

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

**6:30 PM**

**November 8, 2018**

**CALL TO ORDER**

Meeting called to order by Darlene Jowers at 6:35 pm

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

**PLEDGE OF ALLEGIANCE**

**PUBLIC PARTICIPATON**

Janene Sonnega – Agreed to participate on Committee to update Land Use Plan

**POLICE** – Deputy Tim Goins

**TOWNSHIP BUSINESS**

Motion **18-202** made by Dwain Forder to approve the October 11, 2018 Public Hearing Minutes as presented by the Township Administrator. Motion seconded by Darlene Jowers.

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

Motion **18-203** made by Tom Peck to approve the October 11, 2018 Regular 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 **18-204** made by Dwain Forder to approve the October 25, 2018 Special Meeting Minutes as presented by the Fiscal Officer. Motion seconded by Darlene Jowers.

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

Motion **18-205** made by Dwain Forder to approve the October, 2018 Warrants numbered from 31386 to 31432. Motion seconded by Tom Peck.

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

Motion **18-206** made by Tom Peck to approve the October, 2018 Vouchers numbered from 917 to 1010. Motion seconded by Dwain Forder.

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

Motion **18-207** made by Tom Peck to approve the October, 2018 Financials as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

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

Motion **18-208** made by Tom Peck to cancel existing Avesis Vision Plan through Fidelity Security Life effective 12-31-2018 and contract with **vsp** Plan *Option 5: Plan C \$150 Frame & ECL \$15/\$15 Copay*, through Burnham & Flower effective 1-1-2019. Motion seconded by Dwain Forder.

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

**FINANCE & RECORDS:** Midi Drew, Fiscal Officer

Outstanding Checks

Letters to Payees will be issued next week

Credit Card Statement

Due 11/23/18, some items need follow-up which the Fiscal Officer will handle. Copies of the Statement and the Expense Summary sheet will be issued to Trustees prior to payment.

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Fund Dashboard

General Fund is at Yellow, but well on the way to healthy  
Cemetery Fund 2041 is at Yellow. A levy will be needed next November to cover routine maintenance costs, including payroll and benefits.  
Police is at Yellow. A levy will be needed next November, to cover the final year of the current three-year contract  
EMS Fund 2193 is at Red. No further expenses will be paid from the fund in this fiscal year.

OTARMA Inventory

This needs to be completed and returned by the end of next week. The premium will be due approximately 12-21-2018 and needs to be paid timely.  
**2018 Then & Now POs over \$3,000**

Per the audit guidance, the Fiscal Officer does not have the authority to sign Then & Now Purchase Orders in excess of \$3,000. A list of Then & Now Purchase Orders in excess of \$3,000 that have already been issued in 2018 is provided below:

