

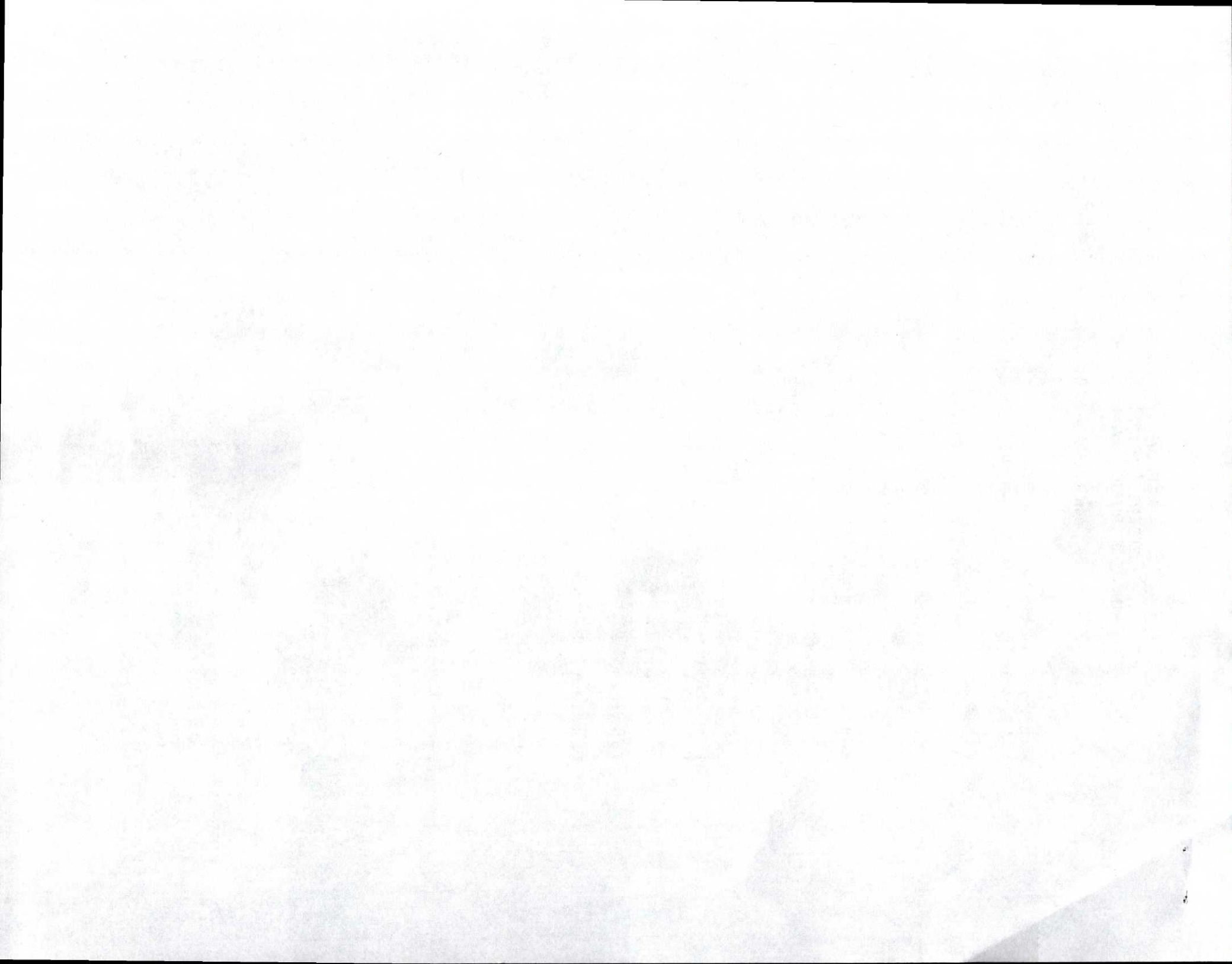
**AGENDA  
JEFFERSON TOWNSHIP  
BOARD OF TRUSTEES WORK SESSION**

**Tuesday, March 7, 2017 – 6:00 p.m.**

- I. Welcome / Pledge of Allegiance / Moment of Silence  
Trustee Roy Mann, President, Jefferson Township Board of Trustees
  
