

Jackson Township Board of Trustees
Special Meeting Minutes
March 28, 2018

The meeting was called to order by Trustee President, Michael Moyer at 11:01 a.m. with roll call. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Hodson were all present.

Visitors: Melanny Michael

Visitor Comments: No visitor comments.

Mrs. Winkler presented the Trustees with **Resolution 2018-06** and Resolution **2018-07**. Discussion followed regarding Resolution 2018-06, appropriations maintenance. Mrs. Winkler explained to the Trustees the temporary appropriations are only valid through March 31st. Mrs. Winkler told the Trustees she received the Official 2018 Certificate of Estimated Resources from the Auditor and would like to make the changes listed on Resolution 2018-06 to reflect the permanent 2018 appropriation amounts. Mrs. Winkler explained the reason for the increase in Worker's Comp was due to the fact our 2017 "true-up" budget report was higher than estimated, which made the premium we paid in 2017 lower than what we should have paid. Mrs. Winkler explained she had to make up the difference between the 2017 estimated premium payment amount and the "true-up" premium payment amount. The money for this "true-up" difference came out of the current appropriation accounts, so more had to be added to the BWC accounts to make sure each fund listed had enough to pay the 2018 premium payments. Discussion followed regarding the new appropriation amounts. Mr. DeVilbiss asked if the principle and interest appropriation was for the Water Board debt to which Mrs. Winkler responded by saying yes. Discussion followed regarding the financial struggle First National Bank of Germantown is currently experiencing. With no further discussion, Mr. Hodson made a motion to approve Resolution 2018-06, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mrs. Winkler explained Resolution 2018-07 is to approve the 2018 appropriations. Mrs. Winkler said she would attach the updated appropriations to this resolution and send a copy to the Auditor's office. With there being no discussion, Mr. DeVilbiss made a motion to approve Resolution 2018-07, seconded by Mr. Moyer. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed. Mr. Moyer asked for a motion to increase Sally Miller's hourly rate to \$8.75 an hour. Discussion followed regarding how many hours Mrs. Miller works a pay period. With no further discussion, Mr. DeVilbiss made the motion to increase Mrs. Miller's hourly rate to \$8.75 effective immediately, seconded by Mr. Hodson. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Hodson – Yes Motion passed.

Discussion followed regarding the commendation awards that will be given to Chief Schade and Sergeant Bruner commending them for their assistance in apprehending an armed suspect in the city of Miamisburg. The Trustees decided to purchase nice frames for these commendation awards and give them to Chief Schade and Sergeant Bruner at their next regular meeting.

The Trustees discussed how many employees for the pool should be hired and when the interviews should be scheduled, as well as how long the pool should stay open in order to accommodate pool parties near the end of the pool season. There was a problem last year with not having enough pool staff to work pool parties once school began. Discussion followed. Mr. Hodson stated he would like to discuss some type of a rules and regulations policy for each department at the next Trustee meeting. Mrs. Winkler told Mr. Hodson the Township already has a personnel policy – that she placed a copy on the Trustees' desk for each of them to review and to make any additions or changes they would like. Mr. Hodson stated the Village of Farmersville has a policy for each department and he would like to see that for the Township. Mrs. Winkler said she thought Chief Schade mentioned a company he was looking into for that purpose for the police department. Discussion followed regarding the possibility of having that type of policy for the Township.

Minutes Cont.'d

Mr. Moyer stated he would like the Trustees to have an orientation meeting with the pool employees, once they are hired, and go over direct deposit and have them watch an employee sexual harassment video. Mrs. Winkler asked Mr. Hodson when baseball started – that at the Park Board meeting she heard them discussing having the pool manager and assistant managers working the concession. Mrs. Winkler said she has not received any paperwork stating who is or has been hired for the pool. Mr. Hodson and Mr. DeVilbiss stated the Park Board did hire Jennifer Hawkey as the pool manager. Mrs. Winkler said she has not been given Ms. Hawkey's new hire paperwork. Discussion followed regarding Ms. Hawkey's salary of \$500.00 a week. Mrs. Winkler said she cannot pay Ms. Hawkey, or any new employee, until they turn in their paperwork. Discussion followed on how many hours Ms. Hawkey will work. Mrs. Winkler said she will pay Ms. Hawkey from the hours listed on her time sheet. No further personnel business.

With no further business, Mr. Moyer made a motion to adjourn, seconded by Mr. DeVilbiss.

Meeting was adjourned at 11:25 a.m.

Submitted by: _____
Diana Winkler, Fiscal Officer

Attested by: _____
Michael Moyer, President