2018 Monroe Township Then & Now Purchase Orders in excess of \$3,000				
PO #	Issue Date	Vendor	Amount	Purpose
311-2017	43100	Aetna	18,055.73	HEALTH INSURANCE PREMIUM
177-2018	43223	Aetna	4,431.94	MEDICAL INSURANCE PREMIUM
276-2018	43312	Ammerman Heating & Air Conditioning	6,950.00	HVAC & INSTALLATION STN 32
348-2018	43389	Arch Materials	4,260.47	R&B OPERATING SUPPLIES
335-2018	43358	Auto & Truck of Williamsburg	4,119.59	R&B: VEHICLE REPAIR
94-2018	43183	Clermont County Auditor	10,758.47	HEALTH DISTRICT CROSS CHARGE
81-2018	43177	Clermont County Treasurer	8,449.69	2015 "911" DETAIL DUE 2017
82-2018	43177	Clermont County Treasurer	8,291.42	2016 "911" DETAIL DUE IN 2018
209-2018	43242	Clermont County Treasurer	27,566.00	PAYMENTS FOR SHERIFF'S CONTRACT ITEMS
265-2018	43287	COSE	15,564.74	HEALTH INSURANCE PREMIUM RETROACTIVE TO JUNE 1, 2018
280-2018	43319	COSE	15,564.74	HEALTH INSURANCE PREMIUM
279-2018	43319	COSE	15,564.74	HEALTH INSURANCE PREMIUM
326-2018	43349	COSE	15,564.74	HEALTH INSURANCE PREMIUM
343-2018	43375	COSE	16,665.50	HEALTH INSURANCE PREMIUM
233-2018	43256	DUKE ENERGY	5,000.00	ELECTRIC - FIRE STATIONS
332-2017	43100	Fifth Third Bank	4,355.75	CREDIT CARD PURCHASES
329-2017	43100	Fifth Third Bank	4,048.40	MAINTENANCE DEPARTMENT CREDIT CARD 7101
256-2018	43279	Fifth Third Bank	3,569.57	CREDIT CARD CHARGES
372-2018	43402	Ice Masters	23,375.00	ROAD SALT PER CONTRACT APPROVED AT 10-25-18 SPECIAL MEETING
187-2018	43233	KickGrass Lawn Care	5,625.00	MOWING PER CONTRACT
186-2018	43233	KickGrass Lawn Care	5,625.00	MOWING PER CONTRACT
228-2018	43252	KickGrass Lawn Care	4,500.00	MOWING PER CONTRACT
257-2018	43279	KickGrass Lawn Care	4,500.00	MOWING PER CONTRACT
291-2018	43329	KickGrass Lawn Care	3,603.00	MOWING PER CONTRACT
319-2018	43342	KickGrass Lawn Care	3,700.00	MOWING PER CONTRACT
362-2018	43392	KickGrass Lawn Care	6,255.00	MOWING PER CONTRACT
230-2018	43256	Medicount	5,000.00	SOFT BILLING COLLECTION FEES
96-2018	43184	Morton Salt, Inc.	6,129.56	ROAD SALT PER CONTRACT
206-2018	43241	Motorola Solutions, Inc.	39,594.44	Replaces closed PO 162-2018 in order to use newly Certified funds from insurance proceeds to pay for replacement of radios damaged in ODOT fire.
318-2017	43100	OHIO TOWNSHIP ASSN. RISK MNGT. AUTHORITY	26,036.00	LIABILITY INSURANCE PREMIUM
305-2018	43335	Perry & Associates	4,625.00	CPA AUDIT SERVICES FOR THE PERIOD 1-1-2016 TO 7-25-2016
345-2018	43388	Perry & Associates	4,500.00	PROOF OF CASH FOR MONROE TWP
138-2018	43194	SAFE-WAY	3,825.00	ELECTRICAL WORK FOR FIRE DEPARTMENT TIE IN TO GENERATOR
337-2018	43361	Services Unlimited	5,676.99	FAIR OAK PARK CAMERA INSTALLATION TO BE PAID FROM ENFORCEMENT FUND
111-2018	43187	Summit Fire Apparatus	9,613.20	REPAIR LAFRANCE ENGINE 33 ACCIDENT DAMAGE, CLAIM # OTR019165A1 REIMBURSED AT \$9,378.40 BY PERSO (REPAIR AMOUNT LESS DEDUCTIBLE)
171-2018	43217	TRUECUT CONSTRUCTION LLC	3,875.00	PERSO CLAIM # OTR019211A1 BUILDING REPAIRS
299-2018	43333	Utter Construction, Inc.	17,436.78	CULVERT REPAIR ROLLING HILLS DRIVE CONTRACT JOB # 18-160

Motion **18-209** made by Tom Peck to retroactively approve Then & Now Purchase Orders as presented by the Fiscal Officer which have been issued in 2018 for expenses in 2017 & 2018 which exceeded the \$3,000 limit, but which were for expenses otherwise approved by the Board. Motion seconded by Dwain Forder.

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

Motion **18-210** made by Tom Peck to approve revision number seventeen (17) of the Fiscal Year 2018 Appropriations as presented by the Fiscal Officer. Motion seconded by Dwain Forder.

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

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rev 17	Approved: Motion 18-210	REVISED APPROPRIATIONS EFFECTIVE 10-30-2018				CHANGE DETAIL				REVISED APPROPRIATIONS EFFECTIVE 11-08-2018			
Fund	Fund Name	Salaries	Benefits	Other	Total	Salaries	Benefits	Other	Total	Salaries	Benefits	Other	Total
1000	General	79,000	81,900	89,100	250,000	5,000.00	5,000.00	0.00	10,000.00	84,000.00	86,900.00	89,100.00	260,000.00
2011	Motor Vehicle License Tax	0	0	9,000	9,000				0.00	0.00	0.00	9,000.00	9,000.00
2021	Gasoline Tax	60,000	14,000	64,000	138,000				0.00	60,000.00	14,000.00	64,000.00	138,000.00
2031	Road & Bridge	83,000	89,000	78,000	250,000				0.00	83,000.00	89,000.00	78,000.00	250,000.00
2041	Cemetery - Unrestricted	1,185	207	16,608	18,000				0.00	1,184.74	207.24	16,608.02	18,000.00
2042	Cemetery - Restricted	0	0	11,300	11,300				0.00	0.00	0.00	11,300.00	11,300.00
2181	Zoning	3,600	1,400	4,300	9,300				0.00	3,600.00	1,400.00	4,300.00	9,300.00
2191	Police Department	0	0	60,000	60,000				0.00	0.00	0.00	60,000.00	60,000.00
2192	Fire Department	610,630	196,760	13,610	821,000				0.00	610,630.00	196,760.00	13,610.00	821,000.00
2193	Life Squad	169,820	72,606	5,900	248,326				0.00	169,820.00	72,606.00	5,900.00	248,326.00
2231	Permissive Motor Vehicle Tax	0	0	21,200	21,200				0.00	0.00	0.00	21,200.00	21,200.00
2271	Enforcement & Education	0	0	8,000	8,000				0.00	0.00	0.00	8,000.00	8,000.00
2281	Fire & Rescue, Ambulance & EMS Services	0	0	419,845	419,845				0.00	0.00	0.00	419,845.00	419,845.00
2901	Fire & EMS Levy - old	0	0	0	0				0.00	0.00	0.00	0.00	0.00
2902	Fire	0	0	0	0				0.00	0.00	0.00	0.00	0.00
2903	EMS	0	0	0	0				0.00	0.00	0.00	0.00	0.00
2902	MSR Grant - Fire	0	0	0	0				0.00	0.00	0.00	0.00	0.00
2903	MSR Grant - EMS	0	0	0	0				0.00	0.00	0.00	0.00	0.00
2906	STN 33 Monument	0	0	1,000	1,000				0.00	0.00	0.00	1,000.00	1,000.00
2908	MSR Safety Day Donations for Fire & EMS	0	0	500	500				0.00	0.00	0.00	500.00	500.00
2909	MSR Special Events	0	0	250	250				0.00	0.00	0.00	250.00	250.00
4401	Public Works Commission - N Altman Road	0	0	62,168	62,168			5,540.00	5,540.00	0.00	0.00	67,708.00	67,708.00
9001	Agency - Barkley Road Performance Bond	0	0	0	0				0.00	0.00	0.00	0.00	0.00
		<b>1,007,235</b>	<b>455,873</b>	<b>864,781</b>	<b>2,327,889</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>5,540.00</b>	<b>15,540.00</b>	<b>1,012,234.74</b>	<b>460,873.24</b>	<b>870,321.02</b>	<b>2,343,429.00</b>

