**REILY TOWNSHIP BOARD OF TRUSTEES**

**NOVEMBER 3, 2021**

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

**MOTION  
MINUTES:** Mr. Schwab made a motion to approve the minutes of October 20, 2021 as read. Seconded by Mr. Conrad. Mr. Miller abstained. Motion carried.

Mr. Conrad made a motion to approve the minutes of October 6, 2021 as read. Seconded by Mr. Miller. Mr. Schwab abstained. Motion carried.

**MOTIONS**

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

**MOTION  
WARRANTS:** Mr. Conrad moved, seconded by Mr. Schwab, to approve payment of Warrants (#24637 – 24660) totaling $17,127.18. Motion carried.

**SICK LEAVE:** Jeremy Sears indicated that the road crew would like clarification on the proper use of sick leave and comp time. It is not clear in the Employee Handbook. Ms. Halcomb distributed a copy of the current policy from the Handbook. The issue centered around the use of sick leave after the Hanover Reserve fire on October 17—members of the road crew were at the fire for over 12 hours, into the early morning, as members of the Fire Department. They needed time on the following day to recuperate after being at the fire so long–would the circumstances require the use of sick leave or compensatory time? It was decided that the use of sick leave for the day after the October 17 fire would be appropriate. Discussion continued on the use of sick leave versus compensatory time.

**MOTIONS**

Mr. Miller made a motion to include in the employee handbook that “final interpretation of the policies in the employee handbook are reserved by the Board of Trustees.” Mr. Conrad abstained. Motion carried.

Mr. Miller made a motion to pay sick leave for October 18 to employees who worked at the Hanover Reserve fire on October 17. Mr. Schwab seconded. Mr. Conrad abstained. Motion carried.

**ROAD REPORT:** Mr. Burgess submitted a request for Klayton Smith to take vacation November 10 through November 15. He also requested that the road crew be permitted to take the Veterans Day holiday on the day after Thanksgiving. Mr. Burgess reported that Butler County Metro Parks has requested the use of the Community Center on November 18 for a public informational session to discuss improvements to Indian Creek Metro Park. On November 13 the annual tire disposal day will be held at the Butler County Fairgrounds. The Township has no tires for disposal but it is open for county residents; limit is 10 tires. Crack sealing is finished and the machine has been returned. Reflective strips are on the sign posts. Cemetery mowing is complete; there are approximately three days left on road mowing. Mr. Schwab said he received unsolicited compliments on election day regarding how well the grounds looked. Mr. Burgess reported that there was damage to the Community Center floor from the use on election day; he suggested that the bigger room could be used. A cable broke on the overhead shop door resulting in the crew getting out late. The cylinder for the red International dump truck is in. Tanker 132 is at Dsuban Spring Shop for brake repair and should be done tomorrow. Ms. Halcomb has the receipts and the reimbursement for boots for the crew. Mr. Burgess noted that Klayton Smith is now eligible to receive 2 weeks of vacation per year.

**MOTIONS**

Mr. Conrad made a motion to approve the vacation request of Klayton Smith. Mr. Schwab seconded. Motion carried.

Mr. Schwab made a motion that the road crew be permitted to take the Veterans Day holiday on the day after Thanksgiving. Mr. Conrad seconded. Motion carried.

Mr. Conrad made motion to allow the use of the Community Room, rent free, on November 18 for a public informational session on the development of the Indian Creek Park. Mr. Schwab seconded. Motion carried.

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

**FIRE REPORT:** Chief Conrad reported six runs for the current period, including one mutual aid. Squad 131 is still in the shop for repairs. Emerson Adkins reported that he is working on an application for a MARCS grant, through the state fire marshal, to purchase radios; due date is November 6. The maximum allowed on the grant is $50,000. A bid has been received for $49,555

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for 11 radios. The cost per radio is approximately $4,800 which includes extra batteries, chargers and microphones. The programming will be done by Butler County at their expense. The Fire budget for this year is $230,769.38; that is strictly this year and does not include carryover.

Mr. Conrad reported that the air pack grant is proceeding and should be ready to submit soon. The prosecutor, Mr. Gmoser contacted Mr. Conrad about receiving allegations of improprieties: 1) gas being put in five gallon containers—unfounded—there are records of the use and storage of the five gallon gas containers; 2) Mr. Burgess’ use of sick time for a funeral—Mr. Conrad reported to Mr. Gmoser that he does not approve use of sick leave; 3) EMS runs on the clock for employees—the employees are permitted to stay on the clock during runs during scheduled work hours and are paid for their work hours through the township. During work hours, they get credit for the run but no fire pay. Mr. Conrad reported to Mr. Gmoser that they are complying.

