

**ELIZABETH TOWNSHIP BOARD OF TRUSTEES  
MIAMI COUNTY, OHIO  
REGULAR MEETING MINUTES OF APRIL 21, 2021**

The Elizabeth Township Board of Trustees held a Regular Meeting on April 21, 2021, at 5710 E. Walnut Grove Road, Troy, Ohio at 7:00 p.m. William D. Sutherly, President, called the meeting to order and the Fiscal Officer called the roll. The following members were present:

President	William D. Sutherly	EMS	Steve Trusty-Absent	Randy Mott
Vice Pres.	John R. Ryman	ETCC	Nic Rice	Bill Hershberger
Trustee	Greg D. Dilts	Zoning	Sam O'Neal-Absent	
Fiscal Officer	Mary Ann Mumford	Dep.	Brian Peoples	

The following order of business was established:

- ITEM # 1 Meeting with representative from Miami County Sheriff's Department
- ITEM # 2 Meeting with representative from EMS
- ITEM # 3 Meeting with representative from ETCC
- ITEM # 4 Presentation of Bills/Purchase Orders-Authorization for payment
- ITEM # 5 Meeting with representative from Zoning
- ITEM # 6 Presentation of the Minutes of the previous Meetings on April 7, 2021
- ITEM # 7 Fiscal Officer's Report
- ITEM # 8 COMMITTEE REPORTS:
  - A. William D. Sutherly-Equipment and Cemeteries
  - B. John R. Ryman- Buildings and Personnel
  - C. Greg D. Dilts-Roads
- ITEM # 9 Any other business to be transacted.
- ITEM # 10 ADJOURNMENT

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**ITEM # 1** There was no new business from the Sheriff's Department.

**ITEM # 2** Mr. Trusty was absent. The ambulance had a radiator hose repaired at Howard's.

**ITEM # 3** Mr. Rice said \$1,605.00 was receipted in from April 1-April 20, 2021. There are currently 397 members including spouses and dependents. Mr. Rice said the row machine is on back order and Amazon will be issuing a credit to our credit card for the return. Mr. Rice said he can reorder for the same price from Francisco Connections through Amazon again.

Ron Hagen quoted \$2,000.00 for the construction of a closet outside the cafeteria. Mr. Dilts said he looked into the fire code and it is no problem to put a closet in the corridor. Mr. Rice said Meadow is up for her \$.50 cent raise, and the roofing job at the ETCC will start next week. Mr. Rice said one of the cafeteria tables needs to be welded. Mr. Mott said he and Nic can load the table and he can spot weld it at his place.

A Motion by John R. Ryman, Seconded by William D. Sutherly to accept the quote of \$2,000.00 from Ron Hagen to construct a storage closet to store covid supplies at the ETCC, using CARES ACT funds. VOTE: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

A Motion by John R. Ryman, Seconded by Greg D. Dilts to allow Nic Rice to reorder the rower through Francisco Connections at \$1,325.00, using the township credit card. VOTE: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

**ELIZABETH TOWNSHIP MEETING MINUTES OF APRIL 21, 2021, CONTINUED:**

A Motion by John R. Ryman, Seconded by Greg D. Dilts to approve the \$.50 hourly raise for Meadow Powers (\$9.50 per hour), effective May 1, 2021. VOTE: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

**ITEM # 4** Fiscal Officer presented purchase orders for approval and bills for payment for \$9,476.66. A Motion by Greg D. Dilts, Seconded by John R. Ryman, to approve the Purchase Orders, and bills for \$9,476.66 as presented. VOTE: Mr. Ryman-yes, Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

**ITEM # 5** Mr. O'Neal was absent. Mr. Dilts said he has received a few complaints about Sam not getting back with them in a timely manner. Mr. Ryman said he heard a few, but they weren't anything substantial. Mary Ann said she has received two on township voicemail. Mr. Rice said people are wanting receipts when they bring in their money for a zoning permit. The board discussed with Nic to write a receipt for them and let Mr. O'Neal there is money at the center for him to process.

Mr. Mott shared various documents with the board from the Zoning Commission Meeting that was held on April 19<sup>th</sup>. The fee structure was reviewed and set as follows: \$750.00 for the first 2 Appeals Meetings, \$600.00 per meeting thereafter, Nuisance Abatement \$600.00 Administration Fee and \$100.00 Filing Fee, Junk Vehicle Abatement \$600.00 Administration Fee and \$100.00 Filing Fee. A Motion by Greg D. Dilts, Seconded by John R. Ryman to accept the above fee structure as presented, as **RESOLUTION NUMBER 2021-003**. Vote: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared Resolution Number 2021-003 passed.

The board discussed that Sam O'Neal will have additional zoning time involved when processing the abatements and should be compensated for the hours. The board will get with Mr. O'Neal to discuss additional compensation.

Six Abatement related documents were shared with the board. There were three documents for ORC 505.173 Junk Vehicles, and three documents for ORC 505.87 Debris/Trash/Etc. The documents were reviewed by the board. A Motion by John R. Ryman, Seconded by Greg D. Dilts, to accept the six Abatement documents as presented from the Zoning Commission Board as **RESOLUTION NUMBER 2021-004**. Vote: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Resolution Number 2021-004 passed. The six Abatement documents can be found in their entirety in the Elizabeth Township Book of Resolutions.

Mr. Mott shared a draft of the updated zoning manual. The board discussed that someone can grow grapes, serve their wine, and fall in the guidelines of Agri-Tourism. Mr. Mott said we already have a residence in the bottom of a barn and that's another issue.

Mr. Sutherly said he feels one of the most important jobs the trustees has, is to have a good Zoning Appeals and Zoning Commission Board in place

Mr. Mott shared solar farm information with the board. Mr. Mott said Miami County is currently working on it. Mr. Sutherly said the township having farmland preservation in place will help.

