

**MONROE TOWNSHIP BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES**

**9:00 AM**

**January 23, 2019**

**CALL TO ORDER**

Meeting called to order by Darlene Jowers at 9:06 am

Roll Call: Mrs. Drew: Yes; Mr. Forder: Yes; Mrs. Jowers: Yes; Mr. Peck: Yes

**PLEDGE OF ALLEGIANCE**

**PUBLIC PARTICIPATON:** None

**OLD BUSINESS**

Motion **19-027** made by Tom Peck to approve the January 3, 2019 Organizational Meeting Minutes as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-028** made by Tom Peck to approve the January 3, 2019 Regular Meeting Minutes as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-029** made by Tom Peck to approve the January 9, 2019 Special Meeting Minutes as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-030** made by Tom Peck to approve the January 14, 2019 Special Meeting Minutes as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-031** made by Tom Peck to approve the December Vouchers numbered 1103-2018 to 1196-2018. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-032** made by Tom Peck to approve the December Warrants numbered 31483 to 31529. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

**RESOLUTIONS**

Motion **19-033** made by Tom Peck to approve Resolution **2019-002** (Appendix A) for the disposal of the Ford 158 Super Duty Cutaway Squad VIN 1FDXE45FX1HA88333 via Public Auction. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

**POLICIES & PROCEDURES**

Motion **19-034** made by Tom Peck to adopt the proposed Monroe Township Credit Card Policy as approved by Counsel. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Maximum amount per individual transaction established in meeting as \$3000.00.

**BUDGET**

Motion **19-035** made by Tom Peck to accept the 2018 Final Certificate of Estimated Resources from the Clermont County Budget Commission dated 12-31-2018. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

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Motion **19-036** made by Tom Peck to forward a request for an advance of taxes from Clermont County as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

Roll Call: Mrs. Jowers: Yes; Mr. Forder: Yes; Mr. Peck: Yes

Motion **19-037** made by Tom Peck to approve the Memorandum of Understanding Agreement (Appendix B) between the Board of Clermont County Commissioners and the Board of Monroe Township Trustees for the use of the Tyler Technologies, Inc. EnerGov Permits software and support services as presented by the Township Zoning Inspector. This agreement represents an increase of \$2,500 in the 2019 Budget for Zoning and an ongoing fixed cost of \$543.00 per fiscal year effective 2020. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-038** made by Tom Peck to approve the re-allocation of \$2,500 from account code 1000-110-599 Administrative - Other Expenses to account code 1000-130-490 Zoning – Other (software & licenses) to cover the cost of the 2019 Tyler Technologies, Inc. EnerGov fee. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-039** made by Tom Peck to approve a change in hours for Administrator & Zoning Inspector Danelle Speigel from 30 hours per week to 40 hours per week. This changes her bi-weekly salary from \$1,153.85 per pay period to \$1,480.00 per pay period, a bi-weekly increase of \$326.15 effective with the pay period beginning January 27, 2019. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-040** made by Tom Peck to approve the temporary Advance of \$30,000 from F&EMS Fund 2281 to F&EMS Fund 2192 effective January 23, 2019 to cover F&EMS payroll and benefits expenses through February 8, 2019. The \$30,000 will be repaid from F&EMS Fund 2192 to F&EMS Fund 2281 by April 12, 2019. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-041** made by Tom Peck to approve the revised estimate for \$29,230 from TrueCut for the Maintenance pole barn addition with new door specifications. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Rev 2	Approved: Motions 19-040 & 19-042 Effective: 1-23-2019	2019 TEMPORARY APPROPRIATIONS				PROPOSED REVISION(S)				REVISED TOTALS			
		Fund	Fund Name	Salaries	Benefits	Other	Total	Salaries	Benefits	Other	Total	Salaries	Benefits
1000	General	15,010.03	10,839.75	72,096.98	97,946.75				0.00	15,010.03	10,839.75	72,096.98	97,946.75
2011	Motor Vehicle License Tax	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
2021	Gasoline Tax	10,554.60	5,919.77	200,000.00	216,474.37				0.00	10,554.60	5,919.77	200,000.00	216,474.37
2031	Road & Bridge	14,576.48	10,482.51	50,187.38	75,246.38			12,000.00	12,000.00	14,576.48	22,482.51	50,187.38	87,246.38
2041	Cemetery - Unrestricted	0.00	0.00	1,250.00	1,250.00				0.00	0.00	0.00	1,250.00	1,250.00
2042	Cemetery - Restricted	0.00	0.00	2,850.00	2,850.00				0.00	0.00	0.00	2,850.00	2,850.00
2191	Police Department	0.00	0.00	2,000.00	2,000.00				0.00	0.00	0.00	2,000.00	2,000.00
2192	Fire Department	194,770.33	91,032.95	6,905.32	292,708.60				0.00	194,770.33	91,032.95	6,905.32	292,708.60
2193	Life Squad	0.00	0.00	2,432.75	2,432.75				0.00	0.00	0.00	2,432.75	2,432.75
2195	F&EMS 3 mil - renewed Nov-2018	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
2196	F&EMS 1 mil - renewed Nov-2018	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
2231	Permissive Motor Vehicle Tax	0.00	0.00	100,000.00	100,000.00				0.00	0.00	0.00	100,000.00	100,000.00
2271	Enforcement & Education	0.00	0.00	10,000.00	10,000.00				0.00	0.00	0.00	10,000.00	10,000.00
2281	Fire & Rescue, Ambulance & EMS Services	0.00	0.00	83,034.34	83,034.34			30,000.00	30,000.00	0.00	0.00	113,034.34	113,034.34
2901	Fire & EMS Levy - old	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
2902	Fire	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
2903	EMS	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
2902	MSR Grant - Fire	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
2903	MSR Grant - EMS	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
2906	STN 33 Monument	0.00	0.00	4,000.00	4,000.00				0.00	0.00	0.00	4,000.00	4,000.00
2908	MSR Safety Day Donations for Fire & EMS	0.00	0.00	725.00	725.00				0.00	0.00	0.00	725.00	725.00
2909	MSR Special Events	0.00	0.00	425.00	425.00				0.00	0.00	0.00	425.00	425.00
9001	Agency - Barkley Road Performance Bond	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00
		234,911.44	118,274.97	535,906.77	889,093.19	0.00	12,000.00	30,000.00	42,000.00	234,911.44	130,274.97	565,906.77	931,093.19

