

Madison Township Board of Trustees
January 17, 2024

The Madison Township Board of Trustees met this day in regular session at the Township Administration Building located at 5610 W. Alexandria Road, Middletown, Ohio at 6:30 p.m. The meeting was called to order by Board President Brian McGuire with the Pledge of Allegiance.

Mrs. Schenck administered the oath of office to Trustee Tim Coldiron.

ROLL CALL: Mr. McGuire-Present, Mr. Willoughby-Present, Mr. Coldiron- Present, Mrs. Schenck- Present, Dave Runnells- Present.

Public Comments

ITEM 2024 - 004 - APPROVE THE MINUTES

Mr. Willoughby moved, Mr. McGuire seconded to approve the minutes of December 20, 2023 and January 5, 2024 as presented. Vote: Ayes: Mr. Coldiron, Mr. Willoughby, Mr. McGuire. Nays: None. The motion was declared approved.

ITEM 2023 - 005 - APPROVE THE BILLS

Mr. Willoughby moved, Mr. Coldiron seconded to approve the bills for this period as presented. Vote: Ayes: Mr. Coldiron, Mr. Willoughby, Mr. McGuire. Nays: None. The motion was declared approved.

Fiscal Officer Report

Mrs. Schenck presented the end of the month financial reports and reviewed the 2024 Certificate of Estimated Resources and 2024 permanent appropriations.

ITEM 2023 - 006 - APPROVE FISCAL OFFICERS REPORT

Mr. Willoughby moved, Mr. Coldiron seconded to approve the Fiscal Officer's report as presented. Vote: Ayes: Mr. Coldiron, Mr. Willoughby, Mr. McGuire. Nays: None. The motion was declared approved.

Fire/EMS Department

Chief Hall presented the December fire and EMS stats and the 2023 run totals.

Road Department

Road Superintendent Johnny Cassidy provided a brief report of the road and cemetery department activities.

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Old Business

Mr. Willoughby stated that the FEMA grant application for the park had been submitted. He is waiting on an estimate of the construction costs.

New Business

ITEM 2024 - 007 - ADJOURN THE BOARD SINE AND DIE

Mr. Willoughby moved, Mr. Coldiron seconded to adjourn the Board sine and die and appoint the Fiscal Officer as Chairman. Vote: Ayes: Mr. Coldiron, Mr. Willoughby, Mr. McGuire. Nays: None. The motion was declared approved.

ITEM 2024 - 008 - NOMINATE BOARD PRESIDENT

Mr. McGuire moved, Mr. Coldiron seconded to nominate Mr. Willoughby to serve as the President of the Board of Trustees. Ayes: Mr. Coldiron, Mr. Willoughby, Mr. McGuire. Nays: None. The motion was declared approved.

ITEM 2024 - 009 - NOMINATE BOARD VICE PRESIDENT

Mr. Coldiron moved, Mr. Willoughby seconded to nominate Mr. McGuire to serve as the Vice President of the Board of Trustees. Vote: Ayes: Mr. Coldiron, Mr. Willoughby, Mr. McGuire. Nays: None. The motion was declared approved.

The Trustees decided to continue to keep the regular Trustee meeting dates and time for the 2024 calendar year as the third Wednesday of every month at 6:30 p.m. No vote was taken.

ITEM 2024 - 010 - APPROVE THE ROAD/SIGN CHECK

Mr. McGuire moved, Mr. Coldiron seconded to approve the road check and sign check for January to be submitted to BCEO. Vote: Ayes: Coldiron, Mr. Willoughby, Mr. McGuire. Nays: None. The motion was declared approved.

ITEM 2024 - 011 - ESTABLISH THE 2024 PERMANENT APPROPRIATIONS

Mr. McGuire moved, Mr. Coldiron seconded to establish the 2024 Permanent Appropriations.

Account Code	Account Name	Amended Appropriation
1000-110-111-0000	Salaries - Trustees	\$45,312.00
1000-110-121-0000	Salary - Township Fiscal Officer	\$25,963.00
1000-110-190-0000	Other - Salaries	\$31,200.00

