

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

6:30 PM

October 12, 2017

CALL TO ORDER

Meeting called to order by Tom Peck at 6:31 pm

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

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATON

POLICE DEPARTMENT: Deputy Tim Goins

TOWNSHIP BUSINESS

FINANCES

Motion **17-117** made by Darlene Jowers to approve the September 19, 2017 Regular Meeting Minutes as presented by the Fiscal Officer. Motion seconded by Kim Simmons.

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

Motion **17-118** made by Kim Simmons to approve the September 21, 2017 Special Meeting Minutes. Motion seconded by Darlene Jowers.

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

Motion **17-119** made by Darlene Jowers to approve the September, 2017 Warrants numbered from 30731 to 30754. Motion seconded by Kim Simmons.

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

Motion **17-120** made by Kim Simmons to approve the September, 2017 Vouchers numbered from 738 to 850. Motion seconded by Darlene Jowers.

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

Motion **17-121** made by Darlene Jowers to approve the September 2017 Financials as presented by the Fiscal Officer. Motion seconded by Kim Simmons.

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

Motion **17-122** made by Kim Simmons to change the Township Personnel Policies and Procedures version 2014, section 15.19 Credit Cards, as presented by the Fiscal Officer. Motion seconded by Darlene Jowers.

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

15.19 Credit Cards

The Township has been issued a credit card (purchasing card) by their financial institution as a convenience for making township related purposes.

Only elected township officials (Township Trustees and the Township Fiscal Officer) or their

designees (Department Heads) are authorized signers for use of the township credit card for

purchases. Township officials and the list of their designees must be on file with the Township Fiscal Officer and the credit card issuing financial institution as having authorized signing privileges for purchases made with the credit card. Any changes to the list of authorized signers for use of the township credit card must be filed with the Township Fiscal Officer and the credit card issuing financial institution as soon as possible.

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When not in use, the township credit card must be maintained in a secure location with the Fiscal officer or within the Township in a safe place. Billing cycle spending limits for individual cards are set by the Fiscal Officer based on an analysis of at least 12 months of prior purchases by Department.

All purchases using a credit card must be approved in advance made against an existing Purchase Order or Blanket Certificate. It is the responsibility of the Department Head to track purchases and manage the available limit during the billing period so as not to exceed the limit except in case of emergency. Purchases in excess of the card limit during the monthly billing cycle due to emergencies must be approved by the Fiscal Officer. The Fiscal Officer may then use the online portal to process a temporary increase to cover the approved purchase.

Individual transactions:

No single purchase may exceed the amount of the authorizing Purchase Order or Blanket Certificate.

~~The transaction dollar limit for any single charge on the township credit card is \$500. Only purchases less than \$500 may be made using the township credit card.~~

The following payment review and approval procedures must be adhered to: Detailed invoices or receipts are required for all transactions using the township credit card. Invoices and/or receipts must show the transaction date, the dollar amount of the transaction, as well as a description of the transaction (service or item(s) purchased), and the authorized signature (if applicable) of the Township elected official or employee making the purchase. All such paperwork must be submitted to the Township Fiscal Officer no later than ~~the next three~~ business day after completing the transaction.

MONROE TOWNSHIP LIMITS FOR FIFTH THIRD MASTER CARD

Card #	Responsible	Dept	Old Limits	New Limits
*7051	Dennis Jowers	Gen/Cem	1,000	1,000
*7085	Fiscal Officer	Any	10,000	3,000
*7101	Greg Schrichten	Maint I R&B	2,000	5,000
*7119	Matthew Carey	Fire I EMS	1,000	5,000
TOTALS			15,000	15,000

PARKS:

- Septic repairs and maintenance – broken lids and bad pump replaced per inspection
- Seasonal Hours & Port-O-Lets – no changes in hours, no Port-O-Lets
- Photocells for exterior pole lights – Greg is working on replacements
- Motion detectors with timers for interior lights – Greg is working on replacements
- Grants in process, may have more information after 11/16/17 Park Board Meeting

ZONING & DEVELOPMENT: Danelle Spiegel

- Need to convert Zoning code changes to Word document to format for publishing. -Midi will convert .pdf file to word using Adobe Acrobat and return to Dani Spiegel.

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- North Altman OPWC grant status – re-visit in January.
- Barkley Road status – waiting on County and Mr. Wolfer to complete & inspect.

- BZA to meet regarding change from Ag to Business for lot next to drive-in theater.
- Dispensaries will not be permitted in the Township zoning.
- Alan Freeman will be coming to the Workshop Meeting at month-end.
- Work on potential lot development at Township Building progressing.

ROAD MAINTENANCE: Greg Schrichten, Maintenance Supervisor

CEMETERIES: Dennis Jowers, Director of Essential Services

- Per written report submitted
 - Vacation request approved.
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FIRE & EMS: Matt Carey, Fire/EMS Chief

- Gas Medic unit engine has blown. \$7,000 to replace the engine. \$5,000 needed up front to purchase engine and \$2,000 for miscellaneous parts & labor.

Motion **17-123** by Darlene Jowers to spend up to \$7,000 replace the motor in the squad. Seconded by Kim Simmons.

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

- AFG Grant denied due to insufficient funds
- Delivery of new Ford vehicle still pending. Likely the end of October. First lease payment due in December.
- Safety Days was well attended and ran smoothly.

Motion **17-124** by Darlene Jowers to enter into Executive Session at 7:10 pm pursuant to ORC 121.22G (1), to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee, official, licensee or regulated individual, unless the public employee, official licensee, or regulated individual requests a public hearing. Seconded by Kim Simmons.

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

Return from Executive Session 7:45 pm

Motion **17-125** by Darlene Jowers to approve a pay increase for Kyle Scales from \$12.50 to \$13.00/hour. Seconded by Kim Simmons.

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

Motion **17-126** by Kim Simmons to approve a promotion to part time Lieutenant for Joe Huhn with a pay increase from \$12.75 to \$13.00/hour. Seconded by Darlene Jowers.

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

OTHER BUSINESS

- Christmas with Santa – Friday, December 1, 2017
- Trunk or Treat on Tuesday, October 31, 2017 from 6-8:00 pm – Darlene to post on FB and Matt to post on Fire FB.
- Schedule Special Meeting to close year Thursday 12/21/17.
- Schedule Organizational Meeting Thursday, January 4, 2018.

ADJOURNMENT

Meeting adjourned by Tom Peck at 7:56 pm

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THIS PAGE INSERTED BETWEEN 0892 AND 0893 AS PAGE # 0892:A

Minutes submitted by Marie Drew, Fiscal Officer

Tom Peck, Trustee/Chairperson

Darlene Jowers, Trustee/Co-chairperson

Kim Simmons, Trustee

Marie Drew, Fiscal Officer