

**RECORD OF PROCEEDINGS**  
**CLEARCREEK TOWNSHIP TRUSTEES**  
**Minutes of Regular Meeting**  
**November 27, 2023**

The Clearcreek Township Trustees met in regular session at 9:00 a.m. with the following members present: Mr. Gabbard, Mr. Muterspaw, and Mr. Wade.

Mr. Wade opened the meeting and led in the Pledge of Allegiance.

Mr. Wade asked if the Board members had any consent agenda item or items that they wished removed. No removal from the consent agenda was requested.

Mr. Wade called for Public Comment. No comments were noted.

Mr. Wade read Resolution 5473 – A Resolution approving a transfer of \$390,431.37 from General Fund – Transfers Out to Fire Fund – Fire-Transfers-In in the Permanent Budget Appropriations for Fiscal Year 2023, dispensing with the second reading, and declaring an emergency. This is the first payment made by Springboro for the construction of Station 24 as part of the Coterminous Agreement. Mr. Wade asked for a motion to approve the Resolution. Mr. Muterspaw so moved with Mr. Gabbard seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Gabbard-yea; and Mr. Wade-yea.

Mr. Wade read Resolution 5474 – A Resolution dedicating a portion of Clearcreek Township’s share of funds from the American Rescue Plan Act funds to pay for various projects and equipment and dispensing with the second reading. Mr. Clark, Township Administrator, advised the Resolution will allow the purchase of salt brine spreading equipment. Mr. Wade asked for a motion to approve the Resolution. Mr. Gabbard so moved with Mr. Muterspaw seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea; Mr. Muterspaw-yea; and Mr. Wade-yea.

Mr. Wade read Resolution 5475 – A Resolution approving the Permanent Budget Appropriations for Fiscal Year 2024, dispensing with the second reading, and declaring an emergency. Mr. Wade asked for a motion to approve the Resolution. Mr. Muterspaw so moved with Mr. Gabbard seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Gabbard-yea; and Mr. Wade-yea.

Chief Agenbroad, Fire Chief, asked the Board to authorize the purchase of itemized equipment, services, and furnishings for construction of Station 24. Chief Agenbroad advised that these purchases will be made from the EMS fund. Mr. Wade asked for a motion to authorize the purchases noted in the packet memo. Mr. Gabbard so moved with Mr. Muterspaw seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea; Mr. Muterspaw-yea; and Mr. Wade-yea.

Mr. Jones, Road Superintendent, asked the Board to authorize the purchase of IWorQ asset management software and direct the Township Administrator to sign the three-year agreement. Mr. Jones advised the software would be used to track signage, guardrails, catch basins, culverts, and street PCI ratings. Mr. Wade asked how the software was priced. Mr. Jones noted that the software costs \$8,500 per year for a total of \$25,500. Mr. Wade asked for a motion to authorize the purchase. Mr.

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Muterspaw so moved with Mr. Gabbard seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Gabbard-yea; and Mr. Wade-yea.

Mr. Palmer, Planning and Zoning Director, asked the Board to appoint the following citizens as Full Members to the Board of Zoning Appeals, terms as indicated:

- a. Steve Bond for a term from December 1, 2023 to November 30, 2028.
- b. Sarah Mellon for a term from December 1, 2023 to November 30, 2024.

Mr. Wade asked for a motion to approve the appointments. Mr. Gabbard so moved with Mr. Muterspaw seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea; Mr. Muterspaw-yea; and Mr. Wade-yea.

Mr. Wade asked for a motion to approve the Consent Agenda. Mr. Muterspaw so moved to approve the Consent Agenda as presented to the Board:

- 1 Approval of Amended Minutes – October 9, 2023, Regular Session.
- 2 Approval of Minutes - November 13, 2023, Regular Session.
- 3 Current Bills and Financial Report.
- 4 Adjust the hourly pay rate (+\$0.25 per hour) of Colby Bloom, Allen Fry, Kevin Ray, and Zachary Stebbins for completing LTAP's Road Scholar 1 certificate program effective November 16, 2023.

Mr. Gabbard seconded the motion and upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Gabbard-yea; and Mr. Wade-yea.

At 9:10 a.m., Mr. Wade asked if the Board wished to go into executive session pursuant to Ohio Revised Code 121.22(G)(1) and (4).

- (1) To consider the appointment and compensation of a public employee.
- (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment

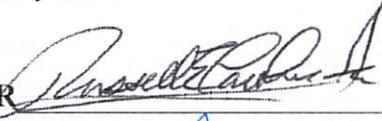
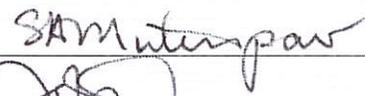
Mr. Gabbard moved to enter executive session. Mr. Muterspaw seconded the motion and upon roll call the vote was as follows: Mr. Gabbard-yea; Mr. Muterspaw-yea; and Mr. Wade-yea.

The Board returned from executive session at 9:33 a.m. with Mr. Wade immediately resuming the regular meeting.

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Mr. Wade noted that an addition was being made to the agenda to authorize the Township Administrator to advertise for an Assistant Administrator position. Mr. Wade asked for a motion to authorize the Administrator to advertise for the position. Mr. Gabbard so moved with Mr. Muterspaw seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea; Mr. Muterspaw-yea; and Mr. Wade-yea.

With no further business, Mr. Wade asked for a motion to adjourn the Regular Meeting at 9:33 a.m. Mr. Muterspaw so moved with Mr. Gabbard seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Gabbard-yea; and Mr. Wade-yea.

FISCAL OFFICER   
TRUSTEE   
TRUSTEE   
TRUSTEE 