

## Hamilton Township Trustee's Meeting

November 7, 2018

Trustee Board President Rozzi called the meeting to order at 6:30p.m. Mr. Rozzi, Mr. Cordrey, and Mr. Walker were present.

The *Pledge of Allegiance* was recited by all in attendance.

Trustee Rozzi thanked everyone who was involved in both levies. Chief of Police Scott Hughes, Public Works Director Kenny Hickey, Mark Sousa and everyone who pulled together, walked together and pushed the levy's. It just shows what can happen when everyone comes together, so thank you from the President of the Board.

Trustee Cordrey also thanked Chief of Police Scott Hughes, Public Works Director Kenny Hickey, Administrator Brent Centers and staff for their teamwork. Thank you to Mark Sousa for spear heading. We are moving forward, on the right path and I am looking forward to what the future holds.

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the Clerk's journal and accept the tapes as the Official Minutes of the October 17, 2018 Township Trustee Meeting.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the withholding payments for payment cycle October 7, 2018 – October 20, 2018, checks numbered 28804589-288804589 & 28804608-28804621.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Motion made by Mr. Rozzi with a second by Mr. Walker to approve Payroll for pay cycle – October 7, 2018 – October 20, 2018, Electronic Fund Transfer Direct Deposit Vouchers 1148292822-1148292897.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Motion made by Mr. Rozzi with a second by Mr. Walker to approve Payroll for pay cycle – October 21, 2018 – November 3, 2018, Electronic Fund Transfer Direct Deposit Vouchers 1149115553-1149115620.

Roll call as follows: Joe Rozzi Yes  
Joe Walker Yes  
Darryl Cordrey Yes

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the withholding payments for payment cycle October 21, 2018 – November 3, 2018, checks numbered 28892638-28892646 & 28892681-28892694.

Roll call as follows: Joe Rozzi Yes  
Joe Walker Yes  
Darryl Cordrey Yes

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the billing invoices for payment cycle October 22, 2018 – October 26, 2018 checks numbered 79368-79377 & 79378-79384 VOID 79371-79377.

Roll call as follows: Joe Rozzi Yes  
Joe Walker Yes  
Darryl Cordrey Yes

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the billing invoices for payment cycle October 29, 2018 – November 3, 2018 checks numbered 79385-79391

Roll call as follows: Joe Rozzi Yes  
Joe Walker Yes  
Darryl Cordrey Yes

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the billing invoices for payment cycle November 5, 2018 – November 9, 2018 checks numbered 79392-79448.

Roll call as follows: Joe Rozzi Yes  
Joe Walker Yes  
Darryl Cordrey Yes

## **Presentations**

Trustee Rozzi requested Trustee Cordrey do the honors of swearing in Fire Fighter/Paramedic, Eric Webb.

Fire Chief Brian Reese introduced Mr. Eric Webb, stating he has worked Part-time with Fairfield and Fulltime at Loveland. Eric has a Degree in Communication from Miami University and he has multiple technical certifications such as swift water, hazmat, and rope rescue

Trustee Cordrey narrated the Oath of Office and Mr. Eric Webb recited.

Trustee Joe Rozzi honored the Veterans of Hamilton Township. In Honor of Veterans Day, this coming Sunday, November 11<sup>th</sup>, we want to pause in our deliberations to give recognition and thanks to the Veterans that served our Country and now serve Hamilton Township. We have five employees that have honorably served during a Wartime era and we want to show our gratitude by recognizing them and displaying this plaque in our main entrance for everyone to see with their names and branches of service in which they served.

Duty McCleese

United State Marine Corps

Dusty served from 1997-2002 in the 2nd Engineering Battalion.

Dusty now serves in our Fire Department

Tyson Farlaino

United States Army

Tyson served from 1996-2004 in the Airborne Infantry. During his 8 years of service, he served two separate deployments in Afghanistan in 2002 and again in 2003. Both of these deployments were in support of Operation Enduring Freedom.

Tyson now serves in our Fire Department

Andy Ballard

United States Marine Corps

Andy served from 2003-2007 in the 22nd Marine Expeditionary Unit and Marine D.I.V.

He served a tour in Iraq during Operation Iraqi Freedom

Andy now serves in our Fire Department

Bridget Oesterlin

United States Army

Bridget served 9 years and is currently serving the Ohio National Guard

Now at the rank of Sergeant, she has deployed to Afghanistan in 2011 and a stateside deployment to South Carolina in response to Hurricane Joaquin in 2015.