Mr. Mott said it is prudent that we move forward on solar farms. Mr. Sutherly said we need to move on mega farms too. Mr. Sutherly said who wants a mega dairy or hog farm going up next door.

**ITEM # 6** The previous Special Meeting and Regular Meeting Minutes on April 7, 2021 were approved as presented.

**ITEM # 7** Mary Ann shared various financial reports with the board and they were duly noted.

Mary Ann discussed maturity dates of investments with the board. Minster's account could draw out for five more years, before maturing over to the Star SMA. Mary Ann suggested the board look at what usbank investment maturities are. If possible, we could move some of usbank's over to Star SMA, and roll the remaining investments from Minster that have a later maturity date over to usbank to compensate for the funds moved from usbank to Star SMA. Mary Ann said this was an idea that may work, but will have to do more research to see if it is possible and worthwhile for the township. A Motion by Greg D. Dilts, Seconded by William D. Sutherly to allow Mary Ann to research moving usbank investments to Star SMA and rolling non maturing investments from Minster to usbank. VOTE: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried. Mary Ann will report back to the board on her findings.

**ELIZABETH TOWNSHIP MEETING MINUTES OF APRIL 21, 2021, CONTINUED:**

Mary Ann said discussion is still taking place as to whether townships will receive more CARES Act Funds. Mary Ann explained to the board that if more funds are received they are required to be encumbered at the time they are received. Mary Ann asked the board to think of COVID related expenses to have the funds ready to be encumbered, if more is received. The board discussed putting some toward the new medic. Mr. Dilts said he recalls that we cannot do that due to already having approved the new medic prior to COVID. Mary Ann said that was correct, that CARES Act Funds, were to be used for unforeseen COVID expenses/maintenance and not for a purchase that was approved prior to the funds being received.

Mary Ann shared 2022 Budget information with the board from the county auditor's office. Mary Ann asked the trustees to be thinking of 2022 expenditures that will need included in the 2022 Appropriation Budget. Mary Ann said the AUP Audit will begin next week and the auditors will be working out of the township building.

**ITEM # 8 COMMITTEE REPORTS**

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

The board informed Nic Rice that Lostcreek Township nor Elizabeth Township are under no obligation to take over the Casstown Cemetery and Casstown cannot just walk away and say here it is. Casstown needs to own up to it and figure it out. In this circumstance a village owns the cemetery and that does not require the townships to take over the cemetery. Mr. Dilts said our legal counsel actually discouraged us from considering it.

Mary Ann asked Nic if the board has looked into grants, reaching out to other communities who may be facing the same thing, or the state for assistance. Nic said they haven't done anything like that yet.

Mr. Sutherly had no new business on equipment.

Mr. Ryman said the updates to the Employee Handbook have been made. Mr. Ryman said a part time person can work up to 1500 hours per year. That would be roughly 28.85 hours per week. Mr. Ryman said that Nic may work more hours one week and less hours another week. A Motion by William D. Sutherly, Seconded by Greg D. Dilts to accept the Employee Handbook changes made by Mr. Ryman presented as **RESOLUTION NUMBER 2021-005**. VOTE: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared Resolution Number 2021-005 passed. The Resolution can be found with the approved updated pages to the Employee Handbook in the Elizabeth Township Book of Resolutions. A Motion by William D. Sutherly, Seconded by Greg D. Dilts, to approve Nic's maintenance/mowing hourly rate as \$18.00 per hour, under the new employee handbook revisions, and that Nic is to never work over 40 hours per week, effective April 22, 2021. VOTE: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

The board asked Nic to work toward getting his CDL. Nic asked if the board would pay for it, because it can cost \$5,000.00. Mr. Ryman said it will not cost that much, he has a disc Nic can use and study with. A Motion by Greg D. Dilts, Seconded by William D. Sutherly to pay for Nic's CDL test fee and CDL Physical. VOTE: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

Mr. Dilts said he verified with JR Cozatt that his quote includes everything to replace and repair the catch basins in Shaggy Bark. Mr. Cozatt said he expects a May start date.

Mr. Dilts received an estimate from the Miami County Engineer's office for \$32,121.00 to pave Benham Road and \$62,406.00 to pave Rudy Road between Benham and Tipp Elizabeth Roads. The county engineer will put it out for bids and it may cost more or less, depends on the bids.

The board discussed a generator at the township building to work the garage doors in the event of a power outage. Randy to get quotes for tying in to the ETCC generator and the cost to put a separate unit in at the township building.

**ITEM # 9** Mr. Ryman said he contacted Laura at Agtivation about ADA compliance due to new information obtained. Laura will attend our next meeting to answer any questions.

**ELIZABETH TOWNSHIP MEETING MINUTES OF APRIL 21, 2021, CONTINUED:**

A Motion by Greg D. Dilts, Seconded by William D. Sutherly to have Mary Ann start the process of closing Frank Bowman's usbank credit card and remove him from authorized signers on the township credit card account, to add Randy Mott as a card holder and authorized user on behalf of the Elizabeth Township usbank credit card account, up to \$1,000.00, following township credit card policy. VOTE: Mr. Ryman-yes, Mr. Dilts-yes, Mr. Sutherly-yes. William D. Sutherly, President, declared the Motion carried.

**ITEM # 10** A Motion by William D. Sutherly, Seconded by Greg D. Dilts, to adjourn at 9:13 p.m.

**APPROVED MAY 5, 2021**

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William D. Sutherly, President

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John R. Ryman, Vice President

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Greg D. Dilts, Trustee

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Mary Ann Mumford, Fiscal Officer