- II. Call to Order  

**Roy Man ( ) James McGuire ( ) Russell Back ( )**
  
- III. Fiscal Officer Reports / Updates - Tracey Edwards, Fiscal Officer
  - A. Discussion on the process of approving payment of bills/invoices
    1. Resolution for Payment of Purchase Orders
    2. Resolution to Adopt Appropriation (as necessary)
  - B. Discuss of Permanent Budget Adoption
    1. Department Heads submission (Due Date 3/8/2017)
    2. Deadline for /budget Proposals (Due Date 3/10/2017)
    3. Work Session w/ Trustees - Review Permanent Budget for 2017 (3/21/17)
    4. Adopt Final Budget (Due Date 3/21/2017) Regular Meeting
  - C. Discuss how to determine budget for organizational banquets and other association meetings.
  
- IV. Administrator's Report – General topics for discussion  
Administrator, Steve Woolf
  1. Miami Valley Regional Planning Commission
    - Banquet
    - New York Presentation of Awards
  
  2. 2155 Liberty-Ellerton Road
  
  3. Land Bank – NIP Program
    - House Tear Down(s)
  
  4. Discussion on Fire Chief
    - Reach-out Request
  
  5. Truck – Status
  
  6. Property's owned by Township
    - Property Inspection(Activities)
    - Mowing RFP
    - Tax Bill Payments
  
- V. Trustees' Comments / Reports  
Trustee Roy Mann  
Trustee James McGuire  
Trustee Russell Back
  
- VI. Adjourn

**NOTE:** Work Sessions are permitted to be held by Elected Officials, as granted by the Ohio Revised Code, as long as they are pre-announced to the public, it is held in a public place, and the public is permitted to attend. The Work Session is strictly for the purpose of discussion on Township issues, and NO Voting or Action is permitted to be taken in this meeting. The Public is not permitted to contribute or address the Work Session, unless the Trustees directly grant permission. The Work Sessions are recorded for public record purposes and maintained by the Fiscal Officer for Jefferson Township.





Jefferson Township Board of Trustees  
Work Session Meeting Minutes

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The Jefferson Township Trustees met a Work Session on Tuesday, March 7, 2017 at 6:00 p.m. at the Administration Building, One Business Park Drive, Dayton, Ohio.

Trustee Mann called the meeting to order and led the Pledge Allegiance to the Flag

Trustee Mann asked for a moment of silence in honor of the Military, Police, Fire, EMS, and Road Department to ensure their safety.

Trustee Mann asked for roll call. Fiscal Officer, Tracey Edwards did the roll call:

Roy Mann – Present  
James McGuire – Present  
Russell Back – Present

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President of the Board of Trustees, Trustee Roy Mann turned the meeting over to the Administrator, Steve Woolf.

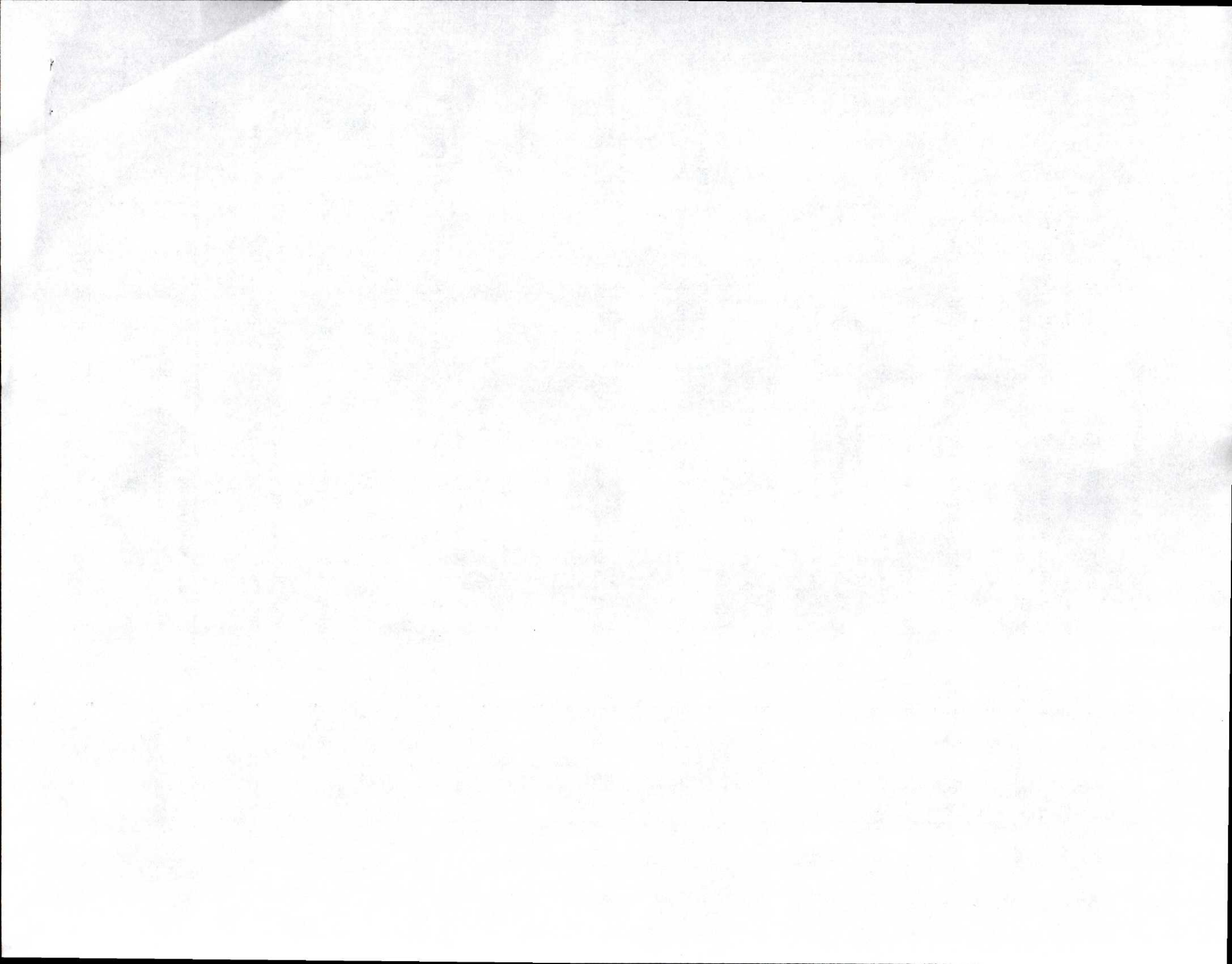
Mr. Woolf gave the floor to the Fiscal Officer to do her report. Fiscal Officer Reports / Updates - Tracey has discussion on the following topics:

- A. Discussed the process of approving payment of bills/invoices
  1. Resolution for Payment of Purchase Orders
  2. Resolution to Adopt Appropriation (as necessary)
  
- B. Led the discussion of the Permanent Budget Adoption
  1. Department Heads submission (Due Date 3/8/2017)
  2. Deadline for /budget Proposals (Due Date 3/10/2017)
  3. Work Session w/ Trustees - Review Permanent Budget for 2017 (3/21/17)
  4. Adopt Final Budget (Due Date 3/21/2017) Regular Meeting
  
- C. Led the discussion to determine budget for organizational banquets and other association meetings.

Mr. Woolf then took over to do his Administrator's Report – Topics that were discussed by the Administrator, Steve Woolf – Began with good evening to everyone. Noting that he has several topics to discuss. The following were discussed in detail:

1. - Miami Valley Regional Planning Commission
  - Banquet
  - New York Presentation of Awards





2. 2155 Liberty-Ellerton Road
3. Land Bank – NIP Program
  - House Tear Down(s)
4. Discussion on Fire Chief
  - Reach-out Request
5. Truck – Status
6. - Property's owned by Township
  - Property Inspection (Activities)
  - Mowing RFP
  - Tax Bill Payments

Trustees' Comments / Reports – gave their reports.

Trustee Roy Mann  
Trustee James McGuire  
Trustee Russell Back

Trustee McGuire moved to adjourn the work session. Trustee Mann seconded the motion.

Meeting Adjourned.

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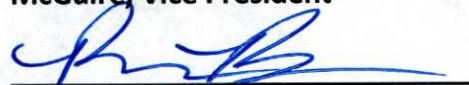
Signed:



Roy Mann, President




McGuire, Vice President



Russell Back, Trustee

Adopted: 4<sup>th</sup> day of April, 2017

Attest:   
Tracey Edwards, Fiscal Officer

