Trustee Mears Call the Meeting to Order

Fiscal Officer Roll Call
Trustee Mears Trustee Wynne Trustee Hartshorn

For the record FO Behnken, Road/Cemetery Mr. Kraft, Chief Littleton, Zoning Administrator Ms. Christian present

Pledge of Allegiance

Presentation from Georgeanna Godgey, MCTA Vice President

Fiscal Officer Reports

Resolution 20: Accept Minutes from The Re-Organization Meeting January 2, 2020

MOVED TO ACCEPT: SECOND
ROLL CALL: Trustee Mears Trustee Wynne Trustee Hartshorn

Resolution 20: Approve Payment of Bills from December 30, 2019 – December 31, 2019
Check #34868 to check #34869
See Attached Accounting and Payroll Payment Listing

MOVED TO ACCEPT: SECOND
ROLL CALL: Trustee Mears Trustee Wynne Trustee Hartshorn

Resolution 20: Approve Payment of Bills from Check #34870 to check #34924
See Attached Accounting and Payroll Payment Listing

MOVED TO ACCEPT: SECOND
ROLL CALL: Trustee Mears Trustee Wynne Trustee Hartshorn

Resolution 20: Approve Supplemental Appropriation 2081-210-319-0000 Professional & Technical Services for $8,169.00

MOVED TO ACCEPT: SECOND
ROLL CALL: Trustee Mears Trustee Wynne Trustee Hartshorn

Accounting and Payroll Payment Listing, Cash Summary by Fund, Bank Statement (Check Folder)
Brookville and New Lebanon Fire/EMS Reports in trustee folder for review

January 27 @ 6:00 pm WRCG Meeting at Jackson Township

2020 Deposit Requirements for 941: Taxes will be paid on a monthly schedule
December Semi Weekly 941 Pd
December State/School District Pd
December Courtesy withholding Pd
BWC Payroll Tune Up Completed January 9, 2020
BWC Employer Premium Refund $107.62 divided between General, Road and Police

Working in 2020 UAN. In progress closing 2019

MVRPC Board of Directors Meeting are scheduled the first Thursday of each month starting at 9:00 am
TAC Meetings the third Thursday of each month at 9:30 am
January 16, 2020 TAC Meeting (Agenda in Trustee Folder)
Trustee Wynne notify MVRPC to receive notifications regarding meetings

Determine meeting notifications AFTER official notifications are complete
1. Special Meetings with outside organizations. Date/Time Set with both parties
2. Posting on Township Door
3. Local Paper Notified (Does not mean it will be printed but notification was emailed)

Determine cost to notify residents by email of Special, Year End and Re-Organization Meetings?
FB Postings?
Resolution requesting notification procedures

Resolution 20: Official Notification for Special Meetings
1. Date/Time confirmed with all parties
2. Posting on Township door
3. Notify local paper

Additional notification procedures for resolution?

MOVED TO ACCEPT:             SECOND
ROLL CALL: Trustee Mears       Trustee Wynne       Trustee Hartshorn

Year End approved minutes to LCNB Bank January 6, 2020 for updated Signature Card requirements
All trustees have signed

FO communications with Prosecutor and Montgomery County Development Services

All records request is forwarded to the Prosecutors Office
All Request from Brad Warvel.
Public Records Request December 30, 2019 @ 1:19 pm
1. Total OT pay associated with the road department in 2019
2. Individual OT totals for each hourly road crew personnel
3. Who has authority to approve OT pay for the road crew

Public Records Request January 3, 2020 @ 3:32 pm

Public Records Request January 10, 2020 @ 10:20 pm
Comp time paid in 2016 through 2019 for the road crew in addition to the overtime pay.
If so what was the total dollar amount for each year?

Public Records Request January 10, 2020 @ 12:01 pm
1. When anyone submits a public records request, does that request and response all funnel through you,
since you are the only full time employee in the office typically?
2. I'm assuming that Trustees are copied or also receive all requests is that correct?
3. I believe records storage responsibilities falls to you, is that correct?
DP&L Rebate $272.00 Maintenance Building (Received 1/13/2020)
DP&L Rebate $16.00 Administration Building (Not yet received)

2019 Year End Procedures
Fiscal Officer contacted AOS Center for guidance regarding Demographics & Debt clarification for the Year End Checklist. AOS directed FO to UAN. FO stated to AOS the year end procedures states for guidance, contact the AOS Center for Audit Excellence. AOS stated it is a UAN procedure and needed to contact UAN.
UAN stated they cannot assist beyond the 2019-year end procedures
FO emailed regional auditor. Report current year payments on financial statements. Settlement to be disclosed in a note to let financial statement users know the situation and amount due.
FO will enter the AFR Schedule of Debt Service in 2020

Board of Elections Dates:
March 17 Primary Presidential Election
August 4 Special Election
November 3 General Election

OTARMA Renewal Anniversary paperwork completed and faxed

Surdyk, Dowd & Turner will request W-9 paperwork from Finny Law Firm
FO emailed Bonnie Berthelsen January 13, 2020 with W-9 attachment to complete
Check is printed and waiting for W-9

FO attended Clay Township Trustee Meeting January 6, 2020 and German Township Trustee Meeting January 13, 2020

Thanks to Michael London, Perry Township BZA Member, who donates his check back to the township. Paid $80.00

Reminder: Special Meeting January 15, 2020 @ 10:30 a.m. to Review the Brookville & New Lebanon Fire & EMS Contract and additional revenue

Reports from Department Heads
1. Road and Cemetery

2. Zoning Department

3. Police Department

Trustees Reports:
1. Trustee Mears

2. Trustee Wynne

3. Trustee Hartshorn
New Business:

Old Business:

Visitors:

MOTION TO ADJOURN:
MOVED BY: ____________________________
SECOND: ______________________________

ROLLCALL:  Trustee Mears
Trusted Wynne
Trusted Hartshorn

Time