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1000-110-211-0000	Ohio Public Employees Retirement System	\$17,146.50
1000-110-213-0000	Medicare	\$1,776.00
1000-110-230-0000	Workers' Compensation	\$6,000.00
1000-110-240-0000	Unemployment Compensation	\$0.00
1000-110-311-0000	Accounting and Legal Fees	\$5,000.00
1000-110-312-0000	Auditing Services	\$5,000.00
1000-110-313-0000	Uniform Accounting Network Fees	\$3,504.00
1000-110-314-0000	Tax Collection Fees	\$2,500.00
1000-110-315-0000	Election Expenses	\$1,000.00
1000-110-330-0000	Travel and Meeting Expense	\$6,000.00
1000-110-342-0000	Postage	\$3,000.00
1000-110-360-0000	Contracted Services	\$0.00
1000-110-370-0000	Payment to Another Political Subdivision	\$8,000.00
1000-110-381-0000	Property Insurance Premiums	\$8,000.00
1000-110-389-0000	Other - Insurance and Bonding	\$60,000.00
1000-110-410-0000	Office Supplies	\$5,000.00
1000-110-599-0000	Other - Other Expenses	\$45,000.00
1000-120-322-0000	Garbage and Trash Removal	\$3,500.00
1000-120-323-0000	Repairs and Maintenance	\$25,000.00
1000-120-341-0000	Telephone	\$1,500.00
1000-120-344-0000	Printing	\$25,00.00
1000-120-351-0000	Electricity	\$3,100.00
1000-120-352-0000	Water and Sewage	\$1,200.00
1000-120-353-0000	Natural Gas	\$4,000.00
1000-120-359-0000	Other - Utilities	\$2,700.00
1000-120-360-0000	Contracted Services	\$0.00
1000-120-420-0000	Operating Supplies	\$3,200.00
1000-310-360-0000	Contracted Services	\$5,000.00
1000-610-352-0000	Water and Sewage	\$4,000.00
1000-610-599-0000	Other - Other Expenses	\$8,500.00
1000-910-910-0000	Transfers - Out	\$0.00
		\$366,101.50
2011-330-323-0000	Repairs and Maintenance	\$20,000.00
		\$20,000.00
2021-330-190-0000	Other - Salaries	\$0.00
2021-330-211-0000	Ohio Public Employees Retirement System	\$7,000.00
2021-330-212-0000	Social Security	\$2,000.00
2021-330-213-0000	Medicare	\$0.00
2021-330-220-0000	Insurance Benefits	\$125,000.00

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2021-330-360-0000	Contracted Services	\$0.00
2021-330-420-0000	Operating Supplies	\$10,000.00
2021-330-420-0002	Operating Supplies{road salt}	\$15,000.00
2021-330-420-0004	Operating Supplies{crack fill materials}	\$10,000.00
2021-330-420-0005	Operating Supplies{asphalt, gravel, pipe}	\$10,000.00
2021-330-420-0006	Operating Supplies{welding gas supplies}	\$1,000.00
2021-330-430-0000	Small Tools and Minor Equipment	\$2,000.00
2021-420-360-0000	Contracted Services	\$0.00
		\$182,000.00

2031-110-314-0000	Tax Collection Fees	\$3,500.00
2031-330-190-0000	Other - Salaries	\$200,000.00
2031-330-211-0000	Ohio Public Employees Retirement System	\$28,000.00
2031-330-212-0000	Social Security	\$0.00
2031-330-213-0000	Medicare	\$2,900.00
2031-330-230-0000	Workers' Compensation	\$3,500.00
2031-330-240-0000	Unemployment Compensation	\$3,000.00
2031-330-251-0000	Uniform, Tool and Equip. Reimbursements	\$0.00
2031-330-318-0000	Training Services	\$0.00
2031-330-360-0000	Contracted Services	\$0.00
2031-330-381-0000	Property Insurance Premiums	\$0.00
2031-330-430-0000	Small Tools and Minor Equipment	\$0.00
2031-820-820-0000	Principal Payments - Notes	\$20,251.00
	Total Appropriations	\$261,151.00

2041-410-190-0000	Other - Salaries	\$50,000.00
2041-410-211-0000	Ohio Public Employees Retirement System	\$7,000.00
2041-410-212-0000	Social Security	\$0.00
2041-410-213-0000	Medicare	\$725.00
2041-410-323-0000	Repairs and Maintenance	\$5,000.00
2041-410-420-0000	Operating Supplies	\$5,000.00
2041-410-599-0000	Other - Other Expenses	\$3,000.00
2041-410-740-0000	Machinery, Equipment and Furniture	\$0.00
	Total Appropriations	\$70,725.00

2141-330-314-0000	Tax Collection Fees	\$3,000.00
2141-330-360-0000	Contracted Services	\$183,284.17
2141-330-420-0000	Operating Supplies	\$0.00
2141-330-420-0003	Operating Supplies{fuel}	\$20,000.00
2141-330-750-0000	Motor Vehicles	\$0.00
	Total Appropriations	\$206,284.17

