

CLAY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

September 9, 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 of Allegiance was said and a moment of silence observed for our military, veterans and first responders.

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

Angela Howell presented the minutes for the Regular Trustee Meeting on 07/08/2025

Angela Howell made a motion to approve the Regular Trustee Meeting Minutes on 07/08/2025, seconded by Dale Winner.

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

Angela Howell presented the minutes for the Regular Trustee Meeting on 08/05/2025

Angela Howell made a motion to approve the Regular Trustee Meeting Minutes on 08/05/2025, seconded by Dale Winner.

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

Angela Howell presented the minutes for the Special Trustee Meeting on 08/12/2025

Angela Howell made a motion to approve the Special Trustee Meeting Minutes on 08/12/2025, seconded by Kevin Wrightsman.

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

No Public Comments

Department Reports

Police -

Chief Birk presented the August 2025 PD Monthly Report and All Traffic Solutions Monthly Report. The speed sign was set up at the location of ST RT. 40 W and Number Nine Road, top speed at 97 MPH. Information has been communicated to officers to pinpoint the speeding area.

Angela Howell made a motion to accept into record the August 2025 PD Monthly Stats Report, seconded by Kevin Wrightsman.

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

Angela Howell made a motion to accept into record the August 2025 All Traffic Solutions Monthly Report, seconded by Kevin Wrightsman.

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

Angela Howell presented the Brookville Fire Department Operations Report for July 2025. Unincorporated Clay Township received 25 total calls. Incorporated Clay Township received 112 total calls.

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

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

No unfinished business.

New Business:

Angela Howell presented Resolution 2025-045 -Authorizing the Transfer or Sale of Property of Clay Township when no longer in use. Chief Birk explained we are using GOVDEALS.COM which has a 5% fee to sell the 2000 International dump truck and 2016 Ford Explorer.

Angela Howell made a motion to approve Resolution 2025-045 Authorizing the Transfer or Sale of Property of Clay Township when no longer in use. Seconded by Kevin Wrightsman.

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

Angela Howell presented Resolution 2025-046 -Authorizing Changes to the Police Policy and Procedure General Orders 41.2.7, 83.3.2, 83.3.3, 84.1.4. Chief Birk explained the Policy updates are to comply with mental illness, critical incidents, crisis intervention training, evidence transfer, sexual assault kits submission. This update is to comply with the standards for the State of Ohio. Prime example as to how Leixpol can help the department.

Angela Howell made a motion to approve Resolution 2025-046 -Authorizing Changes to the Police Policy and Procedure General Orders 41.2.7, 83.3.2, 83.3.3, 84.1.4. Seconded by Kevin Wrightsman.

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

Dale Winner presented Resolution 2025-047 -Authorizing the Assessment of Delinquent Trash Payments on behalf of the Clay-Phil Trash District. Dale presented the update on outstanding balances along with how fees are handled, currently there is approximately \$18K outstanding on the delinquent list.

Dale Winner made a motion to approve Resolution 2025-047. Seconded by Kevin Wrightsman

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

Angela Howell presented Resolution 2025-048 -Authorizing the Approval for Changes to Zoning Code Sections 404.03 and 602. Greg Stose presented & summarized that House Bill 315 passed earlier in 2025 stating that the rules for public notification of zoning meetings have changed and if posting on township website and one other social media outlet then there is no need for Zoning Appeals Public meetings to be advertised in the newspaper.

Angela Howell made a motion to approve Resolution 2025-048 -Authorizing the Approval and changes to Zoning Code Sections 404.03 and 602. Seconded by Dale Winner.

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

Angela Howell presented Resolution 2025-049 -Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Dale Winner summarized the estimated revenue from each levy and confirmed these are the levies we have in place. This is certification that we received and verified that they are the appropriate levies.

Angela Howell made a motion to approve Resolution 2025-049 -Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Seconded by Kevin Wrightsman.

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

Resolution 2025-050 - Resolution Authorizing the Approval to Assess the Wengerlawn Lighting District. Dale Winner presented that the BOT pays for routine maintenance and any upgrades to the Wengerlawn Lighting District for the residents of Wengerlawn. The BOT determines the assessment period to be the expenses incurred from 9/1/2024 to 8/31/2025.

Dale Winner moved to approve Resolution 2025-050 -Authorizing the Approval to Assess the Wengerlawn Lighting District. Seconded by Kevin Wrightsman.

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

Resolution 2025-051 - Authorizing the Fiscal Officer to collect unclaimed funds on behalf of the Township. Dale Winner advised Clay Township BOT's desire to collect unclaimed funds from the Ohio Department of Commerce for the Clay Township PD in the amount of \$82.98.

Dale Winner moved to approve Resolution 2025-051 -Authorizing the Fiscal Officer to collect unclaimed funds on behalf of the Township. Seconded by Angela Howell.

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

Trustee Assignment Reports

IT UPDATES:

All points presented by Angela Howell:

- DTG- new computer was ordered for the Zoning Office with the mass Windows 11 update, but the Zoning Office computer was updated in 2024, now this Windows 11 computer will be utilized at the Road/Cemetery Department as this computer has not been updated for a long time.
- Server Replacement

Angela Howell looked into cloud base services which are not meant for township offices of our size. Since we are not a Microsoft 360 office, everything would need to be transferred over and going to the cloud is a very common misconception. Networks of our size need to have a specific purpose for going this route that is not cost saving related. Especially in our network circumstances and department needs. Everything would have to be migrated and transferred over to a Microsoft platform. This will add an additional project that is outside the server project and will cost more money.

Our server has gone past its life in 2023 and with cyber security coming more into play, this needs to be replaced sooner rather than later. Angela will send out information on a work session to be scheduled between DTG and Cyber Security to help determine what the township needs to be in compliance with HB96. The bill doesn't include any grants or funds to help pay for the implementation of new policies and procedures, Vanessa Furrey is looking into the percentages to be split over the different department funds.

Midwest Cameras - Angela states that all security cameras on site have been purchased many years ago using ARPA funds. Each camera is currently breaking down frequently and needs to be replaced, which is costly and there are no longer any ARPA funds to continue replacing cameras. Chief Birk has volunteered to spearhead this project and will get 3 quotes from different companies and present options.

Cyber Security HB 96 - Angela explained that the township does have a current product in place with DTG that covers cyber threat protection and looking for malicious attacks, but with this bill the township must also include cyber threat security policies and procedures and reiterated that there would be a work session scheduled with DTG and SecureCyber.

Annual RC-2 Schedule meeting - Angela Howell will send out information to schedule the Annual Records Retention meeting.

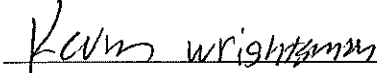
ST RT 49 Waterline Project Update - Angela Howell reported she has received a draft of the Quick Trip water line project. The total estimated cost will be 1.478M. Another conference call will be scheduled with agreed information in the very near future.

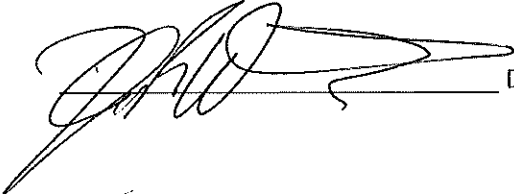
Being there was no further business to discuss, Angela made a motion to adjourn the Regular Trustee meeting at 7:47 P.M, seconded by Kevin Wrightsman.

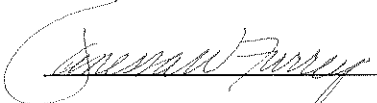
Roll: Angela Howell - Yes Dale Winner - Yes Kevin Wrightsman - Yes

The meeting adjourned at P.M. 7:47PM

 Angela Howell, Chairman

 Kevin Wrightsman, Trustee

 Dale Winner, Trustee

 Attested, Vanessa Furrey, Fiscal Officer