law Enforcement Contract**

Meetings can be attended in several ways:

- In person at:
 - 3025 Johnsville Brookville Rd, Brookville OH 45309
- Zoom application with dial in audio
- Zoom application with computer audio
- Audio only by dialing in

The URL for the meeting is:

<https://us06web.zoom.us/j/94128276657?pwd=dUNiaGU1Lzc4UHljWG1rOGwvN2l0QT09>

Meeting ID: **941 2827 6657**

Passcode: **862891**

For dialing in, the following numbers can be used:

- (646) 558-8656
- (312) 626-6799
- (720) 707-2699
- (253) 215-8782

Please contact the township administrative office at (937) 833-3045 or email at offices@perrytownship-mcoh.org if you have any questions.



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RESOLUTION NO. 25:56

A RESOLUTION Authorizing Temporary Appropriations for the First Quarter of 2026

The Board of Trustees of Perry Township, Montgomery County, Ohio met in Special Session on the 31st day of December, 2025 at 12:00 p.m. with the following members present:

	Present	Absent
Trustee Warner		✓
Trustee Johnston	✓	
Trustee Heeter	✓	
Fiscal Officer Hoover	✓	

WHEREAS, the Perry Township Board of Trustees give permission for the current Fiscal Officer to make year end revenue and appropriation changes as required to close year 2025 and open year 2026.

WHEREAS, the Perry Township Board of Trustees accept the Temporary Budget for the first quarter of 2026.

Trustee Heeter moved for the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Perry Township, Montgomery County Ohio that to provide for the current expenses and other expenditures of the said Board of Trustees, during the fiscal year ending December 31, 2025, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year as follow:

1000	General Fund	\$32,194.87
2011	Motor Vehicle Tax Fund	\$2550.00
2021	Gasoline Tax Fund	\$44,294.50
2031	Road and Bridge Fund	\$64,251.85
2041	Cemetery Fund	\$15,475.00
2071	Garbage & Waste Disposal Fund	\$99,609.00
2081	Police District Fund	\$211,364.09
2111	Fire District Fund	\$208,055.80
2221	Drug & Law Enforcement Fund	\$0.00
2231	Permissive Motor Vehicle License Tax	\$31,741.91
2261	Law Enforcement Trust	\$1399.28
2271	Enforcement & Education Fund	\$2943.43
2272	American Rescue Plan Act	\$4772.26
2401	Light District Assessment	\$900.00
	Total of all Funds	\$719,551.99

The Resolution was seconded by Trustee Johnston and the roll being called upon its adoption, the vote resulted as follows:

President Trustee Warner () Trustee Heeter (✓) Trustee Johnston (✓)

Adopted: 31 day of December, 2025.

brad.bolanger@perrytownship-mcoh.org

12/22/2025 1:59 PM

meeting report

To Hayes Johnston <h.johnston@perrytownship-mcoh.org>

Snow and ice; I was out Saturday day of storm and Sunday morning day after storm. The next few days was pushing back drifts and adding more salt where needed.

We have all our trucks back from the shop. Brine pump has been repaired and picked up.

I sold 2 graves this week and had one burial at pleasant hill.

Brad Bolanger

Perry Twp Roads&Cemetaries

Phone: 937-833-5578

Email: brad.bolanger@perrytownship-mcoh.org

Address: 15226 Providence Pike Brookville Oh 45309

brad.bolanger@perrytownship-mcoh.org

12/22/2025 1:51 PM

accident in jackson twp. truck

To b.warner@perrytownship-mcoh.org • Blaine Heeter <b.heeter@perrytownship-mcoh.org> • Hayes Johnston <h.johnston@perrytownship-mcoh.org> • Amy Hoover <a.hoover@perrytownship-mcoh.org>

Boyd asked me to list some info regarding my accident in the Jackson Twp. vehicle.

December 17 2025 appr. 0745

Other party involved: Troy Wolfe ph. 9372861871

Jackson Twp. Vehicle 2011 Dodge Ram Dump Truck

Troy Wolfe Vehicle 2024 Dodge Ram Pickup

Both vehicles had damage to drivers side mirror.

I spoke with Troy Wolfe today, Dec 22 2025, he is covering the damage to his vehicle, as we are covering the damage to the Jackson Twp. vehicle.

I have not received the estimate back from Howells Body Shop as of right now.

Brad Bolanger

Perry Twp Roads&Cemetaries

Phone: 937-833-5578

Email: brad.bolanger@perrytownship-mcoh.org

Address: 15226 Providence Pike Brookville Oh 45309

brad.bolanger@perrytownship-mcoh.org

12/23/2025 6:59 AM

Jackson Twp. Truck

To Hayes Johnston <h.johnston@perrytownship-mcoh.org> · b.warner@perrytownship-mcoh.org ·
Blaine Heeter <b.heeter@perrytownship-mcoh.org> Copy Amy Hoover <a.hoover@perrytownship-
mcoh.org>

Good morning. I have forwarded the estimate for the repair from Howells. I need someone to give me
the go ahead to proceed with the repair.
Thanks

Brad Bolanger
Perry Twp Roads&Cemetaries
Phone: 937-833-5578
Email: brad.bolanger@perrytownship-mcoh.org
Address: 15226 Providence Pike Brookville Oh 45309

Motion to Increase Pay for Current Full-Time Employee

Proposal for Salary Adjustment

Background

This motion is being proposed to address the compensation of a current full-time employee. After a review of performance, responsibilities, and market standards, it has become evident that an adjustment to the employee's pay is both justified and necessary to recognize their contributions and ensure ongoing satisfaction and retention.

