



**ROSS TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 4, 2018**

**The Ross Township Board of Trustees met in regular session
to transact business for Ross Township.**

CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL

Present – Keith Ballauer, Thomas E. Willsey and Ellen Yordy.

PROCEDURAL ACTION

Trustee Ellen Yordy welcomed newly elected Trustee Keith Ballauer.

Motion 18-001

Upon motion by Trustee Yordy and seconded by Trustee Ballauer, the Board nominated and appointed Trustee Willsey to serve as President of the Board of Township Trustees for the fiscal year ending December 31, 20178 The vote of the Board shows as follows: All present voted yes, motion carried.

The vote of the Board shows as follows: All present voted yes, motion carried.

Trustee Willsey then nominated Trustee Yordy for the position of Board Vice President.

Motion 18-002

Upon motion by Trustee Yordy and seconded by Trustee Willsey, the Board nominated and appointed Trustee Yordy to serve as Vice President of the Board of Township Trustees for the fiscal year ending December 31, 2017.

The vote of the Board shows as follows: All present voted yes, motion carried.

Newly appointed President Willsey assumed the duty of conducting the meeting.

Motion 18-003

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to dispense with the reading of the minutes of the Regular Meeting held on December 21, 2017.

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-004

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted to approve the minutes of the Regular Meeting held on December 21, 2017.

The vote of the Board shows as follows: All present voted yes, motion carried.

On behalf of the Fiscal Officer Judy Huffman, the Administrator reported as of this date the township has on deposit \$3,004,515.90. She provided the Board with copies of the Bank Reconciliation Statement and the Cash Summary by Fund Report for December, 2017.

After thorough interviewing and background checks, Acting Police Chief Jack Tremain presented Elliott Spraul to the Board as candidate for the position of Part-time Police Officer. After outlining the candidate's credentials and qualifications, Acting Chief Tremain requested that the Board consider a motion to hire him to the position.

Motion 18-005

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to hire Elliott Spraul to the position of Part-time Police Officer at the rate of \$16.50 per hour. This employment is subjected by the completion of all pre-employment testing and is in accordance with the current Staffing Summary and Pay Rate resolution.

The vote of the Board shows as follows: All present voted yes, motion carried.

Trustee Willsey then swore in new Part time Officer Elliott Spraul.

After thorough interviewing and background checks, Fire Chief Steve Miller presented Rick Simmons, Scott Huston, and Rob Embry as candidates to the position of full-time Firefighter/Paramedics. After outlining each candidate's credentials and qualifications, Chief Miller requested that the Board consider a motion to hire the three candidates to their respective positions.

Motion 18-006

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted to hire Rick Simmons, Scott Huston, and Rob Embry to the position of full-time Firefighter/Paramedics at the rate of \$18.15 per hour. These employments are subjected by the completion of all pre-employment testing and are in accordance with the current Staffing Summary and Pay Rate resolution.

The vote of the Board shows as follows: All present voted yes, motion carried.

DEPARTMENT REPORTS

Administration – Bob Bass provided an explanation for five resolutions and three motions to be considered as follows: *Financial*-sets amount of \$1000 for purchases requiring purchase orders and grants the Fiscal Officer authority to transfer money within funds and transfers General Fund money to the Police District Fund from fines levied by the courts and to the OTA Lease Fund for the second last lease payment on Fire Station #2; *Housekeeping*-sets Trustee meeting dates, confirms Board appointments (Firefighter's and Police

Dependency, and EMA), establishes holidays and adopts a travel reimbursement policy for 2018; *Auctions*-requires sales for obsolete equipment in 2018 via the internet; *Financial*- adopting staffing levels and pay rates for fiscal year ending December 31, 2018; *Housekeeping*-amending two Sections of the Ross Township Personnel Policy for fulltime Firefighter/paramedics; and motions to set a Records Commission Meeting for January 17th and to set a Special Budget Hearing for January 22nd. Finally, he requested that the Board consider a request from the US Post Office to change all addresses in the Township to Ross Township, Ohio versus Fairfield and Hamilton. The Board requested that the administrator investigate the issue.

Fire Department – Chief Steve Miller presented the monthly report for December, 2017 and provided an explanation for a resolution to enter into a grant writing assistance agreement.

