

## The Clinton Township Board of Trustees

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The Initial Planning Meeting of the Clinton Township Board of Trustees was held on January 10<sup>th</sup>, at 7pm at 4093 Cleveland Ave. Present were Trustees Jane Cera, Carl Reardon, and Aliena Sword, Fiscal Officer Deb Steele, and Residents.

Trustee Cera reviewed a suggested agenda she had sent out by email and asked for additions. Fiscal Officer Steele added the item Technology Equipment for Trustees.

Starting with process setting and expectations for these Planning Meetings that will be held the 2<sup>nd</sup> Wednesday of the month. Overall everyone agreed it would be beneficial for the Board to have more time to brainstorm and discuss items for the next few months in a less formal setting. Trustee Reardon added that he is looking forward for more time to consider items for the Township but is uncomfortable making decisions at these meetings. Fiscal Officer Steele specified it is the passing of any Resolutions that Trustee is concerned about, and added support not to pass Resolutions at these meetings. Trustee Cera is looking forward to moving items more quickly and does not see why the Board would wait if everyone seems to be in agreement for something. Trustee Sword also supported passing Resolutions at these meetings aiming for efficiency. Trustee Reardon stated he was concerned about legal needs for public notice and so on as to why he would prefer not to consider Resolutions at these meetings. Trustee Cera stated that she felt all such notices could easily be met. All agreed there was no need to come to a decision about this at the first such meeting.

The Board and Fiscal Officer discussed edits to the Job Description draft for a Township Manger. Trustee Cera brought examples from Springfield Township in Lucas County and Etna Township. There was discussion about payroll and HR processes. Fiscal Officer Steele reviewed that she has never administrated payroll until the current transition into Paycor. She stated she could always use another set of eyes to review payroll information. It is a requirement of the Township to have a Manager and currently the part time Manager is not able to attend Budget Committee meetings or JEDZ Board meetings. The next, likely full time Township Manager will attend and present at such meetings as well as help prepare the annual budget. Trustee Cera will aim to resend a revised draft next week and wanted to know what sort of search process everyone is envisioning or what they would like. Trustee Reardon reviewed that when the Township posted for a Police or Fire Chief they got an overwhelming amount of applications. Trustee Reardon asked where the position might be posted and how to help get the word out among the various networks.

The Board then discussed Kroger, the grocery store that is leaving Northern Lights Shopping Plaza and the end of the current month. On the Westside, a business named Med Speed is also leaving. The issue of the loss of Kroger was discussed via emails and will likely continue to need a lot of attention. It is estimated that the current store is 60K sq. feet. There are not many quality grocery stores in the area. The recent brand-new Kroger on Morris Rd is likely why the store is closing the location in the Township. The Township likes the idea of a Lidl grocery store moving in and is encouraging residents to show support for a Lidl to occupy the space. Trustee Cera was glad to see the Township respond in a timely fashion. Trustee Sword stated she noticed many positive comments online about the Township's response or suggestion of another grocer. Pat Bowman has been very responsive and helpful with trying to create some Economic Development strategies. There is a need to learn who the leasing agent is for the property. Trustee Sword recently noticed a "For Rent" sign in a business window in the shopping plaza, and she will give that number a call. January 25<sup>th</sup> is the next JEDZ Board meeting and it is likely this will be a major topic. Trustee Cera is likely to ask the Township's legal counsel if they know who the leasing agent is. Trustee Reardon is going to work on obtaining a site map of the parcel or building.

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There was a discussion of various social media platforms such as Nextdoor and Facebook. There are also many older residents who do not get on social media or use email. Everyone agreed paper mailings will always be needed. Trustee Sword is going to reach out to Local Waste Services about adding a one page newsletter to the quarterly trash bill.

Fiscal Officer Steele stated she had ordered a tablet like device for Trustee Sword who would like a Township issued device to check emails and work on documents. Trustee Cera has been working on tech equipment needs for the new building and has had ideas of how to design a space that will allow for all Trustees to have a work area. There has also been recent conversation about issuing cell phones to Trustees who often receive calls from residents about various issues. The Fiscal Officer stated that she is issued a laptop every few years from the Uniform Accounting Network and does not conduct Township business on a cell phone other than to notify the Board when checks are ready for review. There was general agreement that all Trustees wanted laptops and phones issued by the Township. Trustee Cera will discuss this with ItMadereal.

Discussion about the Budget and getting a better understanding of existing commitments was discussed. The Fiscal Officer is estimating about an additional \$4M on new construction and a range of \$500K to \$800K for Road projects. Some Road projects can take several years to complete so it can be difficult to track. These two major items need to be better explored before figuring out how much the General Fund could support additional staffing for the Westside Station 62.

There was also discussion that a future meeting should be devoted to personnel needs and perhaps another meeting could focus on Budget needs.

Meeting ended at 8:57pm

**ATTEST:**

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**Jane Cera, Chair**

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**Deborah Steele, Fiscal Officer**