



Bath Township
1006 Yellow Springs-Fairfield Road
Fairborn, OH 45324
p: 937.878.0611
f: 937.878.9081

Pete Bales, ICMA-CM, CPRP
Township Administrator

MEMO TO: Bath Township Trustees

FROM: Pete Bales, Township Administrator

SUBJECT: Administrator Update

DATE: January 18,2021

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:
Resolution 15-2021: A Resolution Providing for the establishment of a reserve balance account. This resolution will provide adequate fund balance reserves in the General Fund, Road Fund, and Fire Fund to protect cyclical changes in revenue and expenditures.
2. Ongoing Special Project Updates:
 - a) Doors for the Township building have been ordered. The manufacturer is fabricating the doors and waiting on the glass inserts to arrive before completing the project and installation.
 - b) Personnel Policies and Procedures Manual - The revised document is up to 57 pages. I have incorporated all existing policies. I will be reviewing this manual with the internal team over the next two weeks. My goal is to have a draft to present to the Trustees in mid-February.
3. Property Disposal Resolution: We will have to do a property disposal resolution to formally dispose of the fire equipment being used in Bethel Township: Lucas Chest Compression Tool and Power Pro Ambulance Cot. I will be working with the prosecutor to abide by the ORC and will present a resolution soon.

4. CARES ACT Grant Request Update: I spoke with Commissioner Gould on Friday and he informed me that funding was not available from Greene County for our request. All the excess funding was spent on the Greene County Sheriff costs. There are economic development grants available, but our projects would not be applicable.
5. Herr Rd. Incident: On January 7th, there was an incident on Herr Road involving Ms. Lorie Venable and the Road Department Crew.
 - a) History: I was sent a picture of the team working on Herr Road by Luke Borntrager. Ms. Venable called as well in the morning to inquire about the work on the roadway. I discussed with both that routine maintenance work was happening on all Township Roads and that we would keep documentation of the work being performed on Herr Road. Later that afternoon, Ms. Venable showed up on Herr Road and began to ask questions to the Road Department team and was blocking traffic. An argument ensued between Ms. Venable and Mr. Rhoades. Mr. Rhoades was so shaken by the incident that a Sheriff's report was filed. You have been provided a copy of the report and video. After the incident, I called Ms. Venable and asked her to address her concerns with myself or the Township Trustees. I asked her to leave the Road Department employees alone and to let them do their jobs.
 - b) Follow Up: I discussed the issue at length with Mr. Rhoades. He admits to losing his temper with Ms. Venable. He felt like he was being attacked and set up by Ms. Venable. I reiterated the need to keep calm and maintain his cool while ensuring the safety of the work environment and our staff. However, I also stated that it is not appropriate for anyone to yell and berate Township employees for doing their job in the proper manner. The Road Department crews understand the unique dynamic regarding Herr Road and the pending lawsuits, etc. However, it is critically important to address routine safety concerns such as potholes and failing berm on all township roads including Herr. Unless instructed otherwise by the Township Trustees, we will continue to perform preventive maintenance and fixing potholes throughout the Township.
 - c) OSHA Regulations: I spoke with Mr. Rhoades about his team complying with OSHA regulations and making sure that safety vests are always worn when working in the Right of Way.
6. No Firearms Sign: At the request of the Greene County Prosecutor, because we are conducting our meeting in the large meeting room and the public is entering through the main doors in the front of the building, I have ordered and installed a "no firearms" sign adjacent to the front door.
7. Federal Motor Carrier Safety Administration (FMCSA): Bath Township enrolled in the FMCSA program to allow our third-party vendor, Citran, to perform random alcohol and drug screening for all Commercial Driver License holders in the township.
8. FCC License Renewal: We filed an FCC application to renew our radio communication agreement. This renewal must be done every 10 years to comply with FCC regulations. I would like to thank the City of Fairborn and P&R Communications for assisting with this renewal. Our radios work on the same system as the city of Fairborn. Our two-way radio system should be good for another 10 years.

9. Greene County Sanitary Engineering: I had a lengthy conversation with Jason Tincu, Director of Greene County Sanitary Engineering Department. Because Renergy stopped accepting biosolids from human wastewater treatment plants, the County is paying a fortune for their sludge disposal. Right now, they are hauling all their product to Zanesville. They have entered into an agreement with other counties to do a study on effective ways to dispose of their biosolid. One of the options they discussed was the creation of another biodigester somewhere in Greene County.

10. Perspectives 2040: Greene County Regional Planning has been working to develop Perspectives 2040 – The Greene County Future Land Use Plan. For their next step in creating this plan, they would like to invite Bath Township to select 10 people to represent our community to participate in a future land use mapping exercise and implementation strategy workshop. To comply with COVID health and safety measures, they are limiting the number of participants to 10. These 10 people may either attend a 1-hour workshop in-person on a day that has been specifically designated for Bath Township or they may complete a packet that contains all the workshop contents on their own and at their leisure. The following ten people have been identified to initially ask to participate.
 - a) Tom Pitstick
 - b) Kassie Lester
 - c) Steve Ross
 - d) Clarinda Smith
 - e) Mike Uecker
 - f) David Duell
 - g) Gary Megson
 - h) Rusty Strader (Fairborn Cement)
 - i) Jim Heider
 - j) Jerry Schmidt

We will be reaching out to each person to gauge their interest in participation. If you have other township residents in mind who may want to participate in the regional plan, I can add them to the list in case our initial ten people do not work out.

11. 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.

12. Sunshine Law Training: Steve Ross, Elaine Brown and I attended the Ohio Attorney General's annual Sunshine Law Training on January 13, 2021. Both of us have been through this training more times than we can count but a refresher is always important. One of the outcomes that was brought to light was the need to update our records retention schedule and work on filing and destruction according to the policy. I will work on this as time allows.

Road Department Report from Mike Rhoades

I am writing this report on Martin Luther King Jr. Day and Township employees are not currently working. I will forward you the Road Report on Tuesday when the employees return to work.

Cemetery Report from Teresa Phillips

I am writing this report on Martin Luther King Jr. Day and Township employees are not currently working. I will forward you the Cemetery Report on Tuesday when the employees return to work.