

**ELIZABETH TOWNSHIP BOARD OF TRUSTEES  
MIAMI COUNTY, OHIO  
REGULAR MEETING MINUTES OF DECEMBER 20, 2017**

The Elizabeth Township Board of Trustees held a Regular Meeting on December 20, 2017 at 5710 E. Walnut Grove Road, Troy, Ohio at 7:00 p.m. William D. Sutherly, President, called the meeting to order. Fiscal Officer called the roll and the following members were present:

|                |                     |        |                  |                      |
|----------------|---------------------|--------|------------------|----------------------|
| President      | William D. Sutherly | ETCC   | Zlata Garrison   | Dep. Chase Underwood |
| Vice Pres.     | John R. Ryman       | FLP    | Randy Mott       | Keith Keyser         |
| Trustee        | Greg D. Dilts       | Zoning | Paul Hershberger |                      |
| Fiscal Officer | Mary Ann Mumford    |        |                  |                      |

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 Meeting Minutes of December 6, 2017
- ITEM # 7 Presentation of Bills and Authorization for Payment.
- ITEM # 8 Fiscal Officer Report/2018 Temporary Appropriation Budget
- ITEM # 9 COMMITTEE REPORTS:
  - A. William D. Sutherly-Equipment and Cemeteries
  - B. John R. 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** A Motion by Greg D. Dilts, Seconded by William D. Sutherly was made to move Item #4 to Item #1. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

**ITEM # 4** Mr. Mott reported the Annual Monitoring Report has been completed. Mr. Mott shared a summary of the report with the board. There were three ownership changes. The Norris and Mary Young trust was transferred over to Jacob, Joshua and Lucas Hershberger. The Curtis farm is owned together by Lynn Redinbo, Michaella and Vernon Quinter and Matthew R. Curtis. Michaella and Vernon Quinter transferred their shares to their respective trusts by Quit Claim Deed. The Lowell and Betty Mott family sold the family farm at auction and Dale Stager purchased that farm for \$1.5 million dollars, and auctioneer fees were \$90,000.00 for the sale of that property.

Mr. Mott reported that 5,711.87 acres have been preserved to date, which is 29.87% of the township acres. To date the township has provided \$4,713,016.72 in township funds to participants for farmland preservation.

Mr. Sutherly asked Mr. Mott what the likely hood of the township getting funds to preserve the children's home property. Mr. Mott said he doubts that funds would be available, due to it being a conflict of interest for the township board to participate in the program. Mr. Sutherly said we could stand to lose a ton trying to preserve it, and then selling it. It looks like the commissioners want fair market value for the property. Mr. Sutherly said Tim Hensley might buy the west side parcel. It would not be a prize possession for them, because it is probably in the flood plain. It might be worth it to them, to keep someone from building on a parcel that butts up to theirs.

## **ELIZABETH TOWNSHIP MEETING MINUTES OF DECEMBER 20, 2017 CONTINUED:**

Mr. Dilts said we could file for First Right of Refusal, because Commissioner Simmons knows the township is interested in purchasing the property. Mr. Mott said he is sure the commissioners will use the Miami County Prosecutor's Office, so the township would have to secure their own attorney to handle the matter if they were to purchase the property.

An email was received from Melissa Duer asking to be kept in the loop on the children's home property as more information becomes available.

Mr. Sutherly said we will not make money on the deal, and how much money do we lose to keep it from being developed. Mr. Sutherly said he would talk to people about buying the parcels.

Mary Ann asked what it is zoned and the board will have to look into it. Mr. Mott said we would have to fall back on the Zoning Regulations to keep it from becoming a place of business.

**ITEM # 1** Zlata reported that a darker Chevrolet Cruz has been sitting in front of the daycare around 2:30-3:00 each day. Zlata said she called it in with the license number, but has not heard anything about it. Mr. Dilts asked Zlata if she asked him if he needed something or what he is doing and she has not talked to him. Dep. Underwood told Zlata she could ask him what he is doing to find out. Dep. Underwood said he would guess he is using the free Wi-Fi from the center.

