PERRY TOWNSHIP BOARD OF TRUSTEES
Year End Meeting held on December 31, 2020

Page 1 of 2

Zoom Meeting called to order by Trustee Mears at 1:00 P.M.

Pledge of Allegiance

ROLL CALL: Trustee Mears, Trustee Wynne, Trustee Hartshorn

Rescind Resolution 2020:143 Work Session November 24, 2020

MOTION was made by Trustee Hartshorn
Roll was called: Ayes- Mears, Wynne, Hartshorn

Resolution 2020:143 Approve Work Session November 24, 2020

MOTION was made by Trustee Hartshorn
Roll was called: Ayes- Mears, Wynne, Hartshorn

Resolution 20:149 Approve Minutes from the Board of Trustees Meeting December 8, 2020
Resolution 20:150 Approve Minutes from the Special Meeting December 18, 2020
Resolution 20:151 Approve Payment of Bills from Check #35807 to check #35890
Electronic Payments and Vouchers.
See Attached Accounting and Payroll Payment Listing and Cash Summary by Fund

Resolution 2020:149 – 151 Approve Minutes and Payment of Bills

MOTION was made by Trustee Hartshorn
Roll was called: Ayes- Mears, Wynne, Hartshorn

Resolution 2020:152 Approve 2020 Supplemental Appropriations (See Attached Appropriation Supplement)

MOTION was made by Trustee Hartshorn
Roll was called: Ayes- Mears, Wynne, Hartshorn

Fiscal Officer Report

BWC paid $5,542.00
Second Shipment facemasks sent to township
Received BWC dividend check for $19,976.52. Divided into General, Road and Police. Each received $6,658.84. Dividend is approximately 372% of Perry Township premium for 2019 policy year.

OTARMA Board of Directors. Trustee Hartshorn selected Morris and Destefani. Trustee Wynne selected the incumbents Funk and Schwab. Trustee Mears did not pick and stated she does not know them well enough. Trustee Hartshorn stated he had no problem voting for the incumbents. FO Behnken will complete the Election Ballot and mail.

Received an invoice from Phoenix Loss Control for a dump truck backed up with their bed up in the air and tore down lines and poles causing damage to the charter Aerial cable and strand. December 11, 2020 FO emailed Trustees, Kramers & Associates and Ray Marion with Phoenix Loss Control stating Barrett Paving is responsible for the damages. No response from Phoenix Loss Control so again December 18, 2020 FO emailed Ray Marion with Phoenix Loss Control. To date no response to the invoice and damages.

Workers Comp MCO in the past has been Careworks. Effective December 21, 2020 Careworks and Comp Management will merger and name change to Sedgwick Managed Care Ohio. Trustee Wynne questioned if any of the new services will affect our employees. FO stated it should not affect employees.

Wolf Creek Emergency Watershed Extension letter emailed December 15, 2020 to extend project completion date to April 15, 2021. Trustee Wynne questioned when the actual date the project is to start. FO stated the project has not gone out for bid yet. Contractors have questioned where to sign up and bid.

Submission letter from Sarah Music regarding first responders notifying a student’s school when they have been involved in a traumatic event was forwarded to Brookville Fire Chief Fletcher and I forwarded to Chief Littleton as well.

Shared Revenue sent to New Lebanon December 14, 2020 for $735.86. Received payment December 29, 2020
Road Cemetery

Resolution 2020:153 Approve Dale Mears resignation as part time road and cemetery employee effective December 24, 2020

MOTION was made by Trustee Wynne
Roll was called: Ayes-Wynne, Hartshorn

Second: Trustee Hartshorn
Abstain-Mears

Zoning

BZA regarding board members pay. FO Behnken emailed letter to trustees December 28, 2020 2021 Ms. Kayler will discuss with BZA and ZC regarding pay. If boards approve no pay, the trustees will need to pass a resolution.

Police

Resolution 2020:154 Approve Detective Waymire to Sergeant effective 12/14/2020. Pay increase from $20.00 per hour to $22.50 per hour.

MOTION was made by Trustee Wynne
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Hartshorn
Nayes- None

Resolution 2020:155 Approve Tiffany Westfall pay increase from $14.00 per hour to $16.00 per hour effective 12/14/2020.

