

CLAY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

April 1, 2025

6:00 P.M.

The regular meeting of the Clay Township Trustees was called to order by Chairman, Angela Howell at 6:00 P.M.

The Pledge was said and a moment of silence observed.

Roll: Angela Howell - Present Dale Winner - Present Kevin Wrightsman – Present

Angela Howell presented the minutes for the Regular Trustee Meeting on 03/04/2025.

Angela Howell made a motion to approve the minutes from the Regular Meeting on 03/04/2025, seconded by Kevin Wrightsman

Roll: Angela Howell – Yes Dale Winner – Yes Kevin Wrightsman – Yes

Public Comments

Mr. Hoffman thanked Clay Township, especially the Road and PD Dept., and wanted to praise the township for the outstanding job in regards to helping with his neighbor at 10427 Upper Lewisburg Salem Road.

Annie Swift with Republic Trash Services introduced herself. She has been in contact with Mr. Winner in regards to the renewal of our contract that will expire 6/30/25, working to submit a new proposal. She spoke with leadership in Phillipsburg, proposed transparency for both municipalities and also offered environmental hazardous waste & emergency response services. Dale Winner voiced he has been in contact with John Minear with Montgomery County Solid Waste Operations. As soon as Annie gets approval from John Minear, she will be in touch.

Department Reports

Police -

Chief Birk presented the March 2025 monthly Police Department report. Business checks were down due to increased officer training, however; citations went up. Chief Birk showed sample reports for the new speed sign that was purchased under a grant. This sign can be moved weekly, great tool to have for officers & our community. Chief entered a reimbursement grant for (2) bullet proof vests, cost was \$2500 and Clay Township was reimbursed \$1929. Staffing is coming up and the Chief is excited about the direction things are going.

Angela Howell made a motion to accept into record the March 2025 monthly PD report, seconded by Dale Winner.

Roll: all yes

Road & Cemetery -

Chris Maleski presented the March 2025 monthly cemetery report. Chris also submitted a review for new roadwork projects to be done, Angela will be adding item to the work session in April to be discussed. Total monthly sales of \$13,585.00.

Angela Howell made a motion to accept into record the March 2025 monthly Cemetery report, seconded by Kevin Wrightsman.

Roll: all yes

Zoning -

Greg Stose presented the March 2025 monthly Zoning report. Greg says he is receiving increased calls on Quik Trip and Martin Marietta is going to be replacing their office building soon, things are picking up for him. Issued 10 permits for March.

Angela Howell made a motion to accept into record the March 2025 monthly Zoning report, seconded by Kevin Wrightsman.

Roll: all yes

Dale Winner presented the March 2025 Fire Department report from Chief Fletcher, Brookville Fire Department (BFD).

Angela Howell made a motion to accept into record the Brookville Fire Department March 2025 Operations report, seconded by Dale Winner.

Roll: all yes

Angela Howell made a motion to approve the cemetery deeds as presented, seconded by Dale Winner.

Roll: all yes

Fiscal –

Vanessa presented the February 2025 Financial reports. Clay Township receivables \$442,753.04 and expenditures were \$88,810.92. A settlement sheet from the county for appropriations & final budget was submitted to Trustees & Department heads. Received the new computer & printer through Uniform Accounting Network, a program through the State of Ohio that handles all of our financials & methods. Special thanks to Greg Stose for helping with IT issues and setting up new equipment. Vanessa will be closing the ARPA account since the remaining funds were spent for the new carpet in the meeting room, Dale Winner will help with reporting the necessary information to the government. Vanessa reports that Clay Township is in a good place financially with solid numbers.

Angela Howell made a motion to accept into record the February 2025 financial package, seconded by Dale Winner.

Roll: all yes

No unfinished business.

New Business

Angela Howell presented Resolution 2025-016 Authorizing Credit Card Agreement with Huntington National Bank, non-police use. General discussion held - Clay Township Credit Card policy has been created due to the need to purchase from vendors that do not allow invoicing. All needed policies have been implemented.

Angela Howell made a motion to approve Resolution 2025-016 – Authorizing the Fiscal Officer to Enter into a Credit Card Agreement with Huntington National Bank for Non-Police use, seconded by Kevin Wrightsman.

