

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

6:30 PM

January 3, 2019

CALL TO ORDER

Meeting called to order by Darlene Jowers at 6:30 pm

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

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATON - None

POLICE: Deputy Timothy Goins
Report submitted in writing

TOWNSHIP BUSINESS

Motion **19-014** made by Tom Peck to approve the December 21, 2018 Special Meeting Minutes as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

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

Motion **19-015** made by Tom Peck to approve the December 31, 2018 Special Meeting Minutes as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

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

Motion **19-016** made by Tom Peck to approve the repayment plan for the 2016/2017 Audit Finding for Recovery of the \$846 overpayment of wages to Captain Greg Lang. Captain Lang has agreed to reimburse the Township via payroll deduction in six equal installments of \$141 beginning with the 1/18/2019 Payroll run and ending with the 3/29/2019 Payroll run. Should Captain Lang leave the employ of the Township at any time during the repayment period, the entire remaining balance will be due immediately. Concurrently, authority is hereby designated to Dwain Forder, Trustee, to sign the final agreement as prepared by Counsel on behalf of the Township. Motion seconded by Dwain Forder.

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

Request from staff to move the February Regular Meeting date from Thursday, February 14, 2019 at 6:30 pm to Wednesday, February 6, 2019 at 6:30 pm

FISCAL OFFICER: Midi Drew

Ohio House Bill 312 – Regulating the Use of Credit & Debit Cards

Presentation of Ohio Auditor of State Bulletin 2018-003 regarding House Bill 312 Amendments to Regulate the Usage of Credit and Debit Cards and the draft template of a policy covering the same. The policy must be completed, pass legal review and be adopted by February 2, 2019.

A Special Meeting is scheduled for Wednesday, January 23 at 9:00 am to vote on the Credit Card policy and any other business as may come before the Board. The staff Workshop Meeting will be at 10:00 am on Tuesday, January 29, 2019.

- Month End Reports
 - Fund Dashboard
 - Bank Reconciliation
 - Credit Card
 - Payroll

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ADMINISTRATION, ZONING & DEVELOPMENT: Dani Speigel, Administrator

Zoning Report submitted in writing.

The Township newsletter will start up this month. Articles should be submitted to the Administrator as soon as possible.

Township website update will include phone numbers and email addresses for elected officials. Staff phone numbers will be updated as well.

The Vision/Mission Statement will be added to the website.

Grants are in process. Dani to set up meeting with Shauna.

Another sign estimate has been requested from Dualite.

Review of draft policy for Account access.

ROAD MAINTENANCE: Greg Schrichten, Maintenance Supervisor

Road bids for Carnes and West Road. The Township main parking lot is also included. Chief Carey has asked for an estimate for the lot on the far side of the Fire House.

CEMETERIES: Jerry Cramer, Maintenance

Written report provided.

Maintenance reviewed pricing for a utility vehicle to use in Cemetery work for hauling concrete, small dirt loads, etc. It could also be used for hauling set-up items over to SR 222 Park for events.

Motion **19-017** made by Tom Peck to approve the increase in Cremation Lot pricing to \$300 for residents and \$500 for non-residents. Motion seconded by Dwain Forder.

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

Pricing will be removed from the Rules and Regulations. Current pricing will be posted on the website.

PARKS: Dani Speigel, Administrator / Zoning Inspector

FIRE & EMS: Matt Carey, Fire/EMS Chief

Written report will be submitted at the Special Meeting on January 23, 2019.

Fair Oak Sirens are not working. Siren system overall is not reliable indicator of an emergency. Chief Carey is looking into the cost of newer technology.

Chief Carey would like a motion to allow for the disposal of unneeded assets.

Chief Carey requests a motion to adopt the Ohio Fire Code as the Monroe Township Fire Code.

Motion **19-018** made by Dwain Forder to adopt the current Ohio Fire Code as the Monroe Township Fire Code. Motion seconded by Tom Peck.

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

Our ISO rating is a 3. This rating determines the cost of homeowner's insurance and a 3 is excellent. Business insurance is better with a 2 so that is the goal.

Discussion of the potential damage to the smart board cabinet. A sign is needed to remind renters that it is not meant for liquids or hot items.

Chief Carey requests Trustee Dwain Forder's help get a ballpark estimate for the potential F&EMS addition at Station 32 to include with the grant submission.

Mr. Forder indicated an estimate from Sardinia concrete is also needed.

Motion **19-019** made by Tom Peck to enter into Executive Session at 7:31 PM pursuant to ORC 121.22 (1)(h)(1) to consider the investigation of charges or complaints against a public employee. Motion seconded by Dwain Forder.

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

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Mrs. Jowers stated we are out of Executive Session at 7:55 PM

Motion **19-020** made by Tom Peck to approve initiation of the process to dispose of any unneeded / unwanted Township equipment. Motion seconded by Dwain Forder.

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

Department Heads should begin compiling lists of assets for disposal.

ADJOURNMENT

Motion **19-021** made by Tom Peck to adjourn the meeting. Motion seconded by Dwain Forder.

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

Meeting adjourned by Darlene Jowers at 7:56 PM

Minutes submitted by Marie Drew, Fiscal Officer

Darlene Jowers, Trustee/Chairperson

Tom Peck, Trustee/Co-chairperson

Dwain Forder, Trustee

Marie Drew, Fiscal Officer