

**ELIZABETH TOWNSHIP BOARD OF TRUSTEES  
MIAMI COUNTY, OHIO  
MEETING MINUTES OF AUGUST 3, 2016**

The Elizabeth Township Board of Trustees held a Regular Meeting on August 3, 2016 at 5710 E. Walnut Grove Road, Troy, Ohio at 7:00 p.m. Greg D. Dilts, President, called the meeting to order. Fiscal Officer called the roll and the following members were present:

President	Greg D. Dilts	ETCC-Zlata Garrison	Dep. Walker
Vice Pres.	William D. Sutherly	FRPP-Randy Mott	Sheriff Dep.
Trustee	John R. Ryman	Zoning-Paul Hershberger	Ron Swallow
Fiscal Officer	Mary Ann Mumford	Steve Trusty	

The following order of business was established:

- ITEM # 1 Meeting with representative from the Sheriff's Dept.
- ITEM # 2 Meeting with representative from EMS
- ITEM # 3 Meeting with representative from ETCC
- ITEM # 4 Meeting with representative from Farmland Preservation
- ITEM # 5 Meeting with representative from Zoning
- ITEM # 6 Presentation of the Minutes on July 20, 2016
- ITEM # 7 Presentation of Bills and Authorization for Payment
- ITEM # 8 Fiscal Officer's Report
- ITEM # 9 COMMITTEE REPORTS:
  - A. William D. Sutherly-Equipment and Cemeteries
  - B. John Ryman-Roads
  - C. Greg D. Dilts-Buildings and Personnel
- ITEM # 10 Any other business to be transacted
- ITEM # 11 ADJOURNMENT

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**ITEM # 1** Deputy Walker was present and there was no new business to discuss.

**ITEM # 2** Steve Trusty was present and shared the July EMS/Fire Report with the board. There were 12 EMS calls and 1 Fire call for the month. Mr. Trusty reported that all fire tools have been inspected. The tools have had their yearly maintenance conducted and there were no failures. Mr. Trusty reported that the medic broke down and Fire Apparatus happened to be at New Carlisle and repaired the medic with two new alternators. They told Mr. Trusty that the medic is in need of front end repairs that could cost up to \$10,000.00. The board will have Troy Ford check out the medic and determine what repairs are necessary after it's inspected. The board discussed that the medic is 13 years old and Mr. Trusty said that the MARCS radios should be installed in the next couple of months. Mr. Dilts said he is in favor of getting the LUCAS tool for the township in the amount of \$13,148.00. Mr. Dilts said that Troy and Piqua currently do not have one due to their budgets. The board tabled the purchase of the LUCAS tool.

Mary Ann said she was contacted by Dr. Todd Rappold, Superintendent of Miami East Local Schools regarding the medic being available for high school home scrimmages, and football games. Mary Ann said the cost has been \$75.00 per game in the past. A Motion by John R. Ryman, Seconded by Greg D. Dilts, was made to allow the medic to provide services to Miami East High School for home scrimmages and home football games at a rate of \$75.00 per event. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

## ELIZABETH TOWNSHIP MEETING MINUTES OF AUGUST 3, 2016 CONTINUED

**ITEM # 3** Zlata Garrison shared the ETCC report with the board. Receipts from July 16-July 31, 2016 totaled \$1,311.50. Total members are 403 including spouses and dependents.

Zlata said the Elizabeth Township Historical Society has asked that a staff member be present at their 100 year celebration scheduled for September 11, 2016. They requested their check in the amount of \$200.00 that the board approved, and they would also like to have a trustee present. A Motion by John R. Ryman, Seconded by William D. Sutherly was made to have a staff member present at the historical society's celebration on September 11, 2016 and to issue the check in the amount of \$200.00 toward meat for the event. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

Zlata presented the Fall ETCC Brochure for approval with various classes, instructors and rates. Postage to mail the brochures would cost approximately \$200.00 and printing costs at Digital Graphics will run \$469.00. Mr. Sutherly asked Zlata if she would be having a Santa breakfast at the ETCC this year and Zlata said she doesn't have the budget for a Santa. Mr. Dilts requested Zlata to prepare an estimate on the costs to have a breakfast with Santa and report back to the board. Mr. Dilts said that expenses to have a Santa breakfast at the ETCC, is no different than asking for supplies, equipment etc. A Motion by Greg D. Dilts, Seconded by John R. Ryman was made to approve the Fall ETCC Brochure as presented, printing at Digital Graphics in the amount of \$469.00, and postage in the amount of \$200.00. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

A Motion by John R. Ryman, Seconded by William D. Sutherly was made to add a 90 day probation statement to the personnel manual, that states newly hired employees could become eligible for a pay increase after their 90 day probation period has passed and to build a salary range to the current job descriptions in the personnel manual. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

The board discussed free memberships for retirees. A Motion by Greg D. Dilts, Seconded by John R. Ryman was made to pass RESOLUTION NUMBER 2016-005 to approve Free Single Memberships to the ETCC for Trustees and Fiscal Officers who have served two or more terms (a minimum of 8 years), and full time employees who have worked 8 or more years at the township. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared RESOLUTION NUMBER 2016-005 passed. Retirees will complete an application for free membership.

