

## **Hamilton Township Trustees Meeting**

January 2, 2020

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

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

### **Presentations**

-Oath of Office Ceremony- *Trustee elect, Mark Sousa*

Mr. Yoder presented Mr. Sousa with the Oath of Office officially swearing our newest Trustee into office. A round of applause was given by all.

-Employee of the Year- Police Department

Chief Hughes explained that we had our Employee of the Year ceremony in December and had planned to surprise Officer Molly Hayslip with her award. Chief was then informed that they would actually be on vacation and would not be able to make the ceremony. With this, we had to do a behind-the-scenes recognition for her and then decided that this January meeting would be perfect to do the formal recognition. Chief Hughes described Officer Hayslip as smart, funny, intelligent, respectful, professional, caring, thorough, firm and fair. No matter what kind of day you are having, Officer Hayslip will put a smile on your face. Chief Hughes spoke on the many accomplishments that Officer Hayslip has had as well as her work ethic and character. He extended congratulations to Officer Hayslip and a round of applause was given by all.

Mr. Cordrey called a brief recess.

### **Public Comments**

In calling the meeting back to order, Mr. Cordrey opened the floor to public comments at 6:42pm.

Patricia Wehrung stated that she was seeking clarification about a rumor that our township went to Warren County to have funds re-appropriated from Little Miami School District for the roads.

Mr. Sousa explained the TIF (Tax Increment Financing instrument used for infrastructure and development) that was passed at the December 18, 2019 Trustee meeting by stating that the infrastructure that would be funded is roads for a development corridor along 22/3 and Route 48. The developer / property owner will make a P.I.L.O.T. (Payment in Lieu of Taxes), the debt service to re-pay that infrastructure is paid back, and then remaining funds go to the school

district. We would receive no tax dollars on that TIF district until the school has been made whole. Mr. Centers also mentioned that we worked back and forth with the school district on this to make sure that it was the right deal for everyone. We did not just propose it and approve it without their knowledge.

Dan Phipps discussed the Police Department's towing rotation list and the specified parameters of the contracts to be signed. He stated that he is not interested in being on the towing rotation list at this time.

Ruth Phipps also commented on the decision to no longer tow for Hamilton Township. She thanked everyone who has been supportive and helpful over the years and expressed her sentiments that they will no longer be towing for the township.

Mr. Cordrey closed the floor to public comments at 6:53pm.

### **New Business**

Mr. Sousa made a motion with a second from Mr. Rozzi to keep Mr. Cordrey as the Chair for the Board of Trustees for calendar year 2020.

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes
	Darryl Cordrey	Yes

Mr. Sousa made a motion to nominate and appoint Trustee Rozzi as Vice Chair of the Board of Trustees for calendar year 2020. There was a second from Mr. Cordrey.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the December 18, 2019 Trustee Meeting.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Abstained

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve Payroll for pay cycle December 1, 2019 – December 14, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1175146015 - 1175146084.

Roll call as follows: Darryl Cordrey Yes  
Joe Rozzi Yes  
Mark Sousa Yes

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve the withholding payments for payment cycle December 1, 2019 – December 14, 2019, checks numbered 31419837 – 31419860.

Roll call as follows: Darryl Cordrey Yes  
Joe Rozzi Yes  
Mark Sousa Yes

Motion made by Mr. Cordrey with a second by Mr. Sousa to approve Payroll for pay cycle December 15, 2019 – December 28, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1176053071 - 1176053139.

Roll call as follows: Darryl Cordrey Yes  
Mark Sousa Yes  
Joe Rozzi Yes

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve the withholding payments for payment cycle December 15, 2019 – December 28, 2019, checks numbered 31496231 – 31496254.

Roll call as follows: Darryl Cordrey Yes  
Joe Rozzi Yes  
Mark Sousa Yes

Motion made by Mr. Cordrey with a second by Mr. Sousa to approve the monthly Payroll for the December 2019 pay cycle for Trustees, Electronic Fund Transfer Direct Deposit Vouchers 1175212596 - 1175212599.