**ADMINISTRATION, ZONING & DEVELOPMENT, PARKS:**

Dani Speigel, Administrator / Zoning Inspector

Dump Truck grant not approved

Parks grant for door locks approved, need PO to place order

Pole Barn addition doors on the way. Vendor estimates for electric service entrance and interior electric installation received.

Motion **18-211** made by Tom Peck accept the combined estimates for the pole barn electric from Dennis Weber. The installation of the service at \$1,238.00 and interior electric and fixtures at \$2,787.00. Motion seconded by Dwain Forder.

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

The Fiscal Officer certifies that the total amount of \$4,025.00 can be covered under current appropriations in Fund 2031 'Other'. A purchase order is needed from the Fiscal Officer prior to calling the vendor to schedule this work.

Christmas with Santa is scheduled for Friday, December 7, 2018.

Attendance is estimated at 350 children.

Speed Limit Reduction is approved for Ireton Trees. Signs will be installed early next week. Fiscal Officer will return the certification letter to the County Engineer when the installation is confirmed complete.

Clermont County Hazard Mitigation Meeting on 11-15-2018. Asst. Chief Steve Downey is representing the Township on this matter.

Possible campground site on Fair Oak Road. Fire Department access should be considered if developed.

Possible Kellerman Expansion – rumors of new facility on SR 125

OTA Annual Conference 1-30-2019 to 2-2-2019. RSVP to Dani for rooms.

Clermont County Zoning Commission Dinner Mtg. 11-29-2018 at 5:30 pm

Natural Resources Assistance Council appointee requested.

Motion **18-212** made by Tom Peck to nominate Allen Freeman for appointment to the Natural Resources Assistance Council. Motion seconded by Dwain Forder.

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

**ROAD MAINTENANCE:** Greg Schrichten, Maintenance Supervisor

**CEMETERIES:** Jerry Cramer, Maintenance Staff

Motion **18-213** made by Dwain Forder to accept the revisions to the Cemetery Rules as presented to the Board. Motion seconded by Tom Peck.

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

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**FIRE & EMS:** Matt Carey, Fire/EMS Chief

Grants for cot system, CPR units and Gear Washer are approved. Waiting on receipt of funds to place orders.

Staff Vehicle – two options have been identified with pricing. Pricing is close so financing terms will likely be the deciding factor. The Fiscal Officer will complete the analysis of financing costs and make a recommendation. We will likely need a Special Meeting to handle the vehicle finance issues.

Ambulance – opportunity to purchase one right now, but not clear if we can fund this in current year. Fiscal Officer will follow up to determine our options, if any, for immediate procurement.

School Safety Plan in place and tested.

Active Shooter Response Plan - County wide response plan will require the purchase of additional equipment, including bullet-proof vests. These items will be included in the 2019 Appropriations.

Levies passed. Recap of results shared.

Website update – need to get current photos and Matt can design an online calendar to schedule the Township Hall. Darlene can get someone up for aerials. We need to play up our local assets like Grant's Birthplace and Starlite Drive-In.

Township Hall – consider updating exterior signage as the current signs are not getting people where they need to go.

Road Maintenance doing tree work off hours. Needs to be turned in on time sheets.

Grand Jury Hearing next week regarding former employee which Matt will attend.

Form Fire Update reminder from Dani – get on site and re-sign, please.

**ADJOURNMENT**

Motion **18-214** made by Tom Peck to adjourn meeting at 8:09 pm. Motion seconded by Dwain Forder.

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

**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