

RECORD OF PROCEEDINGS
CLEARCREEK TOWNSHIP TRUSTEES
Work Session
July 12, 2021

The Clearcreek Township Trustees met in work session at 5:39 p.m. on Monday, July 12, 2021. Mr. Gabbard made a motion to start the work session meeting. 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 following were present:

Mr. Gabbard, Trustee Vice Chairperson	Mr. Terrill, Police Chief
Mr. Muterspaw, Trustee	Mr. Wade, Trustee Chairperson
Mr. Cox, Assistant Fire Chief	Mr. Palmer, Zoning Director
Mr. Dean, Finance Coordinator	Mr. Clark, Township Administrator
Mr. Ryan Jones, Road Superintendent	Mrs. Tischler, Human Resources Coordinator

Erin Baird from KZF Design started the meeting with a Facilities update. Erin presented site plans and noted a few changes since the December site plans were presented. There was discussion on the police department's amended elevation and a few questions by the Trustees on the administration building's rooms.

At 5:55 p.m., Mr. Muterspaw made a motion to adjourn the work session meeting for an unrelated public hearing. 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 6:05 p.m., Mr. Muterspaw made a motion to re-open the work session meeting. Mr. Gabbard seconded the motion and upon roll call the vote was as follows: Mr. Muterspaw – yea; Mr.

Mr. Clark informed the Board that he and Mr. Carolus has been reviewing options for financial software to be used by staff. The current software, UAN, is antiquated and doesn't work with other applications. The Township needs a more modern, user-friendly software. Mr. Carolus narrowed options down to two choices. It is requested that this purchase be considered when discussing the 2022 appropriations budget. Mr. Wade did have a couple questions asking what do other townships use and would the new option work well for the auditor's needs. It was agreed upon by the Board to entertain moving forward while considering cost and implementation. Mr. Gabbard suggested looking at all options thoroughly, not just the ones which Messrs.' Carolus and Clark were familiar.

Mr. Clark discussed a new Township Communications employment position. It's time for the Township to communicate with the community on a more consistent basis rather than a reactionary basis. This position will use various platforms to communicate effectively with the community, including social media and our website. It was presented that Jennifer Whittle, current part-time fire clerk, has exceptional skills that are underutilized. She has the skillset in designing, editing and currently produces the Fire District's monthly report, as well as maintaining their Facebook page. It is recommended to expand her role as Public Relations Coordinator of some type under the direction of the Township Administrator. Mr. Gabbard agreed that it's time to work on the brand of Clearcreek Township suggests

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making sure we get the position accurate to make it successful. Mr. Muterspaw asked if other townships had such position and Mr. Clark was able to name several. It was discussed whether to hire a firm but was agreed to keep the position in house. Mr. Wade said it's time to move forward on this. Mr. Clark will present a more formal and refined proposal to the Board at a later date.

Mr. Clark discussed the newest issued federal holiday of Juneteenth (June 19) signed by President Biden. The Board agreed that this will now become a federal holiday for non-bargaining Clearcreek Township employees in 2022 and on, with bargaining personnel having the ability to collectively bargain it when CBAs are due to be renegotiated.

Assistant Chief Cox provided an update to their facilities study. Station 21 site survey was recently completed. They are waiting on the reports for Station 22 and 23. They are still in discussion of potential sites for an additional station.

Assistant Chief Cox also provided an update on the recent new hires. We hired 10 great candidates out of 140 applications received. This was a new process that involved both lateral and entry level positions. A/C Cox said he has received several compliments from vendors on the quality of our candidates. Cox went on to recognize and thank HR Coordinator, Mindy Tischler, for her considerable assistance in developing the process and communicating with candidates.

Ryan Jones updated the Trustees on the road maintenance projects. They have installed 12 culvert pipes ranging from 12" to 48" with gravel and asphalt. Our personnel were able to complete this for about \$20,000 (contractor's price would have been approximately \$231,000.) Trees have been trimmed for the roads to be paved and striping is anticipated to begin in August.

Chief Terrill informed the Board that they were able to hold Safety Town this year but on a scaled-down version due to COVID-19. They held a two-week session and had approximately 120 kids attended. Safety Town is usually four weeks, with over 300 attendees. They are hopeful to get back to that for next year.

Chief Terrill advised that National Night Out will be held on Tuesday, August 3, 2021, from 5:00 – 9:00 p.m. Our Road Maintenance personnel will be in attendance this year to assist and display their vehicles.

Mr. Muterspaw moved to close the work session at 6:30 p.m. Mr. Gabbard seconded the motion and upon roll call the vote was as follows: Mr. Muterspaw – yea; Mr. Gabbard – yea; and Mr. Wade – yea.

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FISCAL OFFICER Russell E. Smith Jr.

TRUSTEE Ed W. ...

TRUSTEE Stacy M. ...

TRUSTEE J. ...