**ITEM # 2** There was no representative present from EMS.

Mr. Dilts shared quotes from Amazon and Staples for a Dell Inspiron computer for the EMS building. Mr. Dilts said Amazon's price is \$472.95; we would have to pay shipping and tax on the Amazon purchase, for an additional cost of approximately \$65.00. He found a HP at Staples, but he is not thrilled about the computer, but would save shipping costs and tax. Mary Ann asked Greg if Staples carry Dells, because the township should not be paying sales tax on the purchase. Mr. Dilts said Staples did not have a Dell Inspiron. Mr. Dilts will check with Amazon about the sales tax. A Motion by Greg D. Dilts, Seconded by John R. Ryman was made to allow Greg Dilts to use the township credit card to purchase a Dell Inspiron from Amazon for up to \$600.00 including tax and shipping. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

**ITEM # 3** Zlata reported receipts of \$4,128.00 from December 2,-December 15, 2017. There are currently 407 members including spouses and dependents. Zlata shared a request from the Miami East After Prom Committee requesting a donation for their upcoming fundraiser. John said he talked to Josh at Imagine Network and he can add burst to both the ETCC and EMS buildings for faster internet speed for \$15.00 per month, per building. A Motion by John R. Ryman, Seconded by William D. Sutherly was made to donate a Single Basic Membership to the Miami East After Prom Committee, and to add burst to both the ETCC and EMS buildings from Imagine Network at an addition cost of \$15.00 per building, per month. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

Zlata requested board approval to hire Connie Caldwell as a fill in at the ETCC. Zlata said Connie is in Garden Club and would be interested in covering on an as needed basis. Zlata said she works at Spring Meade and goes to Florida during the winter, but would be available sometimes. Mr. Dilts asked if she could perform the duties of cleaning and some heavy lifting. The weights that are left out weigh 45 pounds and those may need picked up. Mr. Dilts said we have employees now who cannot lift 45 pounds and if we hire another person who cannot lift 45 pounds, we are hiring someone for a job they cannot do. Zlata said she was unaware that the weights being left out is a problem. Greg said weights are left out on the floor a lot. Mr. Dilts said we need to hire individuals that can do the job they are being hired to do. Mr. Dilts asked if she works at Spring Meade and goes to Florida in the winter, when would she be available to fill in at the center. Zlata said she didn't know and would ask her about it. Mr. Dilts said it is nothing personal, and he doesn't know Connie Caldwell, but we need to be diligent in hiring employees who can do the job, they are being hired for. If an individual cannot do the job they are being hired for, he will not vote to approve them. Mr. Sutherly said its important how we hire employees, if they are not capable of doing the job they are being hired for. The request was tabled.

Zlata said the OVIS testing was completed and the module that controls the alarm system is at its life span on the front panel, the back panel module is still working. A Motion by Greg D. Dilts, Seconded by William D. Sutherly, was made to have OVIS replace the module on the front panel.

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VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

Zlata said she shows that she has four days of leave left and Mary Ann's record shows a half day left. Zlata said that Mary Ann is counting three and half days that she took as bereavement leave against her 15 allowable days of leave. Mr. Ryman said after reading the handbook it appears that bereavement leave should not count against Zlata's 15 days of leave per year. Mr. Ryman said he feels that 5 days of bereavement leave is excessive and would like to suggest bereavement leave be changed to 2 days. Additional days could be requested, but the board will determine whether additional days would be paid or not. A Motion by John R. Ryman, Seconded by Greg D. Dilts, was made to pass RESOLUTION NUMBER 2017-006 to change the employee handbook, to reflect the change from 5 days of bereavement leave to 2 days, including a statement that the board will look at additional days, and the board will have the decision as to whether additional days would be paid or not, depending on the circumstances. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared RESOLUTION NUMBMER 2017-006 passed. Mr. Dilts will make changes to the employee handbooks to reflect Resolution Number 2017-006.

Zlata said with Kim Heim's mother being ill, she is not sure if she will get to take the rest of her days between Christmas and New Years and asked board permission to roll her days over to 2018 if she is unable to use her leave by December 31, 2017. A Motion by John R. Ryman Seconded by Greg D. Dilts was made to allow Zlata to roll her 4 days of leave over to January 2018, if she is unable to take her leave days before December 31, 2017. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

**ITEM # 5** Mr. Hershberger said the Zoning Organizational Meeting would be held on January 10, 2018 at the township building. Thomas Wallace-Commission Board and Jay Benham-Appeals Board will remain on their respective boards.