Roll call as follows: Darryl Cordrey Yes  
Mark Sousa Yes  
Joe Rozzi Yes

Motion made by Mr. Cordrey with a second by Mr. Sousa to approve the monthly withholding payments for the December 2019 payment cycle for Trustees, checks numbered 31427622 – 31427624.

Roll call as follows: Darryl Cordrey Yes  
Mark Sousa Yes

Joe Rozzi                      Yes

Motion made by Mr. Cordrey with a second by Mr. Sousa to approve billing invoices for payment cycle January 1, 2020 – January 3, 2020, checks numbered 80991 - 81032.

Roll call as follows:    Darryl Cordrey              Yes  
                                  Mark Sousa                    Yes  
                                  Joe Rozzi                      Yes

Before moving onto the rest of the items on the agenda, Mr. Cordrey asked our township Law Director, Mr. Ben Yoder, to explain what it means to have an emergency resolution.

Mr. Yoder explained that emergency legislation is more of a legal term of art than it is a typical emergency per say. The effective date of any resolution is typically thirty days after it has passed. If you have something that needs to be passed and effective sooner, you refer to it as an emergency and then it requires the affirmative vote of all three Trustees in order for it to become effective immediately.

-Motion: To enter into contract with the Warren County Engineer’s Office

Mr. Cordrey explained that this motion would enter us into contract for striping and resurfacing projects in 2020. The county will bid out the projects in phases and based on the amount of township participation the phases will be grouped in the most cost effective, geographical areas. The township will pay the contractor directly for completed work on a monthly basis for the respective quantities based on prices of the bid.

Mr. Hickey stated that we are also having to give the roads ahead of time to get pricing. Mr. Centers mentioned that the last two years, we have been the last township to have our roads resurfaced but we are spending the most out of any township to be resurfaced through this deal. That has respectfully been relayed to the county. They said they will look into the way they do it but it goes off geography for them.

Mr. Cordrey also mentioned that our road-resurfacing list will be posted online for the residents to see the order and priority for those roads.

Mr. Cordrey made a motion with a second from Mr. Rozzi, to enter into contract with the Warren County Engineer’s Office for the combined township and county 2020 annual road resurfacing and striping projects.

Roll call as follows:    Darryl Cordrey              Yes  
                                  Joe Rozzi                      Yes  
                                  Mark Sousa                    Yes

-Motion: Zoning Commission appointment

Mr. Kraemer explained the process for Zoning Commission stating that we have five full members on the board with one alternate. This past summer, we wanted to get our member terms in compliance with what the ORC recommends. All of the members now have staggered terms so that only one term expires at a time. We posted one position for Zoning Commission and one for Board of Zoning Appeals and did receive applications for both. Mr. Kraemer, Mr. Centers and Ms. Krieger conducted phone interviews with each applicant. During those interviews, the applicants were each asked five questions that touched on their background, experience, thoughts on the future for Hamilton Township as well as two Board specific questions to get a feel for how they may handle a case for each Board. We are very blessed to have residents that are qualified and are interested in serving on these Boards. The applicants were ranked on their answers and those points were totaled to determine the top choice for each position. With that, staff is recommending Ms. Julie Perelman for the Zoning Commission position.

Mr. Rozzi stated that he previously sat on this Board for four years and at that time, it was a diverse board. There was representation from all parts of the Township. He explained that his concern is not meant to offend Ms. Perelman in any manner, but he is worried that the southern end of the township will be losing its representation and that is very vital to our township.

Mr. Cordrey made a motion to appoint Julie Perelman to the Hamilton Township Zoning Commission for a five-year term. There was a second from Mr. Sousa.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes
	Joe Rozzi	No

-Motion: Board of Zoning Appeals appointment

Mr. Kraemer stated that for the Board of Zoning Appeals, staff is recommending Mr. Ryan Ziembra.

Mr. Rozzi expressed the same sentiments about the southern end of the township losing its voice.