As Bridget has distinguished herself during her service, she received the Army Commendation Medal and South Carolina Achievement Ribbon

Bridget now serves in our Fire Department

Greg Watkins

United States Army

Greg served 4 ½ years as a Direct Combat Operator and Forward Observer while deploying twice to Iraq in support of Operation Iraqi Freedom and Operation New Dawn. Greg now serves in our Police Department

Leadership of Warren County – Arla Tannerhill Area Progress Counsel, Leadership Program of Warren County is a 501C3 established in 1969. This program created the County Planner, County Parks, etc. – The leadership within the county were getting older, we needed people that had knowledge of what was happening in the county to step up and fill the leadership roles to take on non-profit boards, to run for office and take on the leadership. Our county wants informed leaders, so that is why the Leadership Program was created in 2000 and the first class was in 2001. It is a ten-month program and is designed in two phases; the first phase is to inform you of what is going on within the county and not just your area. The second phase, we strive to help you learn about yourself. We do personality profiling, to learn strengths and weakness, tools to improve yourself to become a better role model and leader. We use the Leadership Challenge, 1. Inspire a Shared Vision, 2. Challenge the Process 3. Enable others to act 4. Encourage the Heart. It starts with an overnight retreat that is two days, the first day – you get a name, a family, a hobby and pets, you do not have a job or title. You get to be a human being. It is Arla's belief that true change happens when there is trust and relationships. It helps you broaden your prospective. After three weeks, you attend a class on Social Services. The mission is to create a dynamic network of informed decision makers.

Sheriff Larry Simms, as a participant stated that it was an opportunity to improve leadership qualities. It helps you to connect and meet with others within our community and understand who they are and what prospective they bring. When he first went through the program, it allowed him to learn a lot about the county he did not know. You learn about yourself, self-evaluation, skill building, drills and opportunities. You make lasting relationships and resources through this program. You connect with public service members, business owners and even bankers.

Trustee Rozzi asked if this program is open to anyone. Ms. Tannerhill stated absolutely, we try to have a diverse group.

## **Public Comments**

Trustee Joe Rozzi opened the floor for public comments at 7:08pm.

Rusty Holmon – He wanted to commend everyone that helped get the levies passed. The Police levy was a no brainer; however, Matt Nolan stood before us and stated he did not believe we could get a Road Levy passed and we did. Now it is time to do something to give back to the residents of Hamilton Township. Please do not rest and just accept the win, but give back to the voters.

Mike Ball – I have lived here for about six years and I have had to deal with a noisy neighbor. I have spoken to Administrator Centers and his predecessor and they have been great. I have had to call the police more than a dozen times in the last six years and they have been wonderful. I

have a neighbor that is over a football field away, he has a very high-end stereo system that I can hear in my home. The most stressful part is her daughter cannot fall asleep at night. I have looked up other townships and look at their ordinances that the officers could enforce. He hopes that we could give the officers something concrete to enforce. The ordinance is amplified noise, with exclusions of farm equipment, day-to-day noise, marching bands, etc.

Trustee Cordrey - with the new development going on with St. Rt. 48 and Stephens, was there a noise ordinance or resolution put in place or was that specific to the developer? Administrator Centers stated that was specific to the developer. Mr. Centers stated Mr. Ball has been very patient because this has been going on for years, Ofc. Rigby has been extremely helpful and pulled all calls between Mr. Ball and the neighbor. Administrator Centers stated he would happily look into an ordinance with the boards blessing with the exemption of farm machines, school buses, etc. Trustee Rozzi stated that the ordinance presented was specific to music. Chief of Police Scott Hughes stated he has pulled all the noise ordinances and almost all have them have exemptions. He stated that fortunately they have had luck with a knock on the door and asking the neighbor to turn down his stereo.

Trustee Rozzi stated we should look into the ordinance. Trustee Walker asked how do we determine the noise level. Police Chief Scott Hughes stated that there is equipment that detects the level of noise that can be purchased.

Trustee Joe Rozzi closed the floor for public comments at 7:20pm.

Human Resources Manager, Kellie Krieger requested a motion to approve a transfer of cemetery plots within the Maineville Cemetery, New Section, Lot 537, graves 7 & 8. These are being transferred from Ms. Shelia Sargent to Mr. & Mrs. Miller.

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the transfer of Cemetery Lot 537, graves 7&8.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Human Resources Manager, Kellie Krieger requested a motion to approve the purchase of cemetery plots within the Maineville Cemetery, New Section, Lot 154, graves 1,2 & 3 to Rick Nichols. Mr. Nichols is a non-resident and the total cost was \$3600.00

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the purchase of Cemetery Lot 154, graves 1, 2& 3.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Human Resources Manager, Kellie Krieger requested a motion to approve the purchase of cemetery plots within the Maineville Cemetery, New Section, Lot 89, graves 4 & 5 to Mr. Carley Jackson. Mr. Jackson is a resident and the total cost was \$1200.00

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the purchase of Cemetery Lot 89, graves 4 & 5.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Human Resources Manager, Kellie Krieger requested a motion to approve additional staff. All new hires are contingent upon the completion of a CVSA, background and drug test. Start dates are contingent the department heads approval. The first new hire is Ms. Lindsey Gehring; she will be hired as the Administrative Assistant for the Administration Building. The second is Josh Parker; he will be hired as a service worker in Public Works. Finally, we have Kyle Egbert as a part-time FF/PM; he will be hired to fill a vacancy in the Fire Department.

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the hiring of the above staff pending the completion of CVSA, background and drug testing.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Human Resources Manager, Kellie Krieger stated we are looking to hire an additional officer in the Police Department. Ms. Krieger requested Police Chief Scott Hughes to explain the need for an additional officer.

Police Chief Scott Hughes stated he has been working with Greg Powers at Little Miami schools to create a new School Resources Officer. Mr. Powers and Chief are finalizing the details of that contract. As respect to pay, it will be the same arrangement they have for SRO Brandenburg, the school pays his hourly rate for every hour he is actually working for the school. In addition to that, Little Miami Schools will be providing a police cruiser fully outfitted for the Township. As discussed in executive session we started an internal process to get an SRO selected pending the contract and MOU agreement. The MOU and contract have been reviewed by our Law Director, Doug Miller and Police Chief Hughes and is now in the hands of the school. We are asking to open the hiring process so that when we get the finalized contract back, we can take the selected SRO and move forward January 1<sup>st</sup>, and we can have the replacement ready to fill the new SRO.

Trustee Rozzi wanted to know what he was responsible for when he was not in the schools. Chief Scott Hughes stated he would follow the same contract as SRO Brandenburg. Administrator Centers stated he works every day that school is in session but in the summer months and off days the SRO's will work as a Patrol officer. Trustee Rozzi wanted to know the

responsibilities of the SRO, Chief Hughes explained that he will have an office at the Intermediate School but will travel to other schools without a set schedule. The SRO will do presentation to the schools, run radar in school zones, safety talks are some of the things we would like to see with our additional SRO. The Sheriff department will handle schools outside of the township. Mr. Sousa stated SRO Brandenburg is highly thought of from students to principals. The relationship between Hamilton Township PD and the school district is above the rest and it can only help as long as it is financially acceptable. Chief Scott Hughes restated the motion to approve the hiring process fill a position because of the creation of new SRO would leave a vacancy. The officer that was selected has previous experience in the SRO and will be an excellent fit. We will need to send him to additional training Trustee Walker asked what happens if the SRO is out of the office, do we have a plan in place. Chief Scott Hughes stated we have not ran into that situation, however that is something to think about and have procedures put in place. Trustee Cordrey wanted to make sure he was clear, the SRO will be hired and the additional officer is to backfill that vacant position. Chief Scott Hughes confirmed this information. Trustee Walker asked what will happen if we do not have the officer hired before the SRO starts by the first of the year. Chief Scott Hughes stated that the SRO will still move and the will make schedule adjustments to fill the gaps. He hopes to have an officer hired by mid-January.

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the hiring process of lateral police officer.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Human Resources Manager, Kellie Krieger requested a motion to off role Mr. Preston Robinson effective 11/2/2018. Mr. Preston Robinson was the seasonal park worker and his seasonal position is complete.

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the off role of Preston Robinson.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Human Resources Manager, Kellie Krieger requested a motion to approve Family Medical Leave Act (FMLA) effective November 26, 2018 for Kellie Krieger. Ms. Krieger will utilized her sick, vacation and comp time for this leave. She is entitled to 12 weeks of FMLA.

Motion made by Mr. Rozzi with a second by Mr. Walker to approve a Family Medical Leave for Ms. Kellie Krieger.

Roll call as follows: Joe Rozzi Yes  
Joe Walker Yes  
Darryl Cordrey Yes

Administrator, Brent Centers requested the Board to make a motion to approve the Little Miami JROTC use the Hamilton Township firing range. All their firing is through airsoft weapons/rifles. Hamilton Township and Little Miami Schools have checked with their attorneys and do not foresee an issue.

Trustee Rozzi asked how often they would use the range; Administrator Brent Centers did not have an answer. Chief Scott Hughes stated he would look into this. It is will used as their practice and will travel for competitions. Trustee Cordrey asked if it would be like any sport and have season assigned to it. Chief Scott Hughes stated yes. Trustee Rozzi who would oversee the JROTC, Lt. Colonel Carl Peterson and Chief David Jones. Trustee Rozzi asked if we could have someone at the range to oversee the JROTC to help get it started, Chief Scott Hughes stated he would attend the first several practices.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

Roll call as follows: Joe Rozzi Yes  
Joe Walker Yes  
Darryl Cordrey Yes

Administrator, Brent Centers requested the Board to approve Resolution 18-1107 amending the Urban Service Area map of Bel-wood Country club. They are moving nine (9) of their golf holes and developing estate homes in the price range of 1-1.5 million dollars. We need to re-issue the service credits; we are not adding to the storm sewage we are just amending it. Trustee Rozzi asked how many lots, Administrator Brent Centers stated approximately 120. Trustee Walker asked if they were doing away with the entire golf course, Administrator Brent Centers responded stating they were leaving nine (9) holes and taking away nine (9) holes.

Trustee Joe Rozzi made the motion to approve Resolution 18-1107 a resolution updating the Hamilton Township Urban Service boundary to include additional parcels, seconded by Trustee Joe Walker.

Roll call as follows: Joe Rozzi Yes  
Joe Walker Yes  
Darryl Cordrey Abstain

Administrator, Brent Centers requested the Board to make a motion to approve Resolution 18-1107A, creating a TIF fund. This is the TIF that has been created, however Ms. Horman needs to create a line item within our budget.

Trustee Joe Rozzi made the motion to approve Resolution 18-1107A, a resolution establishing a public improvement tax increment equivalent fund as the Little Miami Industrial Park tax increment fund, and seconded by Trustee Joe Walker.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Administrator, Brent Centers requested the Board to make a motion to approve Resolution 18-1107B, increasing the sale price and burial rates in all Hamilton Township cemeteries. Administrator Brent Centers stated that the increases had been discussed over the last several meetings; this is setting the price increase on public record. Trustee Darryl Cordrey requested Administrator Brent Centers go over the prices - Current rate for a residents to purchase a lot is \$600 going to \$1200, a non-resident is currently \$1200 and moving to \$2000. Burial rates are currently \$600.00 and moving to \$800.00. Cremation is currently \$300.00 and will be moving to \$500.00. Infant burials will remain at \$300.00. Administrator Brent Centers explained we determined these numbers by comparing neighboring townships, took our losses over the last five years, where we had an average loss of \$10,000 and with the new numbers, we will come in over about \$1000.00, which will help with our maintenance of our cemeteries.

Trustee Joe Rozzi made the motion to approve Resolution 18-1107B, a resolution establishing prices for burial lots and changes in burial services in all Hamilton Township, Warren County cemeteries, and seconded by Trustee Joe Walker.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Administrator, Brent Centers requested the Board to make a motion to amend Resolution 18-1107B to include the price increase of foundations from \$0.50 to \$0.60.

Trustee Joe Rozzi made the motion to approve the above motion as stated and seconded by Trustee Joe Walker.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Administrator, Brent Centers requested the Board to make a motion to approve Resolution 18-1107C updating the rules of the Maineville Addition Cemetery of Hamilton Township, Warren County and allowing upright headstones. This was taken to the Advisory Committee, they determined three options. 1. Don't do anything 2. Only allow in the outer layer of Maineville Addition or 3. Allow headstones everywhere, with the understanding citizens may be upset with the change. The Advisory committee recommended all or none, with the recommendation of allowing all.

Trustee Joe Rozzi made the motion to approve Resolution 18-1107C authorizing the placement of headstones in the Maineville Cemetery, seconded by Trustee Joe Walker.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Administrator Brent Centers asked the Board if they would like us to promote the change or have Ms. Krieger inform them as they call in. Trustee Walker would like to see it promoted, and Trustee Cordrey and Rozzi agreed.

Administrator, Brent Centers requested the Board to make a motion to approve Resolution 18-1107D, the Fire House contract. Exact same contract was passed with Turner Construction other than \$193,000.00 in cost that was in there but was not typed in the contract. It is the same cost, nothing has changed, but Mr. Bennet came Administrator Brent Centers asking if we could write it in. Administrator Brent Centers was not comfortable just writing it in and wanted to bring it back to the Board for approval.

Trustee Joe Rozzi made the motion to approve Resolution 18-1107D, a resolution approving and authorizing a contract for construction of a new fire station in Hamilton Township, seconded by Trustee Joe Walker.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

### **Work Session Items**

Administrator Brent Centers stated we have been discussing options for the Community Center. Any reservations after January 1, 2019 have been denied. Public Works Director, Kenny Hickey has reached out to several companies to get estimates for demolition, the average cost is \$23,448. That cost included surveying, hazmat inspection, and hazardous waste removal. We do not believe the building has hazardous materials and the cost would be much lower. Trustee Rozzi asked if the Community Center has been checked out and how old is the structure, Public Works Director Kenny Hickey stated it has not been check out, in order to do so, there is cost involved. Trustee Cordrey stated he is frustrated on spending money on a building we not own on a piece of property we do not own. Administrator Brent Centers stated we could purchase it for \$1.00 or just let it sit there. Trustee Cordrey stated if we they let it go we could declare it a public nuisance and tear it down and put it on their tax bill. He stated he just hates to spend taxpayer money on a building we do not own. Trustee Cordrey understands it is in a throughway but is frustrated. He asked if the church next door wanted the building, is there any way to combine those properties. Trustee Cordrey thinks it would be more adventitious to purchase both properties and sell as one big lot than to do what we are doing. Public Works Director, Kenny

Hickey stated he could talk to the church next door and see if they are interested, but in previous conversations, they were not. Trustee Cordrey stated he just does not like it and feels we are just throwing money away. Trustee Rozzi agreed. Public Works Director stated that the walls do not have asbestos in them, all new drywall and neither does the flooring, all new floors, however there as been water leaks. Trustee Rozzi questioned if possible asbestos in the ceiling instillation, Public Works Director Kenny Hickey was not sure but all new ceiling tiles. Trustee Walker asked if we only received one quote, Public Works Director Kenny Hickey stated yes at this time. He stated that he believes this would be the average quote. Trustee Cordrey stated if we could purchase four parking spaces and sell it for \$50,000 we are better off than we are right now. Public Works Director, Kenny Hickey stated if an inspector comes in right now it would not pass inspections. Trustee Rozzi is very concerned on what we could find there and Trustee Cordrey stated he would rather do a full inspection before making an agreement with the church. Trustee Rozzi requested that Kenny Hickey look into the cost of inspections to see what they find in the building before taken on the responsibility. Trustee Walker asked what it would cost to get the building to pass inspection. Public Workers Director Kenny Hickey believes it will cost between eight to twelve thousand dollars to lift and pour a foundation. Trustee Cordrey stated that is half the cost to get the building up to code. Administrator Brent Centers stated if we spent the money to get the building up to code, we could raise the rates. Trustee Cordrey stated that sounded like a better deal, he suggest we get in there and see what we are getting into before making any decisions. Administrator Brent Centers clarified that he was to get more demo quotes and wanted to know if should get the inspection or prices for inspection. Trustee Joe Rozzi stated to get prices for inspection and bring them back on the November 21 meeting. Administrator Brent Centers explained again not only are the losing money on maintenance but also because nonprofit organizations use the building for free, that is the majority of renters so we are losing money on electric and maintenance. Trustee Cordrey asked what it cost for maintenance and electricity for the Community Center, how much are we losing a year. Administrator, Brent Centers sated maintenance is about five thousand a year but that does not include utilities or the hourly rate of the Public Works labor cost. Utilities alone we are losing several thousand a year and while Administrator Brent Centers could not give a quote on labor he wanted to point out we are losing productivity throughout the year for maintenance. Trustee Cordrey stated he thinks it is important to have a Community Center of some sort and that is why he is asking, he is a little less concerned if we are losing a little money, taxpayers pay for this service, he is just having a hard time spending twenty four thousand to tear something down. He stated for eight to twelve thousand it might be a better option just to bring it up to code and see what we can do with it; he believes it is at least worth looking into.

Administrator Brent Centers discussed Administrative hours. When Administrator Brent Centers first started he had four employees that worked four different schedules, it seemed inefficient to him. The approved Administrative Assistant position, formally the Front Desk replacement, Administrator Brent Centers request to make her hours Monday thru Friday, 8:00am – 4:30pm and make that the Administrative hours. Administrator Brent Centers explained we have two employees that work Monday thru Thursday from 7:00am – 5:30pm, and we do not have much traffic between 7:00am – 8:00am and after 4:30pm. He stated we occasionally have someone come in after work but that is rare. Administrator Brent Centers stated closing at 4:30pm would be a very efficient use of time. Trustee Walker asked if the entire staff would be 8:00am – 4:30pm, Administrator Brent Centers stated ideally but that is not the current proposal. He is just