**ITEM # 3** Mr. Mott said the ODA legal department has checked the Subordination Agreement for the farm enrolled in the ODA program. The title update has been sent to their legal department for approval. Mr. Mott anticipates the closing to take place in 2-4 months. The USDA has affirmed that our 2 applications from 2015 are on target. The deeds are being reviewed by their team and the appraisals have been ordered. Mr. Mott anticipates closings will take place in approximately 6 months.

**ITEM # 4** Mr. Hershberger said Warren Davidson has been emailed about the property on Marshall Road, and he has not received a response. Mr. Hershberger said he placed a legal ad in the Troy Daily News for 1495 Alcony Conover to get mowed. The board discussed the fees involved in getting a property mowed. A Motion by John R. Ryman, Seconded by William D. Sutherly was made to charge an Administrative Fee in the amount of \$400.00 to each property owner, that the township has to have their property mowed. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

**ITEM # 5** The Minutes of the Regular Meeting held on July 20, 2016 were approved as presented.

**ITEM # 6** The bills submitted for payment totaled \$33,206.72. A Motion by Greg D. Dilts, Seconded by William D. Sutherly, was made to pay the bills submitted for payment in the amount of \$33,206.72 be paid per attachment. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

The board discussed StarOhio for the investment of township funds. Mary Ann said we currently have funds in StarOhio and will research putting more funds into our StarOhio account and will report back to the board with her findings.

**ELIZABETH TOWNSHIP MEETING MINUTES OF AUGUST 3, 2016 CONTINUED**

**ITEM # 7** Various financial reports were shared with the board and they were duly noted. The July bank rec was balanced and prepared for approval.

**ITEM # 8 COMMITTEE REPORTS**

- A William D. Sutherly-Equipment and Cemeteries
- B. John R. Ryman-Roads
- C. Greg D. Dilts-Buildings and Personnel

Mr. Sutherly said we covered the medic above and will have it checked out.

Mr. Ryman said the cost of replacing the culvert on Widener Road will run \$4,800.00 with K&S completing the job. Mr. Ryman said the county had originally told him it would cost around \$3,689.00 but they didn't figure in replacing the catch basin. After discussing the matter with Dan Baker, he also agreed with K&S that the catch basin should be replaced. A Motion by John R. Ryman, Seconded by William D. Sutherly was made to have K&S Excavating replace the culvert and catch basin on Widener Road providing materials and services in the amount of \$4,800.00. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

The board discussed crack sealing and the last time it was done by Justin Hines. The board discussed that there are several areas that need brush cut back. The board discussed having someone in Miami County cut the brush rather than having Ace Tree Service from Montgomery County do the work. Mr. Ryman said he would like to see companies in Miami County be given the chance to complete the work, rather than going out of the county.

The board discussed the gas smell in the kitchen at the ETCC. The gas could be shut off until it's being used. Zlata asked if she's to call Frank each time she wants to heat up her lunch. The board will have Mark Lawson come out to check the gas smell.

Mr. Ryman said the buildings need to be mulched. Mr. Ryman said Ground Scape Maintenance has quality mulch for \$34.00 per yard. It would cost approximately \$630.00 for mulch at the ETCC, EMS, and township buildings. A Motion by Greg D. Dilts, Seconded by William D. Sutherly was made to purchase mulch from Ground Scape Maintenance in the amount of \$630.00 to mulch the ETCC, EMS and township buildings. VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Mr. Ryman said he would donate his time in picking up the mulch and laying the mulch at all three buildings.

**ITEM # 9** A Motion by Greg D. Dilts, Seconded by William D. Sutherly was made to move the next regular scheduled meeting from August 17, 2016 to Tuesday, August 23, 2016 at 7:00 p.m., VOTE: Mr. Ryman-yes, Mr. Sutherly-yes, Mr. Dilts-yes. Greg D. Dilts, President, declared the Motion carried.

**ITEM # 10** With no other business to be transacted, a Motion by Greg D. Dilts, Seconded by John R. Ryman, was made to adjourn. The meeting adjourned at 8:42 p.m.

**APPROVED AUGUST 23, 2016**

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Greg D. Dilts, President

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William D. Sutherly, Vice President

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John R. Ryman, Trustee

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Mary Ann Mumford, Fiscal Officer

