

MINUTES, WEEK OF OCTOBER 13, 2020

The Board of Trustees met on Tuesday, October 13, 2020, at the Butler Township Government Center, 3780 Little York Road, Dayton, Ohio, at 5:30 p.m. for a Workshop Session to discuss business of the township. Mike Lang, President called the meeting to order.

Resolution No. 20-47

A Resolution Appointing Representatives to the Butler Township Budget Commission was submitted by Erika Vogel. Erika explained that Ken Betz was appointing Mr. Andy Higgins and Missy Pruszynski was appointing Mr. Doug Nagel to the Township's Budget Commission. Ken explained that Andy has been a long time resident and is a retired Child Psychologist in the area. Missy explained that Doug's background is in the public sector and that he recently moved to the township and is a police officer with the City of Vandalia. Mr. Higgins fills the vacant seat of Greg Stephens and Doug Nagel fills the vacant seat of Greg Brush, due to his elected position as Fiscal Officer.

Missy Pruszynski made a motion to approve Resolution #20-47, A Resolution Appointing Representatives to the Butler Township Budget Commission, as submitted, with Ken Betz seconding and Mike Lang approving the motion.

Greg Brush called the roll for a vote: Ken Betz – Yes, Mike Lang – Yes, and Missy Pruszynski – Yes. **Resolution #20-47 was approved, 3-0.**

Resolution No. 20-48

A Resolution Adopting the Butler Township Procurement Policy for Use of Federal Funds was submitted by the Administrator. The proposed Procurement Policy is necessary to spend funds secured through federal grants. The Prosecutor's office reviewed the policy for the township and recommended approval of the policy for the purpose of spending federal funds.

Missy Pruszynski made a motion to approve Resolution #20-48, A Resolution Adopting the Butler Township Procurement Policy for Use of Federal Funds, as submitted, with Ken Betz seconding and Mike Lang approving the motion.

Greg Brush called the roll for a vote: Ken Betz – Yes, Mike Lang – Yes, and Missy Pruszynski – Yes. **Resolution #20-48 was approved, 3-0.**

CARES Act Funding Opportunities and Expenses

Erika Vogel stated that the total amount received through the CARES Act funding was \$387,388.97. She stated that there have been several computers purchased for work from home as well as miscellaneous supplies. She explained that she has received quotes for a new VOIP phone system to allow for work from home capabilities as well. The quotes received are around \$10,000 for equipment, however staff still wants to review additional options before making a decision. Erika Vogel also stated that she sent the Trustee's a bulletin from the Department of Treasury Office of Inspector General which specifically addresses the use of CARES funds for public safety employee payroll expenses in FAQ # 63 and #70-72. She recommended that any unspent funds for supplies and other capital equipment, be divided between Police and Fire personnel expenses through the end of the year. Below are the approved and pending resolutions:

\$12,000 (Res. 20-33) – Laptops and supplies purchases for Fire, Service and Admin
\$19,000 (Res. 20-49) – Laptops and equipment purchases for Police Department
\$3,655 (Res. 20-49) – PPE for the Police Department
\$15,000 (Proposed motion) – New VOIP Phone System and VPN network for the Township

Resolution No. 20-49

A Resolution Authorizing the Police Chief to Purchase Lap Top Computers for Remote Work and PPE in Response to the COVID-19 State of Emergency with CARES Act Funding was submitted by the Police Chief for use of CARES Act funding. It was explained that these laptops will allow the Chief, Lt. and Detectives, unmarked

vehicles to have laptop computers, to eliminate the extra need to come into the office during COVID. The proposed PPE will allow the department to keep up with supplies during the pandemic.

Missy Pruszynski made a motion to approve Resolution #20-49, A Resolution Authorizing the Police Chief to Purchase Lap Top Computers for Remote Work and PPE in Response to the COVID-19 State of Emergency with CARES Act Funding, as submitted, with Ken Betz seconding and Mike Lang approving the motion.

Greg Brush called the roll for a vote: Ken Betz – Yes, Mike Lang – Yes, and Missy Pruszynski – Yes. **Resolution #20-49 was approved, 3-0.**

Resolution No. 20-50

A Resolution finding it Necessary to Amend the Revenue and Appropriations Budgets for Funds Received through the CARES Act for FY2020 was submitted by the Administrator.

Erika Vogel stated that the Revenue and Appropriations budgets needed to be amended due to the final disbursement of CARES Act Funding. She stated that the total revenue was \$387,388.97, she also noted that the Capital Outlay appropriations shall be increased to \$387,388.97 and added that previously, \$15,000 was appropriated for Operating supplies.

Missy Pruszynski made a motion to approve Resolution #20-50, A Resolution Finding it Necessary to Amend the Revenue and Appropriations Budgets for Funds Received through the CARES Act for FY2020, as submitted, with Ken Betz seconding and Mike Lang approving the motion.

Greg Brush called the roll for a vote: Ken Betz – Yes, Mike Lang – Yes, and Missy Pruszynski – Yes. **Resolution #20-50 was approved, 3-0.**

Resolution No. 20-51

Missy Pruszynski made a motion to approve Resolution No. 20-51, Authorizing the Administrator to spend up to \$15,000 for a new VOIP phone system to be vetted and selected by the Township Administrator, as well as approving remaining COVID funds to personnel expenses in the Police Department and Fire Department for their efforts and response during the COVID pandemic. Ken Betz seconded the motion and Mike Lang approved.