Mr. Cordrey made a motion with a second from Mr. Sousa to appoint Ryan Ziembra to the Hamilton Township Board of Zoning Appeals for a five-year term.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes
	Joe Rozzi	No

-Motion: Large Purchase Order (General, Police, Fire, and Public Works)

Mr. Cordrey explained that this allows our Finance Coordinator to submit payments for four vehicles. The township will be reimbursed for the complete Little Miami Police unit lease

payment. The total budget impact is \$99,454.21. This is broken down to the police lease payment of \$25,881, Little Miami Police Lease Unit of \$16,379, R&B Snow Truck payment of \$30,270, and R&B Back Hoe payment of \$26,924.21. Again, we are expecting a \$16,379 reimbursement for the Little Miami Police unit lease payment, which will bring the official budget impact to \$83,075.21.

Mr. Rozzi asked for clarification on these lease payments.

Mr. Centers explained that there are still additional payments due. Mr. Hickey stated that there should be one more backhoe payment and his truck will be paid off in two years. Chief Hughes explained that there should be one more year on three of his vehicles and the Little Miami Police Unit was just contracted last year.

Mr. Cordrey made a motion to approve the above-mentioned Large Purchase Order. There was a second from Mr. Rozzi.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

-Motion: Enter into contract with Hopewell Valley Subdivision

Mr. Cordrey explained that this motion is to enter into contract with the Villages of Hopewell Valley subdivision, section 6, for snow removal purposes. They are required to perform snow removal and have requested to contract with Hamilton Township to provide those services. The Villages of Hopewell Valley will pay Hamilton Township \$150 per hour with a minimum one-hour per call out. This is for the unfinished parts of the subdivision that have not yet been turned over to the township but still require snow removal.

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into contract with the Villages of Hopewell Valley for snow removal services.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Mr. Yoder stated that in Governmental Law some of the best practices are to have the Trustees attend an Annual Retreat. This is an opportunity for the Board and staff to get together and go over everything in an extraordinarily in-depth approach where they will go through all of the different budgets, comp plans, HR union contracts, etc. Therefore, it ends up being a long meeting. The Law Offices of Frost Brown Todd have offered to host the retreats off-site to break up the atmosphere. It is a public meeting, there will be public notice, and if anyone would like to show up, they can. There typically is not any public comments as it is more like a work session

amongst staff and Trustees but if the Board wishes to allow it, they can. Minutes are taken just like any other Trustee meeting.

Mr. Centers mentioned that we will have to open the meeting to pay bills but there will not be any other legislation on the agenda.

Mr. Rozzi asked if it is customary to have the retreat in lieu of a meeting?

Mr. Yoder explained that it could be done however the Board would like but in his experience the retreat is held in place of a meeting so that there are not more meetings than necessary.

Mr. Rozzi asked if there is any legislation that they may be missing out on by having this retreat off site?

Mr. Centers responded with a no stating that we have been prepared for this to take place.

-Motion: Move Meeting Date and Time

Mr. Cordrey made a motion to move the January 15, 2020 Trustee Meeting to January 17, 2020 at 8:00am at the Frost Brown Todd Law Offices located in downtown Cincinnati at the Great American Insurance building. There was a second from Mr. Rozzi.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

-Resolution 20-0102: Setting meeting dates and times

This is a resolution to set the Hamilton Township Trustee meeting dates and times to the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:30 pm here at 7780 South State Route 48, Maineville, OH 45039.

Mr. Rozzi mentioned that we moved the first meeting in February; will this resolution supersede that at all?

Mr. Centers explained that this resolution will set all of our meetings and then they can change, cancel, move or add a meeting at any time via a motion. Staff just has certain things to follow through with for public notice.

Mr. Yoder explained that the ORC says that Trustees shall set the meeting dates and times at the first meeting of the year so it is just a customary thing.

Mr. Cordrey made a motion with a second from Mr. Rozzi to set the above-mentioned dates and times for the Hamilton Township Trustee meetings.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Mark Sousa                      Yes

-Resolution 20-0102A: Authorizing the semi-annual blanket certificates and establishing financial policies for approval of purchase orders

This resolution allows the Fiscal Officer to issue six-month blanket certificates for all items listed in Section 2 of this resolution. This resolution also sets the financial policy that on any purchase order greater than an amount of \$5,000.00 must be pre-approved by the Board of Trustees prior to its issuance, and any purchase order greater than an amount of \$1000.00 must be pre-approved by the township Administrator prior to its issuance.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0102A.