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2171-760-740-0000	Machinery Equipment and Furniture	\$0.00
	Total Appropriations	\$0.00
2191-110-314-0000	Tax Collection Fees	\$17,000.00
2191-220-190-0000	Other - Salaries	\$700,000.00
2191-220-211-0000	Ohio Public Employees Retirement System	\$87,000.00
2191-220-212-0000	Social Security	\$6,500.00
2191-220-213-0000	Medicare	\$11,000.00
2191-220-230-0000	Workers' Compensation	\$12,000.00
2191-220-240-0000	Unemployment Compensation	\$100.00
2191-220-251-0000	Uniform, Tool and Equip.Reimbursements	\$26,000.00
2191-220-310-0000	Professional and Technical Services	\$60,000.00
2191-220-318-0000	Training Services	\$5,000.00
2191-220-322-0000	Garbage and Trash Removal	\$4,000.00
2191-220-323-0000	Repairs and Maintenance	\$50,000.00
2191-220-330-0000	Travel and Meeting Expense	\$10,000.00
2191-220-341-0000	Telephone	\$3,000.00
2191-220-351-0000	Electricity	\$13,000.00
2191-220-352-0000	Water and Sewage	\$1,200.00
2191-220-353-0000	Natural Gas	\$5,000.00
2191-220-359-0000	Other - Utilities	\$10,000.00
2191-220-360-0000	Contracted Services	\$0.00
2191-220-381-0000	Property Insurance Premiums	\$17,000.00
2191-220-389-0000	Other - Insurance and Bonding	\$45,000.00
2191-220-410-0000	Office Supplies	\$3,000.00
2191-220-420-0000	Operating Supplies	\$15,000.00
2191-220-420-0003	Operating Supplies{fuel}	\$20,000.00
2191-220-430-0000	Small Tools and Minor Equipment	\$25,000.00
2191-220-490-0000	Other - Supplies and Materials	\$30,000.00
2191-220-599-0000	Other - Other Expenses	\$5,000.00
2191-220-740-0000	Machinery, Equipment and Furniture	\$0.00
2191-220-750-0000	Motor Vehicles	\$855,003.00
2191-740-760-0000	Machinery, Equipment and Furniture	\$0.00
2191-890-890-0000	Other - Debt Service	\$0.00
	Total Appropriations	\$2,035,803.00
2231-330-360-0000	Contracted Services	\$95,000.00
	Total Appropriations	\$95,000.00
2273-220-190-0000	Other - Salaries	\$0.00

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2273-220-211-0000	Ohio Public Employees Retirement System	\$0.00
2273-220-212-0000	Social Security	\$0.00
2273-220-213-0000	Medicare	\$0.00
2273-330-360-0000	Contracted Services	\$0.00
2273-690-310-0000	Professional and Technical Services	\$0.00
2273-760-740-0000	Machinery, Equipment and Furniture	\$0.00
2273-760-790-0000	Other - Capital Outlay	\$0.00
2273-910-910-0000	Transfers - Out	\$0.00
	Total Appropriations	\$0.00

4501-310-360-0000	Contracted Services	\$5,437.00
4501-840-840-0000	Fiscal Charges	\$0.00
	Total Appropriations	\$5,437.00

Report Total:

\$3,242,501.67

Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None.
The motion was declared approved.

ITEM 2024 - 012 - APPROVE EXPENSE POLICY FOR 2024

Mr. McGuire moved, Mr. Coldiron seconded to approve the expense policy for 2024:

Parking-maximum \$15/day without receipt or fully paid with receipt, Cab fare-fully paid with receipt, Meal fully paid with receipt, Hotels fully paid with receipt, Transportation fully paid with receipt to authorized meetings, trainings or events, Educational/training conference registrations paid in full with receipt, "Super Saver Packages" that include an extended stay with substantial discount may be utilized if financially beneficial to the township. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

ITEM 2024 - 013 - AUTHORIZE INVESTMENTS BY THE FISCAL OFFICER

Mr. McGuire moved, Mr. Coldiron seconded to authorize the Fiscal Officer to invest interim and inactive funds in investments permissible by law. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

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ITEM 2024 - 014 - AUTHORIZE INTRAFUND TRANSFERS BY THE FISCAL OFFICER

Mr. McGuire moved, Mr. Coldiron seconded to authorize the Fiscal Officer to make all intrafund transfers and appropriation modifications with a listing to be presented at the next scheduled meeting for approval. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

ITEM 2024 - 015 - AUTHORIZE FISCAL OFFICER TO PAY ALL BILLS

Mr. McGuire moved, Mr. Coldiron seconded to authorize the Fiscal Officer to pay all bills as received with checks signed or stamped (with a signature stamp facsimile) by at least two trustees and report a listing of those checks for approval at the next regular meeting. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

Electing the Volunteer Fire Fighters Dependents Fund Board members was briefly discussed and the Trustees decided to table it until the February meeting.