Mr. Conrad met with Mr. Galloway to discuss proper use of the $145,900 received from the American Rescue Plan Act (ARPA); the state has an attorney to address questions on the uses. Funds can be used to reimburse lost revenue, premium pay, or stipends for road crews and fire departments, also for fioptics. Possible uses of the grant were discussed. Regarding EMS, Mr. Schwab indicated that Angie Brock is still listed as a trainee—she is certified now and should be listed on the roster as an EMT. Mr. Conrad reported that he has three people signed up for fire training class at the St. Clair Twp firehouse. He also noted that new boots and helmets are needed and can be purchased with ARPA funds.

**MOTIONS**

Mr. Schwab made a motion that the MARCS grant be submitted for the purchase of radios. Mr. Miller seconded. Mr. Conrad abstained. Motion carried.

Mr. Schwab made a motion to send three people to fire training class in Warren County. Mr. Miller seconded the motion. Mr. Conrad abstained. Motion carried.

Mr. Schwab made a motion to use ARPA funds to purchase 25 pairs of boots at approximately $450 each and 25 helmets at approximately $400 each, all from Vogelpohl. Mr. Miller seconded. Mr. Conrad abstained. Motion carried.

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

**OLD BUSINESS**

**CYBER SECURITY INSURANCE:** No update but on agenda for December insurance meeting.

**RENTAL ROOM PAINTING:** No update (still trying to obtain the paint).

**PAVING AND CHIP SEAL NEEDS BY OCTOBER 31:** Completed.

**ENGINEER’S PLANNING MEETING:** Scheduled for January 18 at 10:00 AM at the Butler County Engineer’s Office.

**ODOT TOWNSHIP STIMULUS PROGRAM UPDATE:** In process but won’t know until January.

**ELK & ELK:** Letter was forwarded to the insurance company.

**SIGNS & STRIPS REPLACEMENTS:** Completed.

**APPROPRIATIONS FOR FUND #2274:** Ms. Halcomb reported that she’ll enter the full amount in Contingencies until the use has been determined.

**RESOLUTION 21 – 1103.1 APPROPRIATIONS FOR FUND #2274**

Mr. Conrad moved, seconded by Mr. Schwab to pass a Resolution to adopt Appropriations for Fund #2274 American Rescue Plan Act (ARPA) to be used as necessary. The vote was as follows: Mr. Miller, yes; Mr. Conrad, yes; Mr. Schwab, yes. Motion carried and resolution adopted.

**QUESTIONS FOR FIRE GRANT:** Ms. Halcomb distributed the questions needed to be answered for the Air Pack grant application; she will forward the answers to the grant writer.

**T-MOBILE/SPRINT 4G BOOSTER:** Mr. Conrad reported that his voice mail issue has been resolved, but the service has not been reliable. There is a booster located in the Fire Room but service has not been good in certain areas. Providers and services were discussed. Mr. Conrad will call the T-Mobile representative to get more information.

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**FIRE LEVY:** The timing and amount needed for a levy was discussed. Before a decision is made, it needs to be determined how much will be received from grants before determining the need for a levy.

**HB 463 – ELIMINATE LOCAL ADVISORY BOARDS OF HEALTH:** Mr. Schwab indicated that he would like to see the trustees send an email to Thomas Hall in opposition of the bill.

**BCTA MEETING RSVPs:** All the trustees will attend. Ms. Halcomb will respond.

**FIRE DEPARTMENT CHRISTMAS DINNER:** The date for the dinner is December 11 and will be catered by Charlie Kennel at no cost.

**PURCHASE OF MICROSOFT OFFICE:** Mr. Burgess reported that the included program has expired and will cost $99 per year; he noted that it can be shared over 3-4 devices.

**MOTION**

Mr. Conrad made a motion to approve the purchase of Microsoft Office at the cost of $99 per year. Mr. Schwab seconded. Motion carried.

**RUN REPORTS:** Ms. Halcomb asked if there will be any more invoices for EMS runs from Sonia Lightfield this year; Mr. Conrad will ask her. Randy Eaton has reported all the fire runs to the State.

**CORRESPONDENCE:** Correspondence was reviewed from Sedgwick, Martin Marietta, T-Mobile, OTARMA, BC Recycling, Ohio Townships Association, BWC, Cincinnati Bell and Melvin Stone.

**9:29 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**