Details of the Motion

- Employee Status: Full-time
- Current Role: [Maintenance, Roads and Cemetery]
- Current Salary: [\$19.50 per hour]
- Proposed Increase: [\$22.00 per hour]
- Effective Date: [
- First pay period (January 2026]

Rationale

The following points support the motion to increase pay for the employee:

1. Performance: The employee has consistently met or exceeded expectations in their role.
2. Responsibilities: The scope of duties and responsibilities has expanded since the last salary review.
3. Market Comparison: Compensation analysis indicates that the current pay is below the market average for similar roles.
4. Retention: Increasing pay will help retain valuable talent and reduce turnover risk.
5. Recognition: The adjustment serves as recognition for the employee's dedication and impact on organizational success.

Recommendation

It is recommended that the governing body approve the proposed pay increase for the current full-time employee, effective as outlined above. This measure will support employee morale, organizational stability, and continued excellence.

Action Requested

A motion is hereby submitted for approval of the proposed pay increase. Upon approval, Fiscal Officer will process the adjustment and notify the employee accordingly.

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.

Resolution: Addition of Bad Weather and Emergency Services for Temporary Fleet Up Position

Supporting Part-Time Employees in Temporary Roles

Background

In response to operational challenges caused by adverse weather conditions and emergencies, there is a need to ensure the safety and support of part-time employees assigned to temporary fleet up positions. These employees play a crucial role in maintaining service continuity during periods of increased demand or unexpected events.

Resolution Statement

Be it resolved that, effective immediately, the organization will implement dedicated bad weather and emergency services for part-time employees serving in temporary fleet up positions. This resolution aims to provide additional resources, assistance, and protection to employees whose work conditions may be affected by inclement weather or emergency situations.

Key Provisions

1. **Access to Emergency Services:** Part-time employees in temporary fleet up roles will have direct access to emergency support services, including transportation assistance, shelter resources, and communication channels during severe weather events or other emergencies.
2. **Safety Equipment and Training:** The organization will provide appropriate safety equipment (such as weather-appropriate gear) and relevant training to ensure employees are prepared for adverse conditions.
3. **Flexible Scheduling:** Scheduling adjustments will be made to accommodate absences or delays caused by bad weather or emergencies, without penalty to the employee.
4. **Rapid Response Protocols:** Temporary fleet up employees will be included in rapid response protocols to ensure timely communication and support during emergencies.

5. **Wellness Checks:** Supervisors will conduct regular wellness checks on part-time staff during periods of bad weather or emergency deployment, ensuring their safety and well-being.
6. **Compensation and Coverage:** Employees affected by bad weather or emergencies will be eligible for additional compensation determined by organizational policy.

Implementation

Managers and supervisors are responsible for communicating these provisions to all part-time employees assigned to temporary fleet up positions. Trustees will update policy documents and training materials to reflect these changes. The resolution will be reviewed annually to ensure effectiveness and to incorporate feedback from staff.

Conclusion

This resolution demonstrates the organization's commitment to the safety, well-being, and operational support of part-time employees in temporary fleet up positions, especially during times of bad weather or emergencies.

Rationale for Proposal

This staffing proposal is designed to address both immediate operational requirements and long-term workforce planning needs. By leveraging current employee flexibility and strategically hiring for key positions, the Township can achieve cost-effective solutions while maintaining service quality. Additionally, this phased approach allows for ongoing assessment of staffing efficiency and adjustment based on changing demands.

Rationale for This Approach

This multi-step proposal aims to ensure operational stability during the winter months while providing flexibility in staffing decisions. By proactively addressing both the supervisor vacancy and the need for additional CDL drivers, the Township can maintain essential services without disruption. Engaging with Brad about his future role has also helped facilitate a smooth transition and demonstrated responsiveness to employee input.

Recommendation for Supervisor Position

It is proposed to approach Caleb with an offer to return to Perry Township in the capacity of maintenance supervisor. His experience and familiarity with township operations make him a strong candidate for this leadership role.

Interim Staffing Strategy

While the search for a permanent supervisor continues, it is recommended to conduct interviews for a potential second worker position. The intention is to hire a suitable candidate who, alongside Brad, would ensure that there are at least two CDL drivers available for the upcoming winter season. This approach addresses immediate operational needs and maintains service continuity.

Transition Plan for Worker Positions

If a supervisor is appointed and the newly hired worker can assist Brad, the plan would be for the new worker to assume the full-time position. Brad, having expressed willingness, would then transition into a part-time role.

Additional Staffing Considerations

It is further recommended to retain both worker positions and hire an additional part-time employee as necessary. For specialized or excess work, contracting out services should be considered on an as-needed basis. This approach will require increased involvement and management from the Trustees to ensure smooth operations and oversight.