The board discussed that the alley in Alcony has portable sheds, boats, campers etc. in it. Mr. Ryman said we could give it a couple of weeks to settle down with the new No Parking signs being posted. Mr. Hershberger said one of the residents told him, they were going to sell their place. Mr. Sutherly said someone lives down the alley who carries enough weight that something could be done. The board decided to table it and let it ride. Mr. Dilts said we cannot table it too long. John Berezcky would be happy if some people down the alley would have to vacate. People down at the other end of the alley are complaining that they are not getting the same treatment as those at the other end of the alley. Mr. Hershberger said Kristy Bussen told him that Mr. Berezcky is going to put up a fence between them. Mr. Berezcky has been talking to someone in Troy about claiming property that he has been maintaining. Mr. Hershberger said you could not claim government property because you have maintained it for a period of time.

**ITEM # 6** The meeting Minutes of December 6, 2017 were approved as presented.

**ITEM # 7** Mary Ann said the insurance reimbursement cannot be paid through the payroll side of UAN, due to it being non-taxable income (per Chris Englert, Miami County Prosecutor's Office). Mary Ann asked board permission to pay insurance reimbursements from General Fund Other Expenses. A Motion by Greg D. Dilts, Seconded by William D. Sutherly was made to allow Mary Ann to pay insurance reimbursements from General Fund Other Expenses. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried. The fiscal officer submitted the bills for payment in the amount of \$16,508.45. A Motion by Greg D. Dilts, Seconded by William D. Sutherly was made to approve payment of bills submitted in the amount of \$16,508.45, per attachment. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

**ITEM # 8** Mary Ann shared various financial reports with the board and they were duly noted. Mary Ann submitted the 2018 Temporary Appropriation Budget for board approval. Mary Ann explained that the appropriations reflect 25% of the 2017 Permanent Budget. A Motion by Greg D. Dilts, Seconded by John R. Ryman was made to approve the 2018 Temporary Budget as submitted reflecting 25% of the 2017 Permanent Budget. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

Mary Ann asked board approval to Amend our Revenue/Appropriation Certificate with the Miami County Auditor for the purpose of closing fiscal year 2017. A Motion by Greg D. Dilts, Seconded by William D. Sutherly, was made to allow Mary Ann to Amend our Revenue/Appropriation

ELIZABETH TOWNSHIP MEETING MINUTES OF DECEMBER 20, 2017 CONTINUED:

Certificate with the Miami County Auditor for the purpose of closing fiscal year 2017. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

The OTARMA insurance quote was verified and a Motion by Greg D. Dilts, Seconded by John R. Ryman was made to approve the OTARMA Insurance quote of \$15,981.00. VOTE: Mr. Dilts-yes, Mr. Ryman-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried. Mary Ann will issue a check at the December 28<sup>th</sup> meeting for payment.

Mary Ann said that the auditors have been working on our audit since June. The township continues to be charge fees for their services and we are currently at \$5,596.50. Mary Ann said there would be more charges to follow.

**ITEM # 9** COMMITTEE REPORTS

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

Mr. Sutherly said the trucks are ready for snow and the salt is loaded.

Mr. Ryman said he is going to have Frank run the old salt down and move it over, before getting more salt in.

Mr. Dilts had nothing to discuss

**ITEM # 10** The board discussed the committee meeting for the ETCC coming up on January 9, 2018. Mary Ann said she will have reports prepared with year-end figures for the ETCC, along with pay rates, and last raise dates.

**ITEM # 11** With no other business to be transacted a Motion by William D. Sutherly, Seconded by Greg D. Dilts, was made to adjourn. The meeting adjourned at 8:28 p.m.

**APPROVED: JANUARY 8, 2018**

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William D. Sutherly

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John R. Ryman

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Greg D. Dilts

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Mary Ann Mumford, Fiscal Officer