Motion **19-042** made by Tom Peck to approve changes in the 2019 Temporary Appropriations as presented by the Fiscal Officer. Motion seconded by

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Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

Motion **19-043** made by Tom Peck to approve the initiation of the process to identify potential candidates for future Full Time Fire & EMS openings. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

**OTHER BUSINESS**

Trustee Darlene Jowers requests nominations for the 2019 Salute to Leaders.

Valuations received from Auditor which will allow us to confirm the dollar value of our current millage rates.

Fiscal Officer Midi Drew surmised that with tax bills arriving there may be calls from residents regarding the impact of the replacement levies and we should be prepared to field them. Chief Carey has left the information site up so we can refer people to that as well.

Trustee Darlene Jowers relayed the positive comments being received about the recent snow removal efforts and Fire & EMS services.

Jerry Cramer brought to the Board's attention a resident's request to transfer two Cemetery lots for which the resident and the Township do not have record of ownership. Administrator Dani Speigel will send a letter on behalf of the Township indicating that the burden of proof is on the resident and there is not sufficient proof of ownership to complete a transfer. If the issue escalates beyond that, the Board will involve legal counsel.

The Staff Workshop is Tuesday, January 29<sup>th</sup> at 10:00 am.

Our next Regular Meeting is Tuesday February 5<sup>th</sup> at 10:00 am.

There is a Squad demonstration scheduled for 11am on Tuesday, January 29<sup>th</sup> following the Workshop.

Motion **19-044** made by Tom Peck to adjourn the meeting. Motion seconded by Dwain Forder.

Roll Call: Mr. Forder: Yes; Mr. Peck: Yes; Mrs. Jowers: Yes

**ADJOURNMENT**

Meeting adjourned by Darlene Jowers at 9:36 am

**Minutes submitted by Marie Drew, Fiscal Officer**

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Darlene Jowers, Trustee/Chairperson

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Tom Peck, Trustee/Co-chairperson

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Dwain Forder, Trustee

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Marie Drew, Fiscal Officer