Road Department – no report

Police Department – Acting Chief Jack Tremain presented the monthly report for December, 2017. He also requested a motion for pay increase for Officer Art Brickles to coincide with his one year anniversary with the Township and is extensive experience level. Finally, he announced that several of his Officers received commendation letters for their help as volunteers for RAMM and Ross Police Christmas events which provided presents and dinner for needy families in the Township.

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

Announcements

The Board discussed two possible meeting date changes for the January 18th meeting to January 17th and for the February 1st meeting to January 29th. The Board approved the change from the 18th to the 17th which also will be the date for the Records Commission meeting; approved the change the meeting of February 1st meeting to January 29th and determined to set the meeting date for the Appropriations Budget hearing for January 22nd.

Correspondence

None

Legislation

Purpose-The Auditor of the State of Ohio requires certain policy be

established annually to allow the Fiscal Officer to maneuver funds; create purchase orders and authorize General Fund transfers of \$17,759.10 to the Police District Fund and \$132,355.44 to the OTA Lease Fund. This resolution sets that policy.

Resolution 2018-001

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution setting the amount for purchases requiring a purchase orders; granting authority to the Fiscal Officer to move funding from one line item to another within the same fund; authorizing transfer of \$11,878.46 from the General Fund of Ross Township to its Police District Fund pursuant to R.C. 5705.14(E).

The vote of the Board shows as follows: All present voted yes, motion carried.

Purpose-The Board of Trustees must establish policy annually to allow for travel expense reimbursement, set meeting and holiday dates, and to appoint its members to various boards and committees for the current year. This resolution adopts those housekeeping measures.

Resolution 2018-002

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted on the adoption of a resolution establishing the schedule for meetings of the Board of Trustees, confirming appointments to various Boards or Committees, establishing holidays and adopting an Elected Official's Travel Expense Policy for fiscal year 2017.

The vote of the Board shows as follows: All present voted yes, motion carried.

Purpose-The Ohio Revised Code requires that the Board establish an annual policy for selling unneeded, obsolete or unfit township property. This resolution adopts policy to utilize an internet auction site for these sales.

Resolution 2018-003

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution declaring intent to conduct an internet auction for the sale of unneeded, obsolete or unfit Township personal property effective until December 31, 2018.

The vote of the Board shows as follows: All present voted yes, motion carried.

Purpose- In order to pay its employees and control department hiring, the Board must establish both a level of staffing and a rate of pay for each position. This resolution adopts those levels and rates for 2018.

Resolution 2018-004

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution adopting staffing levels and pay rates for fiscal year ending December 31, 2018.

The vote of the Board shows as follows: All present voted yes, motion carried.

Purpose- The Fire Chief has requested that the Board enter into an agreement to assist the various Township Departments with grant writing for 2018. This

resolution enters the Township into such an agreement.

Resolution 2018-005

Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted on the adoption of a resolution entering into an agreement with First Responder Grants, LLC for the provision of grant writing assistance for fiscal year 2018 and authorizing the Township Administrator to execute the agreement.

The vote of the Board shows as follows: All present voted yes, motion carried.

Purpose- The Fire Chief has noted two sections of the Ross Township Personnel Policy which need to be changed to align with the hiring of three Full-time Firefighter/Paramedics. This resolution amends the Personnel Policy.

Resolution 2018-006

Upon motion by Trustee Willsey and seconded by Trustee Yordy the Board voted on the adoption of a resolution amending various sections of the Ross Township personnel policy to allow for full-time employment in the Fire Department.

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-007

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to approve the following voucher/warrants totaling \$123,336.59 and authorize payment:

NUMBER	PAYEE	AMOUNT
44432	AIRGAS GREAT LAKES	\$112.77
44433	ALT PROMOTIONS	\$1,605.00
44434	AMERIGAS	\$1,113.97
44435	BENISTAR/HARTFORD - 6795	\$898.08
44436	BOUND TREE MEDICAL, LLC	\$709.90
44438	D&R TARPING	\$11.67
44440	HUFF'S GNS	\$512.64
44441	J&A CONSTRUCTION	\$23,920.00
44442	JEFFERY BAKER & ASSOCIATES INCORPERATED	\$250.00
44443	MATHESON TRI-GAS INC	\$26.97
44444	MOLLIE JOHNSON	\$38.00
44445	PARTSMASTER	\$643.78
44446	PRINTING SERVICES	\$156.72
44447	RUMPKE	\$183.53
44448	STAPLES ADVANTAGE	\$46.24
44449	STEVE MILLER	\$685.83
44450	TPM LIFE INSURANCE COMPANY	\$1,145.65
44451	DELTA DENTAL	\$502.74
44452	CHIEF STEVE MILLER	\$87.50
44453	CITY OF BLUE ASH	\$57.81
44454	CITY OF CINCINNATI	\$29.41

