

**MONROE TOWNSHIP  
WORKSHOP MEETING MINUTES**

**10:00 AM**

**March 29, 2018**

**CALL TO ORDER**

Meeting called to order by Dani Speigel at 10:06 am

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

**STAFF PRESENT**

Jerry Cramer, Steve Downey, Greg Schrichten and Dani Speigel

**AETNA AMENDMENT**

- Darlene Jowers needs to sign electronically for revisions to Aetna payment terms on behalf of the Township. All Trustees are in agreement. No vote required.

**FORM FIRE STATUS**

- Tom Peck, Greg Schrichten and Joe Pope still need to complete.

**GRASS CUTTING CONTRACT**

- Mowing to be limited to once per week with additional cuttings to be approved by Greg Schrichten.
- We will need to re-bid for the 2019 cutting season
- Cemetery clean-up – ok to pitch anything collected
- Greg S. to check inventory on hand and contact Rumpke for additional boxes for Memorial Day if needed.

**POLICE CONTRACT**

Sheriff countered our one-year proposal with three years and 90 days' notice of cancellation vs the 120 originally stated. We will not have sufficient resources to pay out the full three years without a levy renewal. To be presented at 4-12-18 Regular Meeting. Dani to look into possible shared services with Washington Township or the Village of New Richmond.

**BOND AMOUNT FOR HR & PAYROLL BACKUP**

Midi to follow-up with April from Local Government Services.

**HALL RENTALS**

- Greg to install lock box with changeable combination for Hall keys.
- Cancellations will require 72 hours' notice.
- Deposits and Rental Fee are to be collected in advance with application form. All checks will be deposited. Deposits will be refunded using the UAN deposit refund tool used for Utility Deposit repayments. Deposit refunds will be issued the first business day following the rental date.
- The Fire Department is to be provided with an instruction sheet so they can field phone calls about the rental process.

**UAN ACCESS FOR ADDITIONAL USERS**

- A separate and secure PC is needed for each additional user.
- UAN will issue software for each additional PC. All future software updates will need to be performed on all PCs consecutively at the same time, with the Primary user's being first to update.
- UAN recommends that procedures and guidelines specific to ROLES, not people, be developed and implemented prior to providing access. These define which roles have access to which modules, what permissions will be granted, what need is being addressed and how the information obtained will be used.
- Midi to provide an outline for the procedures.

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**CREDIT CARD CHANGE**

- Denny Jowers card turned in and re-issued to Dani Speigel with same limits. Pin number needs reset. Needs to be in new Policy Manual.

**USE OF HALL FOR FREE PUBLIC PERSONAL FINANCE CLASSES**

Trustees agreed to waive the Fee for About Your Bottom Line LLC to hold free classes on personal finance that will be open to the Public.

**PRESIDENT GRANT'S BIRTHDAY CAKE**

The Trustees will be donating the cake for President Grant's birthday celebration to be observed on April 28<sup>th</sup>. Tom Peck will pick up the cake.

**FIRE DEPARTMENT**

- Insurance Claims
  - Quote needed for block repair
  - Truck repairs in process
  - ODOT fire gear claim estimate is \$105K
- Flood Issues
  - State & other officials did not report in to the Command Center
  - Local officials did not take the situation seriously
  - Poor communication across jurisdictions
- Fire & EMS Strategic Plan update identified eight issues
  - Budget
  - Stations
  - Staffing & Structure
  - Policies, etc.
  - Professional Development
  - Experience and Education
  - Communication
  - Vehicle Replacement Plan

Motion **18-051** by Dwain Forder to purchase used Smart Board. Cost not to exceed \$4,000 and paid 40% from Fund 2031, 40% from Fund 2281 and 20% from 1000 - General Fund, all out of existing Appropriations. Motion seconded by Tom Peck.

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

**MAINTENANCE DEPARTMENT**

- Proposed pad extension for storage of materials.
- Dwain to work with Greg & Matt on layout and plan Mon 4/2 at 8:00 am and bring final concept to 4/12/18 Regular Meeting.

**CONTRACT FOR RETAIL DEVELOPMENT**

- Move forward as is.
- Process to create overlay district has been started.

**CONTRACTS WITH TRUE-CUT FOR POLE BARN ADDITIONS**

- Separate contracts are needed for each Department/Project. Dani says she will have permits by the following week. New estimates are being forwarded.

**OTHER** – Free luncheon tickets from Allen Freeman for alternative fuels presentation at Anderson Township on 4-11-2018. No takers.

**ROLLING ACRES STATUS**

- Subject arraigned. Hearing on 4-10-18 @ 1pm.

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**SALUTE TO LEADERS DINNER**

- Midi needs checks for plus ones before processing and paying for reservations.

**CCTA DUES**

- CCTA received \$150 from Brown County Construction
- Tom Peck to donate \$150 for the CCTA website on behalf of Twp.

Meeting Adjourned @ 12:09 pm.

**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