Trustee Wynne questioned why the pay raise since Ms. Westfall is leaving. FO stated the pay raise was determined before notice of Ms. Westfall leaving. Chief Littleton confirmed with the pay raise and period. Ms. Westfalls last day of employment will be January 8, 2021.

Trustee Mears questioned the pay for a new evidence room technician. Chief Littleton stated between the $14.00 and $16.00 per hour.

Approve resignation of Tiffany Westfall on January 8, 2021

MOTION was made by Trustee Mears
Roll was called: Ayes- Mears, Hartshorn

Second: Trustee Hartshorn
Abstain Wynne

FO questioned if the Department Heads had anything to add that was not on the agenda.

Mr. Kraft stated Millhouse Mowing will not continue mowing cemeteries for the 2021 season. The township will need to go out for bids and depending on bids the road crew may need to go back to mowing.

Trustee Mears stated she has received a quote and will place in each of the trustee’s drawers and Mr. Kraft’s file drawer. Trustee Mears questioned why the township went out to bid the last time. Mr. Kraft stated Rick Phelps retired. FO stated this will need to be advertised. Trustee Mears requested the cost for the township to mow instead of hiring someone else. Mr. Kraft stated in the past it (15 years ago) cost around $900.00 between labor, trucks, fuel and equipment.

Old Business:

KLA and Fire Contract? Trustee Mears will contact City of Brookville and New Lebanon
Pleasant Hill Cemetery Archway? Trustee Mears talked to a person who is not interested and she will reach out for another masonry
Preservation of township records? Brookville Historical Society does not have the technology. Discussed climate control in the records room to store township books.

Trustee Wynne questioned if a meeting date has been determined for the Wetlands. No one has heard a date at this time. Trustee Mears stated she would contact someone regarding a date.

Trustee Mears discussed the newspaper article in regards to tearing down the building. Trustee Hartshorn stated we are going through preliminary discussions with USDA on the possibility. Submitted pre-application and the steps involved.

Trustee Hartshorn discussed not accepting the Cares Act Fund and what the funding could be spent on and what could not be spent on.

With no other business, at 1:26 p.m.

MOTION was made by Trustee Mears “To Adjourn”

Trustee Wynne Second the motion to adjourn

Rhonda Behnken

President, Trustee
Meeting called to order by Trustee Mears

Roll:
Trustee Mears, Trustee Wynne, Trustee Hartshorn

Ms. Behnken request nominations for President for 2021:
Trustee Wynne nominated Trustee Mears. Trustee Mears nominated Trustee Wynne. FO stated there is two nominations. Trustee Mears declined.

MOTION was made by Trustee Mears
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Hartshorn

Ms. Behnken request nominations for Vice President for 2021:
Trustee Mears nominated Trustee Hartshorn

MOTION was made by Trustee Mears
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Wynne

Permanent Appropriations CANCELLED at this time

Trustees discussed work session and special meeting dates as listed. Work Session January 6 @ 10:00 am for discuss budgeting. Special Meeting January 7 @ 10:00 a.m. to approve permanent appropriations.
Trustees discussed dates and times. Chief Littleton stated due to the amount of information it would be best to meet during the day.
Trustees agreed a work session January 4, 2021 at 10:00 a.m.
Chief Littleton stated being in the meeting room in person would help to review and look over information.
FO stated the general budget would be reviewed as well. Road Fund budgets are complete.
Discussed past police expenditures compared to 2021. FO stated in 2022 the police fund will have a huge cut in their budget.
Trustee Hartshorn stated this is not a new issue for Perry Township. Our general fund is small and the three trustees cannot be paid from the general fund, which means the trustees need to be paid from other funds.
Discussed budgeting issues, budget reports for trustees to review, revenue in funds and structure pay increases.
Trustees agreed a Special Meeting January 4, 2021 for budgeting and approving appropriations.

Resolution 21:01
Trustee Mears made a motion to Approve Perry Township Board of Trustee Meetings the second Tuesday of each month at 7:00 p.m. and Work Session Meeting the fourth Tuesday of each month at 7:00 p.m. with the possibility cancelling if needed.
Trustee Wynne questioned adding a work session before the Tuesday Trustees Meetings and have a work session on the fourth Tuesday of the month and if not needed the meeting will be cancelled.
Trustee Mears and Trustee Hartshorn stated they do not oppose having a work session before the trustees meetings.
Trustee Wynne made a motion to approve Perry Township Board of Trustee Meetings the second Tuesday of each month at 7:00 p.m. with a work session the second Tuesday of each month before the trustees meeting at 6:00 p.m. In addition, a Work Session the fourth Tuesday of each month at 7:00 p.m.

MOTION was made by Trustee Wynne
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Hartshorn

Approve a charge for Meeting Notifications to email, text or call (Enter amount)
Trustee Hartshorn discussed meeting notifications with the prosecutor. Trustee Hartshorn stated we do not have a problem with sending email notifications. With this said the township has Facebook, website and sending email notifications the township is covered.
Trustee Wynne stated the Brookville Star as well.
Trustee Hartshorn stated to limit notifications to the four methods.
FO stated the township has the notification board outside.
Trustee Wynne stated she does not feel the township needs to send emails.
FO questioned if anyone has checked the ORC regarding meeting notifications.
Trustee Hartshorn reviewed ORC and spoke with the prosecutor. Between website, emailing, Facebook, notification board would meet the requirements of the ORC.
Trustee Hartshorn stated website, emailing, Facebook, notification board and Brookville Star. FO questioned the dollar amount to email residents.
Trustee Wynne stated if someone has email then they have some form of internet access and can go to the website.
Trustee Hartshorn stated email notifications can then be removed and the township is covered.

**Resolution 21:02** 2021 Meeting notifications will be through the Brookville Star, notification board, township website and township Facebook page,

**MOTION was made by Trustee Hartshorn**
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Wynne

FO stated this would pertain to special meetings and work sessions or emergency meetings. Trustees agreed. Trustee Wynne expressed gratitude to Mr. Wakefield and Mr. Schreyer for sharing township information.

MVRPC Membership. If agree to continue the BOT need to approve a representative and technical advisory and Alternates for 2021
Trustee Hartshorn stated he has reached out to MVRPC and left a message.
Trustee Wynne stated in the meetings she has attended she has not found that much will benefit Perry Township with the membership fee.
Table MVRPC Representative and Alternate at this time until Trustee Hartshorn researches the benefits for Perry Twp.

**Resolution 21:03** Western Regional Council of Governments (WRCG) Representative. Trustee Mears stated she would continue to be the representative for 2021.

**MOTION was made by Trustee Hartshorn**
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Wynne

**Resolution 21:04** Alternate to Western Regional Council of Governments (WRCG) Representative
Trustee Hartshorn agreed to be alternate representative

**MOTION was made by Trustee Wynne**
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Hartshorn

**Resolution 21:05** Approve Township Highway System Mileage Certification of 18.270 Miles

**MOTION was made by Trustee Wynne**
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Hartshorn

OTARMA Insurance Renewal in March/April. Currently have a 4 million coverage.

A-OK Fire inspection (extinguishers) in January. Trustee Wynne questioned why the Brookville Fire Department does not inspect the fire extinguishers. Mr. Kraft stated the Brookville Fire Department could probably inspect the fire extinguishers but could they repair any issues?
Trustee Wynne will contact other companies and compare pricing.

Fire Prevention Officer

**Resolution 21:06** Approve Fire Chief for the City of Brookville and Fire Chief for New Lebanon as the Fire Prevention Officers of the Perry Township Fire/EMS Protection Area in Perry Township as set forth in Section 505.38(B) of the Ohio Revised Code

**MOTION was made by Trustee Mears**
Roll was called: Ayes- Mears, Wynne, Hartshorn

Second: Trustee Wynne

With COVID restrictions the Horseman Assn are not presently meetings. FO received email requesting to be placed on the 2021 schedule (Hopefully restrictions are lifted) for the 1st Tuesday of February, March, April, then November and December of 2021.
Cattleman has not contracted the office for a scheduled date for 2021. Past years they have met on the 2nd Monday of each month.
Trustees are fine with the dates listed above but questioned when the handicap ramp will be completed for entrance to the meeting room.