proposing our office hours be 8:00am – 4:30pm, we still have two employees that work Monday thru Thursday 7:00am – 5:30pm but with this change, they would not be required to answer incoming calls or answer the door. Trustee Cordrey asked if we are changing the office hours, why not change everyone schedule to reflect. Administrator Brent Centers stated ideally it would everyone would work 8:00am -4:30pm, it would be easier and more efficient but that is not the current proposal. Trustee Walker stated he would like to see everyone 8:00am – 4:30pm because he does not like to see Zoning closed one day a week. Administrator Brent Centers stated he had received complainants because Zoning was closed on Monday, our zoning coordinator worked Tuesday thru Friday, we actually shifted her schedule to Monday thru Thursday, and we still have people coming in on Friday. Ideally, it would be Monday thru Friday, this has been discussed with the Zoning coordinator but at this time there are some personal situations she needs to handle and Administrator Brent Centers would not feel right making those changes at this time. Maybe as of January, he will have that conversation. Trustee Walker stated that being a builder he would like to see Monday thru Friday 8:00am – 4:30pm. Administrator Brent Centers stated he would ask that we wait until January. Trustee Cordrey stated he would like to see more of an 8:00am – 5:00pm with an hour lunch, Administrator Brent Centers stated we have no employees that work 8:00am – 5:00pm and if the women that work Monday thru Thursday take-off, he would be paying comp time for an employee to cover that time. Trustee Walker asked what hours the County worked; Administrator Brent did not know but stated it was standard for government buildings to be 8:00am – 4:30pm. Trustee Cordrey asked if this was just for the Administrative Assistant position. Trustee Rozzi stated it is the hours that building is officially open, the time the doors open and close. Trustee Rozzi asked what the current business hours are today; Human Resources Manager Kellie Krieger stated we have two sets of hours. Zoning is Tuesday thru Friday 7:00am – 5:30pm and Administration hours are Monday thru Friday 8:00am – 5:30pm. Trustee Cordrey stated we need to streamline and have set hours and if we have special circumstances we will work with them but we need to address and not have a conversation now and another in January. He agrees that we need set hours and gear up for expectations. Administrator Brent Centers stated he would have a conversation with staff and discuss the boards' direction. Trustee Walker asked what hours the Police Department worked, Chief Scott Hughes stated they have two schedules Amy works Monday thru Thursday 7:00am – 5:30pm and Randy works Monday thru Friday, 8:00am – 4:00pm based on the bargaining contracts.

Administrator, Brent Centers requested the Board to make a motion to change Administration hours Monday thru Friday 8:00am – 4:30pm.

Trustee Joe Rozzi made the motion to approve the Administration hours to 8:00am – 4:30pm Monday thru Friday, seconded by Trustee Joe Walker.

Roll call as follows:	Joe Rozzi	Yes
	Joe Walker	Yes
	Darryl Cordrey	Yes

Administrator Brent Centers discussed Public Comments, the agenda is becoming two pages very quickly and we have Public Comments listed twice, once at the beginning of the agenda and

again at the end. We are considering adding an Advisory Update as an official title, after discussing with Law Director, Mr. Miller, we agreed we could get rid of one of the Public Comments and they believe it should be the later of the two. Anything that is on the Agenda could be discussed at the beginning of the meeting, but Administrator Brent Center realizes that we have more comments at the end that are not always related to the Agenda. He stated it was there when he started and he had never seen two Public Comments before and neither has Law Director, Mr. Miller, so he was not sure if there was a reason it was on there. Fritz Nelson stated one of the reasons Public Comments are on the Agenda twice is because prior to Administrator Brent Centers, Public Comments were removed altogether or close to it. Law Director, Doug Miller stated that they moved it from the end of the Agenda to the beginning it was never removed. Fritz Nelson stated it was moved to the top of the agenda so if something on the so there was no way for anyone to make comments, however, when you have two Public Comments it allows people who may get off late to arrive at the meetings and still have an opportunity to speak. He does not feel they are losing that much time with two Public Comments. Administrator Brent Centers stated he did not feel like he was losing time, just space on the agenda. Trustee Rozzi suggested that Administrator Brent Centers change the size of the font and leave two Public Comments. Sometimes people have something to say at the beginning and sometimes they wait until the end, Trustee Rozzi would just rather leave it alone. Fiscal Officer, Jim Hunter stated he recalls when they made the change and it did not go over well. Trustee Cordrey stated he believes on error on the side of allowing people to have their voice.

Administrator Brent Centers discussed the cross walk on Stephens. He presented a quote and design to the Board. Trustee Cordrey brought up this issue earlier in the year, when kids were crossing the street to get to the community pool. A traffic study was completed and the recommendation was to increase the speed limit to 50 due to the amount of traffic.

