



ROSS TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES DECEMBER 6, 2018

The Ross Township Board of Trustees met in regular session to transact the business for Ross Township.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL

Present – Keith Ballauer, Thomas E. Willsey and Ellen Yordy.

PROCEDURAL ACTION

Motion 18-154

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to appoint Township Administrator, Robert Bass as the Acting Fiscal Officer for the purpose of taking minutes for this meeting.

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-155

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted to dispense with the reading of the minutes of the Regular Meeting held on November 15, 2018.

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-156

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to approve the minutes of the Regular Meeting held on November 15, 2018.

The vote of the Board shows as follows: All present voted yes, motion carried.

On behalf of Fiscal Officer Judy Huffman, the Administrator reported as of this date the township has on deposit \$3,269,138.53. She provided the Board with copies of the Bank Reconciliation Statement and the Cash Summary by Fund Report for November, 2018.

Acting Chief Jack Tremain presented new part-time officer Joe Powell for hire; providing the Board with his background and credentials.

Motion 18-157

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to dispense with the reading of the minutes of the Regular Meeting held on November 15, 2018.

The vote of the Board shows as follows: All present voted yes, motion carried.

DEPARTMENT REPORTS

Administration – Administrator Bob Bass advised the Board of resolutions to create Administrative Assistant and amend Police Officer and Detective job descriptions; to amend Staffing Level and Pay Rate Summary to reflect the changes in the job descriptions; to amend 2018 Revenue Budget Levels; and to renew Professional Services Agreements for Mark Smith and Winelco, Inc. He also provided a nuisance progress update and also an update on the progress with the compilation of the 2019 budget.

Fire Department – Chief Steve Miller presented the monthly report for November, 2018 and announced that Fire Captain Jared Morris has been accepted to participate in the upcoming Ohio Fire Executive class beginning in April, 2019.

Road Department – Road Superintendent Paul Bulach reported that his department received the final Herman Road speed study and that the department had to replace the Canary Avenue guardrail at the end of the roadway due to an auto accident.

Police Department – Acting Police Chief Jack Tremain presented the monthly report for November, 2018 and provided updates on the noise complaint at Big Buls Bar, the speeding complaint in Ross Manor Subdivision and the progress of interviews for the departments full time Officer and Detective positions. Lastly, he announced the departments Toys for Tots program.

PUBLIC PARTICIPATION

Jennifer Drive resident, Lynn Walraven asked and received information from the Board and the Police Department as to how the hiring of the three full time officers would help in scheduling for the department.

OLD BUSINESS

Trustee Tom Willsey led a discussion regarding a possible nuisance complaint at 2042 Thrush. The Board directed the Administrator to check with various County governmental and charitable agencies to ask for assistance in this matter.

NEW BUSINESS

Announcements

None

Correspondence

None

Legislation

Purpose – Earlier in the meeting the Administrator announced the need for

assistance with his current tasks and to create a succession plan for the Administrator position. As a result, a job description for an Administrative Assistant position has been created and must be added to the Ross Township Personnel Policy. In addition, the passage of the Police levy requires that the job descriptions for a full time Police Officer and the Police Detective position be amended to reflect those full time positions in the Ross Township Personnel Policy. The three positions must also be added to the Staffing Level and Pay Rate Summary and adjusted accordingly. The next two resolutions are necessary to reflect and enact these changes.

Resolution 2018-056

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted on the adoption of a resolution amending the Ross Township Personnel Policy to add Section A.01.03 pertaining to creation of a position entitled Administrative Assistant within the Administration Department and to amend Sections A.03.02 and A.03.03 pertaining to full time Police Detective and fulltime Police Officer respectively within the Police Department.

The vote of the Board shows as follows: All present voted yes, motion carried.

Resolution 2018-057

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution amending staffing levels and pay rates for the fiscal year ending December 31, 2018.

The vote of the Board shows as follows: All present voted yes, motion carried.

Purpose –In order to correct an overestimate of income in the 2018 revenue budget, The Ross Towns Center - TIF fund revenue must be reduced as a result of the County Board of Revisions' reduction of the property's value.

Resolution 2018-058

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted on the adoption of a resolution amending revenue in a fund, and requesting an Amended Certificate of Estimated Resources from the Butler County Auditor.

The vote of the Board shows as follows: All present voted yes, motion carried.

Purpose – Earlier in the meeting the Administrator announced the need to renew two annual agreements. To protect the integrity and continuity of its networked computer system, the Township employs the services of a computer technician. The Township also contracts annually for maintenance of sanitary sewerage systems for the Fire and Road Department facilities. The following two resolutions enter into those agreements.

Resolution 2018-059

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution entering into a Professional Services Agreement with Mark Smith for monitoring and troubleshooting the township's computer network and authorizing the Township Administrator to

execute the agreement.

The vote of the Board shows as follows: All present voted yes, motion carried.