Roll call as follows:    Darryl Cordrey              Yes  
                                  Joe Rozzi                        Yes  
                                  Mark Sousa                      Yes

-Resolution 20-0102B: Authorizing Fiscal Officer to process re-appropriations and distribute payments

This resolution allows the Fiscal Officer to process necessary re-appropriations within a fund and distribute payments as needed from January 1, 2020 through December 31, 2020.

Mr. Rozzi asked if this resolution simply addresses the title of Fiscal Officer as we will have a new Fiscal Officer come April.

Mr. Yoder clarified that it is the position and not a specific person.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0102B.

Roll call as follows:    Darryl Cordrey              Yes  
                                  Joe Rozzi                        Yes  
                                  Mark Sousa                      Yes

-Resolution 20-0102C: Authoring the disbursement of checks for payroll and payroll related withholdings and expenses

This resolution allows the Fiscal Officer to approve the disbursement of payroll, payroll related withholdings and expenses and expenses for all items listed in section 1 of this Resolution for calendar year 2020.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0102C.

Roll call as follows:    Darryl Cordrey              Yes  
                                  Joe Rozzi                        Yes



Mark Sousa                      Yes

-Resolution 20-0102D: Transfer of General Fund, Police Fund, and Building Bond Fund  
This allows the Finance Coordinator to transfer funds from the General Fund and the Police Fund to the Building Bond Fund for the payment on the Administration/Police Department building. This is a straight transfer of \$66,437.50 from the General Fund and \$66,437.50 from the Police Fund for a total of \$132,875.00 going into the Building Bond Fund.

Mr. Centers explained that this is the house payment on this building. It comes 50% from the Police and 50% from the general since we share the building.

Mr. Rozzi asked how long we have left on payments? Mr. Centers stated that he did not have the exact number in front of him but it will be included in the retreat. It was refinanced several years ago so he believes we still have a while.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0102D.

Roll call as follows:    Darryl Cordrey              Yes  
                                  Joe Rozzi                        Yes  
                                  Mark Sousa                      Yes

-Resolution 20-0102E: Transfer of Fire and EMS Levy Fund to Fire Station 76 Capital Project Fund

This allows the Finance Coordinator to transfer funds from the Fire and EMS Special Levy Fund to the Fire Station 76 Capital Project Fund for the payment on the new Fire Station 76. This is a straight transfer of \$181,770.00.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0102E.

Roll call as follows:    Darryl Cordrey              Yes  
                                  Joe Rozzi                        Yes  
                                  Mark Sousa                      Yes

**Human Resources**

Human Resources Manager Ms. Kellie Krieger requested a motion to hire Mr. James Reist as a part time Fire Fighter/Paramedic at \$17.00/hr and Mr. Kyle Madison as a part time Fire Fighter/EMT at \$14.00/hr. Both are pending completion of their pre-hire qualifications.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above-mentioned new hires.

Roll call as follows: Darryl Cordrey Yes  
Joe Rozzi Yes  
Mark Sousa Yes

Ms. Krieger requested a motion to re-post the Administrative Assistant position for the Public Works department. This position will be posted for an additional thirty days.

Mr. Rozzi asked if we were posting on the same outlets as before?

Ms. Krieger stated that we went through a series of interviews and have decided to post it again. If we feel as though we are not getting enough qualified applicants, she will come before the Board again and ask to post on Career Builder for a fee.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the posting of an Administrative Assistant for the Public Works department.

Roll call as follows: Darryl Cordrey Yes  
Joe Rozzi Yes  
Mark Sousa Yes

Ms. Krieger requested a motion for Chief Brian Reese to post two full-time Firefighter/Paramedic positions increasing full time staff from 20 to 22. This was planned and budgeted coinciding with the passing of the levy.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the hiring of two addition staff members.

Roll call as follows: Darryl Cordrey Yes  
Joe Rozzi Yes  
Mark Sousa Yes

### **Fiscal Report**

Nothing to report at this time.