Administrator Brent Centers recommends and would justify to the county moving it down to 40 to be consistent with other roads, Hatt-Swank, Nunner, etc., along with putting in a crosswalk and solar powered sign. The cost of the sign is \$7000 and we need two. There are other options but this is not something we would want to take lightly. Trustee Rozzi asked about the striping is it an additional cost, he wanted to know if this something we could do ourselves or do we have to hire someone. Public Works Director Kenny Hickey stated if we are going to enter this in, we are going to have to have an advanced warning as well, so there would be additional signage as well. Trustee Cordrey stated he has had conversations with a woman in Stone Gate and they have been trying to do this for years and at one point, the school had offered money for this project. Trustee Cordrey feels we definitely need to get this done and maybe have conversations with the school again given the Intermediate school is across the street. There is potential for the schools to build a sidewalk out so kids could walk to school and save some cost on busing, potential grants, he just like to move forward. Police Chief Scott Hughes stated it needs to be enforceable is it definitely needs to be painted the right way and the correct width needs to be enforceable in case someone gets hit outside of the crosswalk. He stated it is a great option and the Police Department supports it. Administrator Brent Centers stated one addition to this is the county resurfaced the roadway; they put up a flashing school sign. Ours is still just a basic sign saying entering a school zone, so he would recommend putting up a flashing school zone sign to match, the cost would be \$3000.00. Trustee Rozzi asked for a final cost, talk to the School Board, and see if they are interested in splitting the cost. Trustee Walker asked where this money would come from. Administrator Brent Centers stated this money would come from the

general fund, under supplies and materials, Fiscal Officer Jim Hunter agreed. Trustee Walker asked if this could be included in the zoning process going forward with the PUD process. Administrator Brent Centers stated yes, we could start including this in the plans. Administrator Brent Centers stated he will final cost and present the proposal to the schools, he asked if he should include the cost of the flashing school sign or list as a separate item. The Board agreed to present as a separate line item. Public Works Director Kenny Hickey stated one thing you could do is contact the county, they may install because they installed the others. Mark Sousa stated the school Advisory Board recently discussed the need for crosswalks for children within walking distance. The problem is they had this conversation when they were in fiscal emergency. Trustee Rozzi thinks it would be a good idea to re-introduce it.

Administrator Brent Centers turned the floor over to the Advisory Committee for an update. He first wanted to state how awesome they have been doing. He stated they are a very diverse group, their backgrounds are unique, and they all add a ton of value. Delanna and Becky have ran with the Tree Lighting. He cannot say enough about how much work they have put into this event. The Advisory Committee was something new and he had no idea what to expect, he could not have asked for anything better.

Fritz Nelson started by saying thank you for giving us the opportunity, and congratulations to both Public Works Director Kenny Hickey and Police Chief Scott Hughes for passing the levies. Fritz Nelson stated one of the first task they were given was to design a logo for the Road Levy, they did not have time for meet and greet and within five minutes they had a proof ready. He stated that is how it has been with every situation. Mr. Nelson stated they are currently working on developing a newsletter; they have reached out to others to figure out a design, they have also discussed how to offset the cost of the newsletter so the entire burden is not placed on the township but rather sponsorships. Once they determine cost, they will reach out to other Townships and determine how they run their cost. They expect the first edition in April 2019. Lastly, tree lighting. Becky and Delanna spearheaded this event, within half an hour into the meeting ending, there was twenty messages of how it was going to be handled and by whom. Mr. Nelson stated it is very exciting to have events back in the Township and that was the goal of the Advisory Committee. He stated they went from zero to five hundred and thirty interested within five days; it has been shared seventy six times. People are interacting with the post and it is being shared more and more. The Advisory Committee is holding a logistics meeting on November 14, 2018 with everyone the main concern is parking. Trustee Cordrey asked if we could use where we are building the fire station. Administrator Brent Centers stated the risk of the land being too wet and they are about to start surveying. Public Works Director stated the drains that run through that area are too deep and could bottom cars out. Trustee Rozzi suggested Hopkins Commons. Mr. Nelson stated they did discuss that and he believes that they will have someone approach them. Public Works Director Kenny Hickey stated there is no a lot of parking there, previously we have used the carwash and behind the carwash in the grass area and along Hilderbrant Drive. Trustee Rozzi asked if there would be any parking at the Township building, Mr. Nelson stated that the property here would probably be utilized. Becky Walker stated that she discussed with Michelle Tegtmeier that the event staff could park behind the building. Police Chief Scott Hughes stated that he could take all the cruisers and park them in the back and the event staff could park on the side of the building and he could cone off the back parking lot or we reverse that and park everything on the side and the event staff could have the

back . Ms. Walker stated they do not have a preference and everything they will be doing with food will be on the covered inns at the front of the building. Mr. Nelson there would be no parking in the front lot. Administrator Brent Centers stated that all this will be covered in the logistics meeting and they will have everything covered. Mr. Nelson stated we will figure all of that out in the logistics meeting but he is extremely happy with the way things are going, things are being discussed, new ideas are being brought up, every day they are receiving new messages, it has been very rewarding.

