

## Hamilton Township Trustee's Meeting

October 2, 2019

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

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

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

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

Motion made by Mr. Cordrey with a second by Mr. Walker to approve Payroll for pay cycle September 8, 2019 – September 21, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1169618326 - 1169618403.

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

Motion made by Mr. Cordrey with a second by Mr. Walker to approve the withholding payments for payment cycle September 8, 2019 – September 21, 2019, checks numbered 30917006 – 30917029.

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

Motion made by Mr. Cordrey with a second by Mr. Walker to approve billing invoices for payment cycle September 23, 2019 – September 27, 2019, checks numbered 80643 – 80645.

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

Motion made by Mr. Cordrey with a second by Mr. Walker to approve billing invoices for payment cycle September 30, 2019 – October 4, 2019, checks numbered 80646 – 80680.

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

**Public Comments**- Agenda Related

Mr. Cordrey opened the floor to public comments related to agenda items, at 6:32 pm.

No comments were made.

Mr. Cordrey closed the floor to public comments at 6:32 pm.

**Presentations**

- Quarterly Update

Chief Hughes stated that the summer was great. The Police Department attended several parades around the township. Sgt. Short and Sgt. Wall just completed an FBI Leadership training that the township had the honor of hosting. The department also participated in numerous events such as ‘Kids for Cops’ with Morrow, a Drug Take Back event at Heritage of Miami Bluffs, hosted National Night Out at Oeder’s Lake, the Cardboard Boat Regatta, Little Miami Food Truck Rally, attended the groundbreaking ceremony for the new Warren County Jail, completed an active shooter training at the Monkey Bar, and also completing other in-service trainings.

Mr. Walker asked if there was an update on department stats.

Chief Hughes stated that we post those on our website monthly.

Chief Reese stated that the Fire Department participated in six events on July 4th. They also celebrated the departments 25<sup>th</sup> Anniversary on August 1, 2019 with an open house for members of the community to stop by and reminisce/ tour the fire station. They participated in the Cardboard Boat Regatta, the Little Miami Food Truck Rally, and the Antique Fire Apparatus and Tractor event at Oeder’s Lake. Insurance Services Office (ISO) evaluated the Fire Department and gave a class 3 rating. This rating is given by examining the equipment, staffing, water, response times and dispatching. Multiple trainings occurred such as Pediatric Advanced Life Support training and Advanced Extrication Scenario training. Capt. Goodpastor had his first meeting with the State EMS Board Committee. The Fire Fighters Local Union purchased and donated playground equipment to Little Miami School District. July was the busiest month of the year with 233 calls. Fire Station build is going well and they have projected a March move in date.

Mr. Kraemer discussed the Little Miami Intermediate School groundbreaking event that took place earlier in the day. The Alexander Pointe development has delivered their heavy equipment on site and will start moving dirt this week. The development consists of nine buildings and 144 total units. Construction will begin with the clubhouse and they will work their way around one building at a time. The Abode Advantage located on St. Rt. 48 is set to have their groundbreaking event on October 23<sup>rd</sup>. The plans consist of ten buildings with 40 total units. Shooters is making progress and are hoping to open before the end of 2019.

Mr. Kraemer discussed his goals for the Sumco/Little Miami Industrial Park mentioning that mock site visits will start in December of this year to determine what we need to do to the site to make sure it is included in company searches. We are also working on getting the Economic Development portion of the website underway. He is planning to add testimonials as well as progress of new developments. The Comprehensive Plan should be rolling out in November.

Mr. Hickey stated that the Public Works department has had a busy summer. The crew has done a lot of mowing, tree trimming and pipe repairs/replacements. They added new drainage behind the Administration building to help with water pooling. They added deer crossing signs on Stephens Rd. Made some repairs to the fence at the dog park. Added a layer of rotomill to help with the potholes at Mounts Park. Gravel was added to the walking trail at Testerman Park. The crew also cleans up the cemeteries every month.