### **Administrator's Report**

Mr. Centers explained that the Columbarium will be coming to the Maineville Cemetery new section. Weather permitting; we are expecting that to be set in the spring.

We received the NatureWorks Grant paperwork. Mr. Centers and Mr. Yoder signed it and sent it back. We would like to expect those funds in the spring. Just a reminder, that is for the walking

trail around the small lake at Mounts Park. Another note with that is; Brunk Excavation is doing the work. When we put the plot around where we want the trail, there is a steep incline in one of the sections. Because of that, they will not be able to cut through that section. They will have to add approximately 1,000 feet of additional trail and Mr. Brunk is doing it at no charge to the township. We really appreciate that.

The electric aggregation expires this April. Mr. Centers and Ms. Horman met with our Energy Consultant. They are shopping different prices. It is likely that we will stick with the same provider but we are still shopping so Mr. Centers, Mr. Hickey and Ms. Horman will meet with them again.

Finally, we received great news from GT Environmental regarding the EPA issue at Mounts Park. Following our schedule that we are proposing in mid-January, they are assuming it will be completed in under two years. They believe this year will be all of the engineering and paperwork and next year will be the construction of the earth cap. They also believe that it will be under \$200,000.00, which is much lower than we assumed. That also includes the \$80,000 that was already budgeted for this year. We have redone our investment policy. We were getting about \$900/month and now we are averaging \$13,000 per month so our investment policy increased our revenue that much. Putting it at a conservative number and running \$11,000 per month, would give us \$132,000 this year. Even that money alone covers the expected cost of the EPA issues.

Mr. Rozzi asked if they will contract that amount? Meaning if it were to go over that cost, they would hold to what was contracted? Mr. Centers explained that our Public Works department will be doing some of the work. Although we are not exactly sure of what yet, they think the expense will be a lot of the material.

Mr. Sousa asked about the grant writing and a timeline for that? Mr. Centers replied that they are applying for a Brownfield Grant along with other revenue streams. They estimated that we would not receive anything but also think that is unlikely given the uniqueness of our situation. Without receiving anything they still think it would be under \$200,000 and under two years. Mr. Sousa asked what a Brownfield Grant is and if it would benefit us. Mr. Centers stated that it would probably pay on the back end and not the engineering costs.

Mr. Cordrey asked if this estimate would satisfy all of the EPA issues? Mr. Centers responded that the scheduled that was submitted has to be approved by the EPA and that is what we are going off of.

### **Trustee Comments**

Mr. Sousa thanked everyone that supported him. He is excited to be a Trustee and thinks that we have a great team of Elected Officials and staff. The community has been supportive over the last year plus and we are well positioned to move forward.

Mr. Rozzi and Mr. Cordrey both welcomed Mr. Sousa to the Board!

### **Executive Session**

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into Executive Session at 7:26 pm in reference to O.R.C. 121.22 (G) (1) and (4).

- (1) To consider the employment or compensation of a public employee or official.
- (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Mr. Cordrey made a motion to come out of Executive Session at 9:10 pm. There was a second from Mr. Rozzi.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

### **New Business**

-Motion: Non-Labor Union employee salary adjustments

Mr. Cordrey stated that the Board went back to discuss payroll for the next year and this Board took it very serious and they had good conversation. He commended his fellow board members for being cognizant of using taxpayer dollars.

Mr. Cordrey made a motion to increase non-union employee salaries as follows; Ellen Horman 5%, Kellie Krieger 5%, Lindsey Gehring 3%, Chief Brian Reese 3%, Chief Scott Hughes 6%, Kenny Hickey 3%, Don Pelfrey 3% and increase the Assistant Administrator Stipend to \$10,483.59 and add two weeks of vacation to Mr. Centers contract totaling 4 weeks of vacation plus the allowance to claim EAT. There was a second from Mr. Rozzi.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

-Motion: Enter into contract with the Fraternal Order of Police

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into contract with the FOP.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

### **Adjournment**

With no further business to discuss, Mr.Cordrey made a motion with a second from Mr. Rozzi to adjourn at 9:12 pm.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes