



Bath Township
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Pete Bales, ICMA-CM, CPRP
Township Administrator

MEMO TO: Bath Township Trustees

FROM: Pete Bales, Township Administrator

SUBJECT: Administrator Update

DATE: February 1, 2021

CC: Elaine Brown, Fiscal Officer; All Township Employees

I will provide you with a comprehensive memo of all known operational activity happening in the Administrator's office as well as the Road Department and Cemetery Department every Monday in advance of the regularly scheduled Trustee meetings on Wednesday evening. Should you have any questions or require any clarifications about this report, please direct them to me at your earliest convenience so I may be prepared to address them at the meeting.

Administrator's Report

1. Upcoming Resolutions: I anticipate having the following resolutions for your consideration:
 - a. Resolution 17-2021: A Resolution authorizing a lease for Fire and EMS equipment between Bethel Township and Bath Township.
 - b. Resolution 18-2021: A Resolution authorizing a lease for Fire and EMS equipment between Miami Township and Bath Township.
 - c. Resolution 19-2021: A Resolution authorizing a contract between Bath Township and Crawford Hoving for Fire and EMS Services at their student housing location at Wright State University.
2. Ongoing Special Project Updates:
 - a. Doors for the Township building have been installed. Crews from Buck Run have been at the Township Hall several days last week and several days this week. Final touch up will be completed soon.
 - b. Personnel Policies and Procedures Manual – Draft copies of the document have been provided to team members for their review and comment. We will be meeting on Wednesday to discuss. Once the initial staff review is complete, a copy will be sent to Steve Haller for his review. Once his review is complete, I will send the draft version to you for review. This will have to be adopted by resolution to take effect.
 - c. Vehicle Replacement Plan: I am utilizing our asset list to put together a comprehensive vehicle replacement plan. This plan will encompass all light and heavy-duty trucks plus

riding mowers, backhoes, and tractors. This will provide a fantastic budgeting tool for both the Road and Cemetery Department plus the Fiscal Officer.

3. Injured Employee Update: The recovery time for the injury suffered by an employee at the cemetery has increased dramatically. It is anticipated that he will be away from work a minimum of five months. A Worker's Compensation claim has been filed and has taken a substantial amount of my time and the Fiscal Officer's time the last two weeks.
4. Perspectives 2040: Jim Miller has made contact and confirmation with nearly all citizens that we have identified to participate in the Greene County Regional Planning long range plan update.
5. Truck Labels: I spoke with Trustee Lester about getting a quote for vinyl lettering on the three vehicles that only have magnetic signs. She is getting a quote from Vinyl Graphics in Fairborn. I'd like to purchase from them because they are in Bath Township.
6. Attended the MVRPC TAC meeting on Thursday, January 21st on behalf of the Township. County Engineer is continuing to plan for roadway projects in Bath Township in 2021.
7. AFLAC Benefits: I have scheduled an information meeting for all employees, Trustees, and Fiscal Officer to learn about the programs and benefits offered by AFLAC. The meeting is on Friday, February 19th at 9 am at the Township building. I will be sending out information about the meeting to all as soon as provided by AFLAC. These benefits are optional and paid by the employee through a payroll deduction if desired.
8. NatureWorks Grant discussion: I would like to discuss with you at the upcoming meeting the upcoming round of NatureWorks funding. Please think of some ideas you may want to consider for the Township park. I was thinking about resurfacing the parking areas, roadways, and basketball court. There is a \$150,000 project limit and the Township must have a minimum of a 25% match.
9. In the last two weeks, we have spent approximately two hours fulfilling public records requests.

Road Department Report from Mike Rhoades

1/18/2021 MLK DAY-NO WORK

1/19/2021 Pete instructed us to go to Union & Baker Rd for trash. Upon arrival, trash had already been cleaned up by Five Rivers Metroparks. We loaded trucks with salt, fuel. Worked on picnic tables.

1/20/2021 Checked/salted roads, inventory, picnic table work. 1 MAN OFF

1/21/2021 Picnic table work, replaced flag & rope, replaced 2 road signs.

1/22/2021 Picnic table work, shop work. 1 MAN OFF

1/25/2021 Picnic table work, shop work, checked/salted roads.

1/26/2021 Picnic table work, shop work.

1/27/2021 Picnic table work, washed trucks, took Truck #901 to P&R Communications to have radio installed. Took delivery of new bucket truck (in evening).

1/28/2021 Picnic table work, shop work, picked truck up from P&R Communications.

1/29/2021 Loaded trucks with salt/fuel, picnic table work, took Truck #901 to Stoops in Wapakoneta for a couple of issues. 1 MAN OFF

After hours call out for snow/ice removal:

1/17/21 9:18 P.M.

1/24/21 7:00 P.M.

1/25/21 8:30 P.M.

1/30/21 9:22 P.M.(ALL NIGHT)

2/1/21 2:15 A.M.

Cemetery Report from Teresa Phillips

We had 8 burials last week and 2 scheduled so far for this week.

We are busy right now keeping up with the winter precipitation.

We are starting to do mower maintenance and are doing maintenance on the heavy equipment.