### **Human Resources**

Human Resources Manager Ms. Kellie Krieger requested a motion to approve FMLA for Capt. Conley with the Hamilton Township Fire Department. Leave began on September 23<sup>rd</sup> and he will be out for approximately four weeks. He will utilize his paid sick time.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the above-mentioned FMLA.

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

Ms. Krieger requested a motion to remove part time Fire Fighter/ Paramedic David Jackson from the active Hamilton Township Roster effective September 27, 2019. Mr. Jackson submitted his formal resignation.

Mr. Cordrey made a motion with a second from Mr. Walker to update the Hamilton Township Roster.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes

Joe Rozzi                      Yes

Ms. Krieger requested a motion to hire part time Fire Fighter/Paramedic Jesse Strom pending successful completion of a full background and CVSA.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the hiring of the above-mentioned Fire Fighter.

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

**Township Current Business**

-Motion: Creating and posting job description of Administrative Assistant (Public Works Department)

Mr. Cordrey stated that this is a continuation of a discussion that the Board had at the previous Trustee Meeting.

Mr. Walker gave his opinion that the budget impact on the Cover Memorandum is misleading. The cost only reflects the salary, and not the healthcare and retirement. He also asked about changing the job description for this position.

Mr. Hickey and Mr. Centers stated that after discussing it they decided to leave it as just an assistant position. They discussed making it a part time position however; there is enough work to fulfill a full time position. It was also discussed to use a service worker/admin assistant but the salary is complicated and labor negotiation issues may arise. Lastly, it was mentioned to have Ms. Gehring fill in but adding full time public works administrative duties onto her current workload would be too much.

Mr. Walker expressed concerns about paying more money for two positions as well as not having enough work for a full time administrative assistant.

Mr. Rozzi asked what the union concerns were.

Mr. Centers explained that there were no major issues, just that by creating a completely different position, they would have additional labor issues that would have to be negotiated separate.

Mr. Cordrey stated that if we were to hire a service worker then we would have to pay for union benefits. It may be contractual that split administrative duties and service worker duties are not allowed.

Mr. Centers stated that we would like to hire a service worker for the field because there is plenty of work to be done just like we feel there is plenty of administrative work to be done for an administrative assistant. The Administrative Assistant would be taking over the paperwork for approximately four people.

All three Trustees and Mr. Hickey continued to discuss the need and expectations of this Administrative position.

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

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Joe Walker	No

**Work Session**

- Capital Projects for 2020 Budget

Mr. Centers thoroughly discussed the 2020 budget. A copy of said budget is attached to this set of meeting minutes for reference.

**Jim Hunter, Fiscal Officer**

Mr. Hunter had nothing to report at this time.

**Administrator's Report**

Mr. Centers mentioned that the Little Miami Area Chamber of Commerce Luncheon would be held here at the township building on October 3, 2019 from 11:45am -1:00pm.

The fourth quarter newsletter has been sent to the printer and it looks really nice.

We think we will have an update on the Overbook Bridge soon. We have a great relationship with the Warren County Engineer's Office and they are working on funding for a permanent fix.

**Public Comments-** General

Mr. Cordrey opened the floor to public comments at 8:38 pm.

Becky Ehling shared her opinion on different sections of the proposed budget.

Mr. Cordrey closed the floor to public comments at 8:45 pm.

### **Trustee Comments**

Mr. Rozzi stated that he believes this is the first of a few conversations concerning the budget and while it was boring, it was definitely necessary.

Mr. Cordrey thanked everyone who attended the Little Miami Intermediate School groundbreaking. We are building a good relationship with the school Board and we look forward to continuing and growing that moving forward.

### **Executive Session**

Mr. Cordrey made a motion with a second from Mr. Walker to enter into Executive Session at 8:46 pm in reference to O.R.C. 121.22 (G)(1) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official.

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

Mr. Cordrey made a motion with a second from Mr. Walker to come out of Executive Session at 8:59 pm.

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

### **Adjournment**

With no further matters to discuss, Mr. Cordrey made a motion with a second from Mr. Walker to adjourn the meeting at 8:59 pm.

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