44455	FAIRFIELD INCOME TAX DIVISION	\$287.76
44456	CITY OF FRANKLIN	\$176.77
44457	CCA	\$365.48
44458	CITY OF MASON	\$34.55
44459	CITY OF MIDDLETOWN	\$114.86
44460	CITY OF MONROE	\$84.31
44461	CITY OF TRENTON	\$177.18
44462	KENTUCKY STATE TREASURER	\$411.01
44464	MAJOR SUPPLY CORP.	\$215.24
44465	VISION SERVICE PLAN - (OH)	\$181.12
44466	RITA	\$46.44
44467	ADMINISTRATORS	\$10,425.00
44468	AIRGAS GREAT LAKES	\$614.08
44469	ARAMARK UNIFORM SERVICES	\$26.42
44470	D&R TARPING	\$82.29
44471	DUKE ENERGY	\$1,297.05
44472	KRISTEN L. GILLUM	\$200.00
44473	STAPLES ADVANTAGE	\$169.20
44474	STEVE MILLER	\$604.62
44475	TIME WARNER CABLE	\$128.08
44476	VERIZON WIRELESS	\$958.32
44477	ZIP GRAPHICS	\$68.00

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-008

Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to set a meeting of the Ross Township Records Commission to be held on Thursday, January 17, 2017 at 5:30PM at the Ross Township Government Center.

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-009 Upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted to set a special meeting of the Board of Trustees to discuss the 2018 Appropriations Budget at 5:00PM on January 22, 2017 at the Ross Township Government Center.

The vote of the Board shows as follows: All present voted yes, motion carried.

Motion 18-010 Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to raise the pay of Officer Art Brickles to the rate of \$16.50 per hour retroactive to December 15, 2017. This increase coincides with the one year anniversary of his hire and is in accordance with the current Staffing Summary and Pay Rate resolution.

The vote of the Board shows as follows: All present voted yes, motion carried.

There being no further business to come before the Board at the time; upon motion by Trustee Willsey and seconded by Trustee Ballauer, the Board voted

to adjourn the meeting.

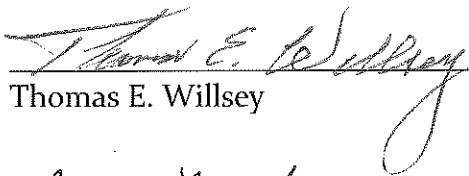
The vote of the Board shows as follows: All present voted yes, motion carried.

The next meeting of the Ross Township Records Commission will be held on January 17, 2017 at 5:30 pm at the Ross Township Government Center.

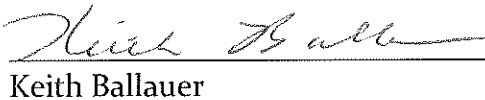
The next regular meeting of the Ross Township Board of Trustees will be held on January 17, 2017 at 6:00 pm at the Ross Township Government Center.

A special meeting of the Ross Township Board of Trustees will be held on January 22, 2017 at 5:00 pm at the Ross Township Government Center to discuss the 2017 Appropriations Budget.

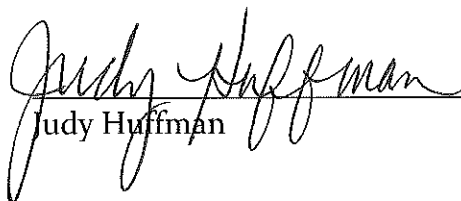
ROSS TOWNSHIP BOARD OF TRUSTEES


Thomas E. Willsey President


Ellen Yordy Vice President


Keith Ballauer Trustee

ATTEST:


Judy Huffman Fiscal Officer