Roll: all yes

Angela Howell presented Resolution 2025-017 Authorizing Change in Police Policy Section 41.3.6.1 Ballistic Helmet and Tactical Vests, Critical Incidents. Chief Birk explained these particular tactical vests will stop any rifle rounds during any critical incidents and Officers will pick up along with their duty bag on their shift.

Angela Howell made a motion to approve Resolution 2025-017 Authorizing Change in Police Policy Section 41.3.6.1 Ballistic Helmet and Tactical Vests, Critical Incidents, seconded by Kevin Wrightsman.

Roll: all yes

Angela Howell presented Resolution 2025-018 Authorizing the Policy and Procedures Change to Section 82.1.11 E-F for Visitors at the Township building for security requirements. Chief Birk explained that CJIS issued new requirements and the Visitor Policy needs to be revised, along with implementing a visitors Sign In-Sign Out log for anyone and everyone entering the Township building.

Angela Howell made a motion to approve resolution 2025-018 Authorizing the Policy and Procedures Change to Section 82.1.11 E-F for Visitors at the Township building for security requirements, seconded by Dale Winner.

Roll: all yes

Dale Winner presented Resolution 2025-019 Authorizing the re-numbering of Resolution 2025-010, Amendment to the 2025 Clay Township Salary & Benefit Fund. Dale stated there was a mix up with Resolution numbers and Resolution 2025-010 was used twice. This will allow us to correct the error and Resolution 2025-010 will now be renamed & entered as '2025-010-1'.

Dale Winner made a motion to pass resolution 2025-019 Authorizing the re-numbering of Resolution 2025-010, Amendment to the 2025 Clay Township Salary & Benefit fund to split, seconded by Kevin Wrightsman.

Roll: all yes

Angela Howell presented Resolution 2025-020 Authorizing the Fiscal Officer to Enter into a Card Agreement with Huntington National Bank, Police Use. This card will be issued for Police Department use. Vanessa explained that the PD has been using a debit card, which incurs fees and if we are getting a card for administrative purposes it is recommended to do the same for the PD. General discussion held - Clay Township Credit Card policy has been created due to the need to purchase from vendors that do not allow invoicing. All needed policies have been implemented.

Angela Howell made a motion to approve Resolution 2025-020 – Authorizing the Fiscal Officer to Enter into a Card Agreement with Huntington National Bank, Police Use, seconded by Dale Winner.

Roll: all yes

Angela Howell presented Resolution 2025-021 Authorizing the Hiring of Mason PolandTull as a Part-time Police Officer. Chief Birk stated we currently have 2 part time positions open on our schedule. Mason is a previous employee of Clay Township and will go through a refresher course. This will help to cover training and the absence of Officer Lovins while on military leave. Clay Township PD is excited for his re-hiring, his first day would be 4/11/25 and starting salary at \$24/hr. Angela stated how pleased the Trustees are to see Mason return.

Angela Howell made a motion to approve Resolution 2025-021 - Authorizing the Hiring of Mason PolandTull as a Part-time Police Officer, seconded by Kevin Wrightsman.

Roll: all yes

Dale Winner presented Resolution 2025-022 Authorizing the Approval of Insurance Coverage Issued by a joint self-insurance pool "OTARMA" to protect the Township from Financial and/or Property Loss. Dale reported that \$62,802 is the cost for the renewal. In the past, rates for Clay Township were around 50k. Dale looked extensively and compared pricing. He spoke with Kim Booher at Booher Insurance about why the rates went up so significantly. Kim explained that there has only been a rate increase twice in over 30 years with OTARA fees, but also, we added a new snow plow and it was determined that the mausoleum is not being covered. Kim will be looking into this and let Dale know, but Chris Maleski wasn't sure why the mausoleum would have been dropped from the coverage. OTARMA has also suspended loyalty discounts going forward, this was a discount of \$4700.00. With the industry increase in pricing, the additions needed, and the loyalty discount dropped this is driving up our costs. Pretty much all Townships in Ohio use OTARMA and lower pricing not found elsewhere.

