**REILY TOWNSHIP BOARD OF TRUSTEES**

**FEBRUARY 3, 2021**

**7:00 PM** Meeting called to order with the Pledge of Allegiance. Trustees present: Tim Miller, Dennis Conrad, Nick Schwab.

**MOTION**

**MINUTES:** Mr. Conrad made a motion to accept the minutes of January 20, 2021 as corrected. Seconded by Mr. Schwab. Motion carried.

**MOTION**

**PURCHASE ORDERS:** Mr. Schwab moved, seconded by Mr. Conrad, to approve the Purchase Orders as presented. Motion carried.

**MOTION**

**WARRANTS:** Mr. Conrad made a motion to approve payment of Warrants (#24268-24287) totaling $13,415.37. Seconded by Mr. Schwab. Motion carried.

**BARN CONSTRUCTION COMPLAINT:** ResidentDoug Peter noted that he sees the barn construction on Peoria Reily Road as a potential problem, but was reminded that the area is zoned Agricultural, and that he could bring it up with the Zoning Commission for their consideration.

**ROAD REPORT:** In John Burgess’ absence, Klayton Smith reported that the Crew mopped and disinfected, and shoveled snow and salted the walk at the Community Center, disinfected the trucks and Shop office after COVID exposure, repaired the air cooler hose on the one-ton dump truck, removed the mower and replaced the loader on the John Deere tractor, changed plow blades on the Freightliner plow, ordered and received oil and hydraulic oil, ordered 200 tons of salt with 160 tons delivered so far, plowed and salted roads, washed trucks, and checked fluids in the trucks before and after use. Mr. Schwab requested that barrels be placed at the dead end of Dunwoody Road to stop traffic when covered in snow. Mr. Conrad noted that, per KLA Risk Assessment, there needs to be a partition added between the acetylene and oxygen bottles on the cart in the Equipment Shed. He will also ask John to schedule Squad 133 with Dsuban Spring Service for a front end alignment and possible coil springs.

**MOTION**

Mr. Schwab moved, seconded by Mr. Conrad, to accept the Road Report. Motion carried.

**FIRE REPORT:** Chief Conrad reported 10 Runs for the current period, including 3 Mutual Aid.

The Department received good comments from the owner of the barn that burned on Indian Creek Road on how it was handled. He is waiting to hear more about the COVID vaccine availability. Mr. Schwab gave the medical license to Dr. White to file. BRICS is ready to program the new radios. The new Power Cot has been received and is ready for installation in Squad 132. Vogelpohl has completed the annual warranty inspection on Engine 131 and repaired the steering wheel and tweaked some gauges.

**CPR COORDINATOR AND INSTRUCTORS:** Julie Schwab noted that the new CPR Coordinator is Michael Schwab, and he and Nick Schwab are Certified CPR Instructors. Julie will get clarification on whether a new CPR card is needed in addition to the Instructor card.

It was noted that there are also CPR classes for Friends and Family in the Township.

**MOTION**

Mr. Schwab moved, seconded by Mr. Miller, to accept the Fire Report. Mr. Conrad abstained. Motion carried.

**OLD BUSINESS**

**OTARMA POLICE & FIRE GRANT:** Emerson Adkins reported that the grant will cover most of the cost of the EMS jackets.

**MOTION**

Mr. Schwab moved, seconded by Mr. Conrad, to use the $1,000 OTARMA Police & Fire Grant to cover most of the cost of the EMS jackets purchase. Motion carried.

**ELK & ELK UPDATE:** Mr. Conrad reported that they requested the patient’s EMS sheets on the Kehr Road accident; the patient signed approval so Sonia will release and send it to them.

**RAILROAD GATES ON STEPHENSON:** They are not hooked up yet.

**MORGAN TOWNSHIP CHIP & SEAL MEETING:** Mr. Miller reported that Morgan Township is selling their trucks, so a meeting is on hold for now.

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**FEBRUARY 3, 2021**

**AUDIT MEETING:** Mr. Schwab provided a list of questions and the Fiscal Officer will send them to the CPA per her request.

**OTARMA BOARD OF ELECTIONS:** Mr. Schwab was re-elected as a member of the OTARMA Board for another 4-year term. This is his fourth term on the Board.

**ZONING PUBLIC HEARING:** The Zoning Public Hearing was held on February 3, 2021 from 6-7 PM; there were no residents present for the Hearing.

**MOTION**

Mr. Conrad moved, seconded by Mr. Schwab, to approve the changes in the Zoning Resolution made by the Zoning Commission. Vote was as follows: Mr. Miller, yes; Mr. Conrad, yes; Mr. Schwab, yes. Motion carried.

**MOTION**

Mr. Schwab moved, seconded by Mr. Conrad, to accept the Road Report. Motion carried.

**ZONING – HAIR SALON ON 129:** Doug Peter noted that the variance for the salon was not transferrable to the new owner after the Salon owner moved out.

**NEW BUSINESS**

**KLA RISK ASSESSMENT:** Updates to the recommended changes will be reported to Kelly Austin by the Fiscal Officer when completed.

1. VEHICLE PRE-CHECKS: Mr. Conrad will provide copies of the provided Vehicle Pre-Trip Inspection Checklist for all vehicles and it will begin on February 4, 2021.
2. SEPARATE GAS TANKS: A partition is to be added between the acetylene and oxygen tanks and will be completed ASAP.
3. REMOVE GAUGES:
4. WRITTEN EMPLOYEE HANDBOOK: Mr. Conrad will look for his.
5. ANNUAL SEXUAL HARASSMENT TRAINING: The Trustees will get a video and schedule training for Township employees and Fire Department members.
6. WRITTEN RECORDS RETENTION POLICY: Mr. Schwab noted that we keep all records, and will ask if Miami University will store older records for us.
7. HEPATITIS B VACCINE DECLINATION: Mr. Schwab will ask the Prosecutor about this.

**ADDRESS ON NEW CHECKS:** The Fiscal Officer noted that the address on the checks needs to be updated from Reily, OH to Oxford, OH.

**MOTION**

Mr. Conrad moved, seconded by Mr. Schwab, to approve the address update on the new checks being ordered. It will change from Reily, OH to Oxford, OH since there is no longer a post office in Reily. Motion carried.

**CORRESPONDENCE:** Correspondence was reviewed from OTARMA.

**8:15 PM** – With no further business to come before the Board, Mr. Conrad moved to adjourn. Seconded by Mr. Schwab. Motion carried and the meeting was adjourned.

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**Dianne Halcomb, Fiscal Officer Timothy E. Miller, Chair**

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**Dennis H. Conrad, V. Chair C. Nicholas Schwab, Trustee**