Greg Brush called the roll for a vote: Ken Betz – Yes, Mike Lang – Yes, and Missy Pruszynski – Yes. **Resolution No. 20-51 was approved, 3-0.**

Items of Discussion

Asphalt Overlay Program and Concrete Repair for 2021

The Asphalt Overlay Program and Concrete Repair for 2021 was discussed along with the McSmith Lane Concrete Assessments. It was stated that the Administrator and the Service Director is recommending that the concrete work be bid out by the County with the asphalt overlay program, in an effort to better coordinate and facilitate the project. The administrator recommended that the catch basin repairs be paid for by the township, as well as the asphalt and the concrete curb and gutter be divided between the 22 property owners. Erika Vogel provided a draft letter to the Trustees regarding the assessments. It was explained that the per property cost of the curb and gutter replacement was estimated at \$4,672. She explained that the township could assess the amount up to 10 years, with a 5% administrative fee added on. The Trustees suggested that the residents should have an option to pay up front or assess over a 5 or 10 year period. It was noted that the options would be provided in the letter.

Messaging & Branding Follow-Up from Catapult Presentation

The board discussed the proposed taglines and campaigns proposed by Catapult at the September workshop. It was determined that “It’s Better in Butler” was the

preferred tagline. The board stated that they liked how it sounded and how fitting it was.

Second, the board discussed the proposed campaigns and determined that “Benchwood Keeps Us Moving” is a great campaign to get the message out to residents how much the business district provides, financially, to the township. It also is a great way to encourage future development and improvements in the business district.

Life Insurance benefits for Full-Time Employees of the Township

The Administrator explained that currently, life insurance benefits are only offered to those employees who elect health insurance through the township, which is dictated by the Personnel Manual. It was set up like this because the two plans used to be tied together, however since the township switched to MCTWF, the plans are completely separate. She explained that she felt it is important to offer life insurance coverage to all employees of the township, if they want it. Erika Vogel explained that she was working on getting an updated quote for adding all 47 full time employees. Once that comes back she stated she would like to go ahead and enroll everyone. It was noted that everyone would receive insurance benefits equal to one year’s salary. The Fiscal Officer noted that the benefit is a taxed for employees and that is something they should be aware of. The Administrator noted that they could allow employees to opt out if they wanted.

Missy Pruszynski made a motion to offer all full time employees life insurance benefits, whether or not they are on the township’s health insurance plan and to begin coverage as soon as possible. Ken Betz seconded the motion and Mike Lang approved.

Greg Brush called the roll for a vote: Ken Betz – Yes, Mike Lang – Yes, and Missy Pruszynski – Yes. **Motion was approved, 3-0.**

OVI Task Force Agreement

A Motion Approving the Agreement with the Montgomery County OVI Task Force for Fiscal Grant Year Starting October 1, 2020 through September 30, 2021 was requested by the Administrator. Erika Vogel explained that this agreement is passed every year to participate in the OVI Task Force program. The maximum reimbursement is \$7,500 which is the same as previous years. There were no questions from the Board.

Missy Pruszynski made a motion to approve the agreement with the Montgomery County OVI Task Force, with Ken Betz seconding and Mike Lang approving the motion.

Payroll Modification for 2020

Missy Pruszynski made a motion to approve a 27th pay for 2020 to be paid on December 31st, due to the first pay of the year falling on a holiday, and to skip the elected officials’ pay for that pay period, due to the elected officials being paid their maximum amount per the year, per the ORC. Ken Betz seconded the motion and Mike Lang approved.

Informal Business

Missy Pruszynski informed the Board that the Alumni Association is working on a 100th Anniversary celebration of becoming Vandalia-Butler Schools. Greg Atherton contacted her and asked that the township appoint a committee member. Missy stated that she would be willing to volunteer to be on the committee.

Mike Lang stated that he was happy to see the asphalt work beginning in his plat and thanked the Service Director for the department’s hard work in getting the plat prepped for overlay in the spring.

Greg Brush noted that he and the Administrator will be meeting with the township’s new representative from 5/3, Kelly Wolski, on Wednesday, October 14th to review current banking and discuss current and future investment strategies as well as potential debt payoffs.

Chief Porter explained that the department has been busy working on the investigation following the shooting incident that occurred over the weekend.

Erika Vogel stated that the Budget Commission will be meeting on Friday, October 16, to begin review of the 2020 Budget.

Missy Pruszynski noted that the trustees have reviewed the financial statements and made a motion for approval to pay the bills of the township, as submitted, with Ken Betz seconding the motion.

Missy Pruszynski made a motion to enter into Executive Session to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, with Ken Betz seconding and Mike Lang approving the motion.

Greg Brush called the roll for a vote: Ken Betz – Yes, Mike Lang – Yes, and Missy Pruszynski – Yes. **Motion to enter into Executive Session at 6:46 p.m. was approved, 3-0.**

Mike Lang made a motion to exit from executive session and return to the regular meeting at 7:08 p.m.

Missy Pruszynski noted that no action was taken from the Executive Session and made a motion to adjourn the meeting at 7:08 p.m.

MIKE LANG
PRESIDENT

GREGORY A. BRUSH
FISCAL OFFICER