ITEM 2024 - 016 - PURCHASE 5 SETS OF FIRE GEAR AND BOOTS

Mr. McGuire moved, Mr. Coldiron seconded to purchase 5 sets of fire gear and black diamond boots "Firedex" at a price of \$19,555.00. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

ITEM 2024 - 017 - PURCHASE DEFENDER MAX LTD CAB HD10 SIDE BY SIDE

Mr. McGuire moved, Mr. Coldiron seconded to purchase a Defender Max Ltd. CAB HD10 (Side by Side) from Hexco Motorsports, LLC at a cost of \$52,445.74. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

ITEM 2024 - 018 - PURCHASE GENESIS E FORCE EXTRICATION TOOL

Mr. McGuire moved, Mr. Coldiron seconded to purchase a Genesis E Force Model Series SL3- Milwaukee M28 5ah battery operated extrication tool from Howell Rescue Systems at a cost of \$62,700. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

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ITEM 2024 - 019 - APPROVE THE APPRAISAL OF THE ALS 153 CHASE CAR

Mr. McGuire moved, Mr. Coldiron seconded to approve the amount of the \$39,504.85 as determined by AEA/Arrow Appraisers representing PEP/OTARMA for the ALS 153 chase vehicle that was involved in a crash. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

ITEM 2024 - 020 - APPROVE HEALTH BENEFITS PACKAGE FOR 2024

Mr. McGuire moved, Mr. Coldiron seconded to approve the existing health benefits package for Trustees, Fiscal Officer, Fire Chief and all full-time employees, including life insurance up to \$25,000.00 for 2024. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

ITEM 2024 - 021 - ESTABLISH THE 2024 CERTIFICATE OF ESTIMATED RESOURCES

Mr. McGuire moved, Mr. Coldiron seconded to establish the 2024 Certificate of Estimated Resources.

Fund	Carryover	Estimated Revenue	Total
General	\$245,302.00	\$400,356.00	\$646,658.00
Motor Vehicle Tax	\$41,592.40	\$21,000.00	\$62,592.40
Gasoline Tax	\$18,656.84	\$182,000.00	\$200,656.84
Road & Bridge	\$118,829.36	\$266,125.00	\$384,954.36
Cemetery	\$103,702.08	\$35,000.00	\$135,702.08
Road District	\$121,296.21	\$260,000.00	\$381,296.21
Park	\$0.00	\$0.00	\$0.00
Fire/ EMS	\$1,568,847.36	\$2,091,000.00	\$2,804,844.36
Permissive Tax	\$8,987.89	\$88,000.00	\$96,987.89
ARPA	\$0.00	\$0.00	\$0.00
Public Works Comm.	\$0.00	\$0.00	\$0.00
Lighting Assessment	\$417.27	\$6,437.00	\$5,854.27
Permanent Fund	\$1,253.21	\$0.05	\$253.26
	\$2,228,884.62	\$3,349,918.05	\$4,722,799.67

Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

ITEM 2024 - 022 - PURCHASE ZERO TURN MOWERS FOR ROAD CREW

Mr. McGuire moved, Mr. Coldiron seconded to purchase 3 new Grasshopper 329 B 31HP Vanguard 896cc 52" rear discharge deck zero turn mowers at a cost \$40,540.80. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

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ITEM 2024 - 023 - APPROVE NEW CEMETERY RATES

Mr. McGuire moved, Mr. Coldiron seconded to approve the new cemetery rates. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

Discussion Items

There was discussion about the township's financial policies and procedures and internal controls as required for the Butler County ARPA funding.

ITEM 2024 - 024 - ADJOURN

Mr. McGuire moved, Mr. Coldiron seconded to adjourn the meeting at 7:33 p.m. Vote: Ayes: Mr. Coldiron, Mr. McGuire, Mr. Willoughby. Nays: None. The motion was declared approved.

Attest - Fiscal Officer

Signed - President