OTA Conference Registration is complete for FO and Karen. Trustees submit your receipts to FO.
2020 I applied for the MORE Grant through OTARMA and received reimbursement for all registration fees.
PERRY TOWNSHIP BOARD OF TRUSTEES RE-ORGANIZATION MEETING DECEMBER 31, 2020

Page 3 of 4

Reminder: Trustees sign Department Heads Timesheets (the portion with the pay stub attached is kept in the FO office. This is required by the auditors), Electronic Vouchers and Blanket Certificates. Also, submit reports to FO for trustees meetings.

Road and Cemetery
Advertise for Mowing Active Cemeteries (4) vs. purchasing a mower and road crew mowing and trimming Cemetery Pricing?
Mr. Kraft stated it determines if the township road crew handle the mowing of the cemeteries and the bids the township receives.
Cemetery pricing is comparable to surrounding areas.
FO questioned if someone would like to write up an ad. The ad should be on Ms. Kayler’s computer.
Mr. Kraft stated some time the trustees and him will need to get together to resolve some issues.

Zoning
BZA and ZC Meeting Dates for 2021.
Trustee Wynne questioned if anyone has made a request for changes. Mr. Kayler stated not to her.
Trustee Wynne suggested leaving them as they are. Trustee Hartshorn questioned the ZC dates since this year there will be more activity and to touch-base with the ZC members. Ms. Kayler would like the trustees; BZA and ZC go through the text and interpretations.

Discuss ZA earned salary: Due to Karen’s SS for 2021, she cannot earn more than 19,000.00.
30 hrs per week x 52 weeks = 1,560 hours
1,560 hrs x $14.00 per hour = $21,840.00
Examples: 1350 hrs x $14.00 per hour = $18,900.00
1325 hrs x $14.00 per hour = $18,550.00

1560 hrs - 1350 hrs = 210 hrs not filled
210 hrs divided by 30 yrs = 7 weeks office will be closed.
This does not include Trustee Meetings, Work Sessions, Special Meetings, BZA or ZC Meetings
Possibly will work at H & R Block. At this time, Ms. Kayler needs to meet and discuss her options.
Mr. Kayler will track her hours.
Trustee Hartshorn questioned reducing Ms. Kayler’s hours but keeping the office availability.
Trustee Hartshorn questioned if the FO would be available during office hours. FO stated I could help but cannot commit without times that are more precise.
Trustee Hartshorn questioned cutting 200 hours and can someone be at the office.
FO stated hours can be adjusted, take it week by week and if I can be in the office to help cover office hours, and would be able to help cover hours.
Trustees agreed to help cover current office hours.
Ms. Kayler stated since the office hours are set she liked the idea of keeping those hours for the residents of Perry Township.
Mr. Kayler has been typing the “How To” in the office.

Police
The department has an extra computer tower for the front office. Trustee Hartshorn discussed how many seats available and will discuss with Sgt. Hesler.

Ms. Kayler discussed an app called Land glide for a cell phone to locate properties. Cost is $10.00 a month.

MOTION “To Adjourn” Trustee Mears
Second Trustee Hartshorn
Roll was called: Ayes- Mears, Wynne, Hartshorn
Time: 2:33 P.M.

A caller commented stated several meetings back you stated if you are doing something wrong to let you know.
Special Meetings under ORC 121.11 states if you are having a special meeting and a person wants to be on a list they have to be notified. Stating that is a requirement. Also, an emergency meeting is a requirement. Stating the board needs to make a schedule of the regular posted meetings as well. If people want to be contracted, they can be contacted by mail and can be charges a minimal fee but it states you must do that. And, you can post in other locations like the internet but you must if the public request to be notified you must.
The caller also stated there is an app that you can get is free.
Trustee Wynne stated since Trustee Hartshorn has spoken with the attorney then we are good.
Trustee Wynne thanked for the input and no need to do it in a hostile way.
FO stated the meeting was adjourned and this came up after. FO questioned if this should be include in the minutes or should I contact the prosecutor’s office. Caller stated not giving anybody to have an input. Ok

Rhonda Behnken
Fiscal Officer

President, Trustee