Administrator Brent Centers wanted recognized Police Chief Hughes and Public Works Director for passing their levies. Police Chief Scott Hughes and Public Works Director Kenny Hickey hit every HOA meeting they possibly could; our police officers and public works guys were hitting up Coffee with Cop, they had a booth at Kroger every Saturday leading up to the levy, they went door to door. Michelle, Ellen, Kellie, Trustees, Lisa Wilson, the Advisory Committee and the Levy Committee, Mr. Dowden, Mr. Holman, Mr. Smith. The outpour of support from everyone here was amazing. What showed teamwork was when we had two hundred road signs left; Chief Scott Hughes and Mark Sousa went out and put up road signs the night before the election.

Administrator Brent Centers stated there is movement with Shooters and Taco Bell and that is exciting. He also stated, as of November 6, 2018 we have an internet exchange in the parking lot. If you make any sales via Craigslist or any other internet purchase, you can come into the Administration Building parking lot, under the light pole. There is 24/7 surveillance cameras, so you know you can have a safe exchange. Trustee Walker stated that a friend at another department actually had sign showing where the cameras are located, is that something we could do. Police Chief Schott Hughes stated that he emailed the company, Offer Up today for the press release they want us to send out. He stated we could just take a google image and highlight the area.

Administrator Brent Centers wanted to remind everyone the next meeting is on November 21, 2018 at noon this was approved a few months ago.

Administrator Brent Centers stated we are accepting donations at the Township building for the holiday season. The first is the Abuse & Rape Crisis Center in Warren County; they are in need of cleaning products, paper and storage products, personal need items, bedding, children's programming like backpacks, glue, etc. This people have been in a crisis and just need a helping hand. The other is for toys for Hurricane Florence victims; they are being collected by Morrow Baptist Church. We are accepting donations for both her at the Administration building and we will deliver them.

## **Public Comments**

Trustee Joe Rozzi opened the floor for public comments at 8:25pm.

Fritz Nelson asked if a motion had to be made, by the Board of Trustees, to amend the bi-laws for the Advisory Committee. Administrator Brent Centers stated yes, a motion from the Board could amend bi-laws.

Trustee Joe Rozzi closed the floor for public comments at 8:29pm.

Trustee Walker asked for an updated on the zoning overlay from north to south. Administrator Brent Centers stated that Ms. Tegtmeier had taken this to her zoning board; the feedback received was that they did not want to separate sections of the township. He stated they wanted to keep the stricter zoning in the south as well; they did not want to enable one section over the other. Trustee Walker wanted to know if the smaller parcels were handled on a case-by-case basis, Administrator Brent Centers stated it would all go through the Zoning Commission. Trustee Rozzi stated the intent was to make it easier for the development in the Southern half of the township without such stringent regulations. Trustee Walker asked if they had a vote on it, Administrator Brent Centers was not aware of a vote. He stated that he would have Ms. Tegtmeier attend the December 5, 2018 meeting and include this as a work session item.

Trustee Joe Rozzi made the motion to enter into Executive Session at 8:32 to consider the sale or other disposition of property, to consider the employment, appoint or promotion of a public employee, to consider the dismissal or discipline of a public official. To confidential information related to marketing plans of specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant of economic development assistance seconded by Trustee Cordrey.

Attendees: Joe Rozzi, Joe Walker, Darryl Cordrey, Jim Hunter, Mr. Centers, Mr. Hickey, Ms. Krieger, Mr. Miller and Mr. Connelly

Roll call as follows:

Joe Rozzi	Yes
Darryl Cordrey	Yes
Joe Walker	Yes

Trustee Joe Rozzi made the motion come out of Executive Session at 10:05pm, seconded by Trustee Joe Walker

Roll call as follows:

Joe Rozzi	Yes
Joe Walker	Yes
Darryl Cordrey	Yes

With no other business at hand, a motion made by Mr. Rozzi with a second by Mr. Walker to adjourn at 10:05 pm.

Roll call as follows:

Joe Rozzi	Yes
Joe Walker	Yes
Darryl Cordrey	Yes