Dale Winner made a motion to approve Resolution 2025-022 Authorizing the Approval of Insurance Coverage Issued by a joint self-insurance pool "OTARMA" to protect the Township from Financial and/or Property Loss, seconded by Kevin Wrightsman.

Roll: all yes

Angela Howell presented Resolution 2025-023 Appointing Tom Steck as the Township Representative to the Board of Directors of the Joint Economic Development District (JEDD) pursuant to section 8(A)(2) of the JEDD contract between City of Clayton & Clay Township.

General discussion held - Clay Township currently has 2 seats open for this position. Tom Steck farms many acres in Clay Township and in previous meetings expressed his interest in helping Clay Township with this position. Dale Winner sent the JEDD information to Tom and he has agreed he will be able to perform all duties and has no concerns. This is a 4-year term expiring April 1, 2029. BOT agree they believe Tom will serve Clay Township well.

Dale Winner made a motion to approve Resolution 2025-023 Appointing Tom Steck as the Township Representative to the Board of Directors of the Joint Economic Development District (JEDD) pursuant to section 8(A)(2) of the JEDD contract between City of Clayton & Clay Township, seconded by Kevin Wrightsman

Roll: all yes

Angela Howell presented Resolution 2025-024 Authorizing the Adoption of the Permanent (Final) Appropriations for 2025. The need exists to adopt the permanent/final appropriations. The official certificate of Estimate of Resources for 2025 has been received from Montgomery County.

Angela Howell made a motion to approve Resolution 2025-024 Authorizing the Adoption of the Permanent (Final) Appropriations for 2025, seconded by Dale Winner.

Roll: all yes

Angela Howell presented the Authorized User List for Operations / User for the Township credit card(s).

- Vanessa Furrey
- Andrea Letner
- Greg Stose
- Chris Maleski
- Sgt. Anthony Scott
- Chief David Birk

Angela Howell made a motion to adopt the Authorized User List for the Township credit card, seconded by Dale Winner.

Roll: all yes

Angela Howell presented the Authorized Credit Card Account Limits for the card agreements entered in with Huntington National Bank

- Non-Police Dept. \$5k
- Police Dept \$10k

Angela Howell made a motion to adopt the Authorized Credit Card Account Limits for the card agreements entered in with Huntington National Bank, seconded by Dale Winner.

Roll: all yes

Angela Howell presented the content manager list of person(s) Authorized to manage the Township Social Media (Facebook & website)

- Trustee Angela Howell
- Trustee Dale Winner
- Chief David Birk

Angela Howell made a motion to adopt the content manager list of person(s) authorized for Township Social Media (Facebook & website), seconded by Dale Winner

Roll: all yes

Trustee Assignments

Angela Howell spoke about the Ohio Farm Bureau Membership information received. There are a lot of services such, attorney service, health care insurance, travel discount programs, etc. Angela asked other trustees if they see any value in this and if we should reach out for more information. BOT wants more information and decided to table until the May meeting. Angela will reach out to gather more details.

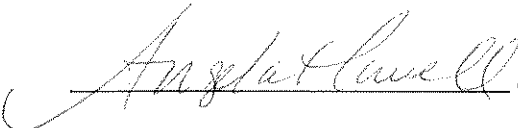
Angela Howell asked Greg Stose about his destruction order request and if this has been completed. Greg advised the cabinet still needs destroyed. Destruction order #2025-002 will be present in the May meeting.

Kevin Wrightsman reported that the Montgomery County Soil and Water Annual report was submitted.

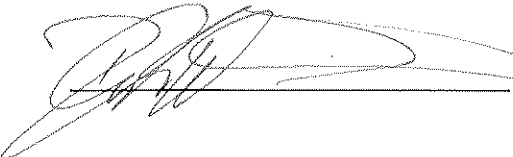
Being there was no further business to discuss, Angela Howell moved to adjourn the Regular Trustee meeting at 7:12 P.M, seconded by Kevin Wrightsman.

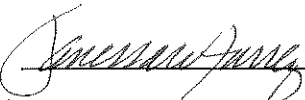
Roll: all yes

The meeting adjourned at 7:12 P.M.

 Angela Howell, Chairman

 Kevin Wrightsman, Trustee

 Dale Winner, Trustee

 Attested, Vanessa Furrey, Fiscal Officer