Resolution 2018-060

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted on the adoption of a resolution entering into a Professional Services Agreement with Winelco, Inc. for inspections for the operation of the township's sewage treatment systems and authorizing the Township Administrator to execute the agreement.

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-158

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to approve the following voucher/warrants totaling \$297,030.32 and authorize payment:

NUMBER	PAYEE / AMOUNT
45407	BENISTAR/HARTFORD - 6795 \$898.08
45408	BILL SPADE ELECTRIC INC \$267.00
45409	D&R TARPING \$120.56
45410	MARK SMITH \$350.00
45411	MARK SMITH \$2,359.94
45412	MERCY OCCUPATIONAL HEALTH & URGENT CARE \$93.00
45413	MILLENNIUM BUSINESS SYSTEMS \$83.61
45414	PARTSMASTER \$610.79
45415	RUMPKE \$339.24
45416	SURDYKE, DOWD & TURNER CO., LPA \$262.50
45417	THE FIRST SIGNS OF FIRE \$194.45
45418	TIME WARNER CABLE \$227.38
45419	TREE TECH UNLIMITED \$350.00
45420	UNIFIRST CORPORATION \$30.50
45421	DELTA DENTAL \$502.74
45422	EMERGENCY MEDICAL PRODUCTS INC \$104.70
45423	FIRST FINANCIAL BANK \$2,531.23
45424	MAJOR SUPPLY CORP. \$127.08
45425	TRI-STATE COMPUTER WIZARDS INC \$79.00
45426	UC HEALTH \$186.59
45427	CHIEF STEVE MILLER \$82.50
45428	ADAM DAVIS \$2.71
45429	AIRGAS GREAT LAKES \$89.33
45430	AMERIGAS \$1,285.56
45431	BOUND TREE MEDICAL, LLC \$181.94
45432	ESO SOLUTIONS, INC. \$2,190.00
45433	HAMILTON RENTAL CENTER \$50.00
45434	J&N \$204.89
45435	JEFFERY BAKER & ASSOCIATES INCORPERATED \$250.00

45436 KRISTEN L. GILLUM \$160.00
 45437 LEGENDARY WELDING & REPAIR LLC \$20.00
 45438 OHIO TOWNSHIP ASSOCIATION \$50.00
 45439 THE CARRIAGE SHOP INC \$2,968.29
 45440 TIME WARNER CABLE \$128.08
 45441 TREASURER STATE OF OHIO \$275.00
 45442 UNIFIRST CORPORATION \$61.00
 45443 VERIZON WIRELESS \$441.20
 45444 VISION SERVICE PLAN - (OH) \$181.12
 45445 VOGELPOHL FIRE EQUIPMENT \$160,983.00
 45446 VOGELPOHL FIRE EQUIPMENT \$495.00
 45447 WHOLESALE TIRE MART \$7.50
 45448 WINELCO INC \$600.00
 45449 AIRGAS GREAT LAKES \$733.68
 45450 BUREAU OF WORKERS' COMPENSATION \$13,547.00
 45451 DUKE ENERGY \$1,142.78
 45452 MATHESON TRI-GAS INC \$89.54
 45453 MEDICAL MUTUAL OF OHIO \$14,148.95
 45454 OHIO CAT \$475.20
 45455 QUILL CORPORATION \$123.62
 45456 TRANSUNION RISK AND ALTERNATIVE \$25.00
 45457 WM E FAGALY & SON INC \$264.00

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-159

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted to hire Laurie Kile into the position of full time Administrative Assistant at the salaried rate of \$1,584.62 per pay period. This action is in compliance with the current Staffing Level and Pay Summary resolution.

The vote of the Board shows as follows: All present voted yes, motion carried.

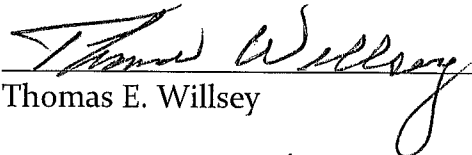
Motion 18-160

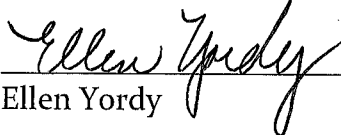
There being no further business to come before the Board at the time; upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted to adjourn the meeting.

The vote of the Board shows as follows: All present voted yes, motion carried.

The next regular meeting of the Ross Township Board of Trustees will be held on December 20, 2018 at 6:00 pm at the Ross Township Government Center.

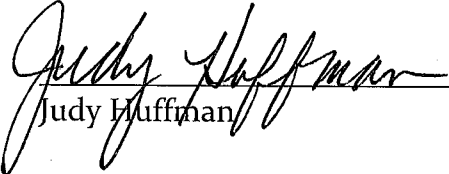
ROSS TOWNSHIP BOARD OF TRUSTEES


Thomas E. Willsey President


Ellen Yordy Vice President


Keith Ballauer Trustee

ATTEST:


Judy Huffman Fiscal Officer