

Hamilton Township Trustees Meeting

October 7, 2020

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

The *Pledge of Allegiance* was recited by all.

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 September 16, 2020 Trustee Meeting.

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 Payroll for pay cycle September 6, 2020 – September 19, 2020, Electronic Fund Transfer Direct Deposit Vouchers 1192411631 – 1192411703 and 1192411731 - 1192411734.

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

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve the withholding payments for payment cycle September 6, 2020 – September 19, 2020, checks numbered 32568825 – 32568850.

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 billing invoices for payment cycle September 21, 2020 – September 25, 2020, checks numbered 81962 - 81970.

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 billing invoices for payment cycle September 28, 2020 – October 2, 2020, checks numbered 81971 – 81981 and void 81051.

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

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve billing invoices for payment cycle October 5, 2020 – October 9, 2020, checks numbered 81982 - 82028.

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

Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to promote Mr. Jimmy Diss to the Full Time Mechanic position at the pay rate of \$25.00/hr effective October 5th, 2020. Currently Mr. Diss is one of our Service Worker II employees; he has been in the shop helping since we have been without a Mechanic.

Mr. Cordrey asked Mr. Hickey if we will have another position open to which Mr. Hickey responded that we will have another Service Worker position open.

Mr. Centers stated that we would like to propose this formally at the next meeting but, we have a seasonal employee who typically works from April to October and wants to stay on, so putting Mr. Diss in the Mechanic shop and removing him from the road, we would propose extending the seasonal employee from October through next April. He would be here for snow season but ultimately work less hours than our full-time employees due to retirement and insurance.

Mr. Rozzi asked if we would still need to fill the Service Worker position come April to which Mr. Centers responded that we will.

Mr. Cordrey made a motion with a second from Mr. Rozzi to promote Mr. Diss to our Full Time Mechanic.

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

Ms. Krieger requested a motion for FMLA for Mr. Joseph Kibbee. He is currently employed with our Police Department, has been with us for over a year, and meets the qualifications for a Family Medical Leave. He will utilize his vacation, comp and sick time. This leave was effective August 20th.

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

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

Next, Ms. Krieger requested a motion for FMLA for Mr. Christopher Schumacher who is currently employed with our Fire Department. He will be out for approximately 6 weeks beginning October 12th. He will utilize his sick, vacation and comp time.

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

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

Public Comments

Mr. Cordrey opened the floor to public comments at 6:37 pm.

No comments were made therefore Mr. Cordrey closed public comments at 6:37 pm.

Work Session

-Budget overview

Mr. Cordrey reiterated that there would be no vote on the budget tonight. This is strictly a work session to discuss what is proposed and if the Board would like any changes.

Mr. Centers began to go over the details of the proposed 2021 Budget. Copies can be viewed on our website or at our Administration Building during normal business hours.

Mr. Cordrey would like to update the cemetery signage and possibly the Community Center signage to reflect the same branding that we have done at the parks.

Mr. Centers stated that approximately \$10,000.00 was budgeted for that. The three cemetery signs would be updated first and then the Community Center signage would be updated with any remaining funds.

Mr. Centers explained that we also budgeted more for the EPA issues at Mounts Park this year.

Mr. Cordrey asked if we are confident that the \$150,000 will cover all of the EPA concerns or will there be other contingencies. Mr. Centers responded that at the last meeting, they were almost certain that it would be more, but this is what we have budgeted based on what we have been presented. We will re-appropriate when we need to.

Mr. Rozzi asked if there was any indication as to how much more.

Mr. Centers explained that they did not fill him in on that but he is inviting them to the 2021 Trustee Retreat to update everyone.

Mr. Sousa questioned if we have funds to correct the issues with the Community Center. Mr. Centers explained that those funds were appropriated for 2020 and they can transfer them to 2021 or go ahead and schedule the work now.

Mr. Sousa asked Mr. Hickey if we could realistically get that work done before the end of the year. Mr. Hickey thinks that we can.

Mr. Sousa also mentioned doing some small projects at Mounts Park so maybe increasing line items for those?

Mr. Cordrey thinks it is a good idea to put money into the park. He expressed concerns about doing projects while the EPA is doing their mitigation.

Mr. Rozzi also likes the idea of putting money into the parks as well. He is okay with waiting to wait until next year even. Mr. Rozzi also mentioned looking into donations for different projects.

Mr. Cordrey believes that this will be a good Work Session item for the Retreat in January.

Mr. Centers asked if the Board would like to increase the line item or appropriate later. All three Trustees agreed that they would like to appropriate later.

Mr. Centers mentioned that a capital project that was budgeted for the Police Department is to get a security fence to go around the perimeter of the parking lot to secure our cruisers now that the development behind our building is complete.

Capital Projects for the Fire Department include updates at Station 77 as well as updating fire gear.

Chief Reese explained that we have staggered some fire gear purchases over the years but not in any significant amount. This will largely be an expense every 10 years.

Mr. Rozzi asked what happens with the old helmets.

Chief Reese stated that he is not sure yet; some may go to Warren County or they could go to a program that will ship them out of the country for use elsewhere.

There are Capital Projects budgeted for the Motor Vehicle License Tax, Gas Tax and the Permissive Motor Vehicle Tax Funds.

Discussion about the Cemetery Fund took place. Mr. Rozzi questioned if Cemetery information/services could be set up to purchase online? Mr. Hickey explained that there is a lot of cross-checking involved with plots and deeds so it is not as easy as one might think.

Mr. Rozzi expressed concerns about the revenue and not having a large amount of plots remaining. Mr. Hickey explained that we are trying to work different revenue ideas.

Mr. Mark Hurst, CPA with Hurst, Kelly and Company, stated that Cemetery Funds and operations are a bit of a challenge for Township's.

Mr. Centers explained with our EMS Billing Fund, we will be purchasing a new staff vehicle once we bring on a new Assistant Fire Chief.

Mr. Centers asked if there were any questions or amendments that the Board would like to make before this is brought back at the next meeting for a vote?

All Trustees stated that they are comfortable with this budget. Mr. Cordrey thanked the Staff for the efforts put into preparing this budget.

-CARES Act projects

Mr. Centers explained that Mr. Hurst and Mr. Yoder were available to answer any questions about this. We have put together a list of items that could be purchased with the CARES Act funding, to include but not limited to:

-Video and Audio for the Meeting Hall. This would allow the citizen's to remain at home instead of coming into the building.

- Adding touchless lighting systems in the Administration and Police Departments to limit contact.
- The Fire Department getting new Turnout Gear. The treat every run as a COVID run, so if something were contaminated, they could have a new set to use on the next call.
- Adding touchless sinks to the restrooms at the parks.
- A new Ambulance with the HEPPA Ventilation system.
- Computers for updating the online training systems. A lot of in person training has been cancelled.
- Updating video and audio systems in the new Fire Station to also aid with online training courses.
- Digital sign to promote information to residents who do not wish to enter the building.

Mr. Hurst introduced himself stating that he has worked with the Township for many years helping with financial statements, preparing for audits and other various accounting duties. In General this is the Coronavirus funding that has been passed down from the Federal Government through the State of Ohio; these guidelines are very broad but these funds have to be used for COVID related items. These guidelines/requirements are changing daily. If the amount spent is over \$750,000 then the Township will be subject to what is called a Single Audit. Another schedule of expenditures will have to be prepared and audited. It is a more rigorous audit that will test whether or not the Township complied with the measures set by the Department of Treasury; while the requirements are broad, it is important to be diligent and comply with whatever the requirements say.

Mr. Centers stated that the approach for this includes all things that would have receipts included with them. It is his understanding that what is not spent by December 31st, is sent back and redistributed to other entities. Mr. Hurst stated that it appears that what is being spent, has to be encumbered by November 20th; they are currently defining what “spent” means.

Mr. Centers explained that this funding is broken into three phases; we have already received the first two phases with the third to be released later. The total amount is approximately \$1.2 million.

Extensive discussion took place between the Board, Mr. Centers, Township Law Director, Mr. Ben Yoder and Mr. Mark Hurst, CPA. Salaries and Small Business Grants were amongst topics of ways to use these funds. Any questions or concerns about this can be addressed by contacting our Administration office during normal business hours.

New Business

-Motion: Enter into contract with the Presbytery of Cincinnati for a Transfer of Property Agreement for real property located at 131 W. Route 22 & 3, Maineville, Ohio 45039. (Community Center)

This will allow the Township to accept a transfer of property from the Presbytery of Cincinnati for the land and building commonly known as the Hamilton Township Community Center. With this transfer, it allows the Township to invest into the building's repairs and re-open the Community Center to the public.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the transfer of the Community Center.

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

-Resolution 20-1007: Resolution Rescinding Resolution Number 20-0902A, Establishing Coronavirus Relief Fund, Dispensing with the Second Reading, and Declaring an Emergency

This will rescind Resolution 20-0902A, request, and collect the funds set aside for Hamilton Township to accommodate for specific spending on Coronavirus relief and mitigation items.

Mr. Centers mentioned that the wrong date was listed on the previous Resolution.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-1007.

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

-Resolution 20-1007A: Resolution accepting public streets for Maintenance and Setting Speed Limits on Section Seven in the Reserves at Indian Lake Subdivision, Hamilton Township, Dispensing with a Second Reading and Declaring an Emergency.

This will allow Hamilton Township to accept Section Seven of the Reserves at Indian Lake subdivision from Warren County as Hamilton Township streets to establish the Township speed limit of 25 mph.

This Resolution is declared an Emergency measure necessary for the immediate preservation of the peace, health, safety and welfare of Hamilton Township. The reason for the emergency is to provide an immediate establishment of a safe speed.

Mr. Sousa asked if this has been built out for some time, why the delay to get it turned over?

Mr. Hickey explained that this fell through the cracks many years ago and was brought back to us when Warren County found it.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-1007A.

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

Fiscal Officer's Report

Mr. Weber did not have anything to report on at this time.

Administrator's Report

Mr. Centers complimented the First Responders on the preventative work that they put into the parade that took place. They got a lot of support from the community and it was very nicely done. The Public Works crew was complimented as well for the efforts that they put in. Mr. Hickey was publicly recognized for the relief that he gave to our First Responders who were working this parade.

The HT Great Pumpkin Hunt, #HTGreatPumpkin, is a new event that was put together knowing that we could not host a large gathering but we still wanted an event for our community. It is a scavenger hunt with mystery clues all over the Township that lead to the final one. There are a lot of prizes involved for participants. We are also doing a family fall/ Halloween house decorating event that will be judged for prizes as well.

The Administration Building is a polling location on November 3rd, 2020. We will be open for business.

There was a great ribbon cutting at Dunkin' and they donated \$5,000 to the Anthony Munoz Foundation. We had another ribbon cutting at Kratzer's Pharmacy and we are excited to have both of them in the Township. We have an upcoming ribbon cutting at the Abode Advantage next week.

The Stephens Rd. pedestrian crosswalk is now complete. Part of the reason it took so long is because of the traffic study with the County; they recommended that it did not need to go in. We respectively let them know that we did want it to be installed due to the amount of buildup in the Providence subdivision and a lot of people crossing the road were kids trying to get to their community pool.

Mr. Weber who also works for the Engineer's Office, spoke on their reasoning for recommending not to install the crosswalk. He stated that their policy is to not install a pedestrian crossing on roads with speed limits above 40 mph. However, they fully understand and support why one was wanted/needed at that location.

Mr. Centers further explained that the work was done whole-heartedly with extra signage to catch the eye of drivers.

Roll-on-In matched funding for our First Responders and was able to raise enough money to give a donation of \$250 to Police and \$250 to Fire. Thank you for the support.

Mr. Centers highlighted our legal fees stating that they are dramatically lower than they have been in the past. This is a testament to Mr. Yoder and to Frost Brown Todd.

Finally, the Christmas Tree Lighting will be the next event; does the Board want to have it or cancel it for safety precautions?

All three Trustees want to have the event and make it a great, big event! Mr. Cordrey mentioned reaching out to the Village of Maineville to see if we can partner on anything.

Chief Reese gave his department update and mentioned that there has been a hole in our Full Time staff; Megan Haas who is a member of our part time Fire Fighter/EMT to Paramedic program, will be graduating in December so we went ahead and promoted her to Full Time status. The other two individuals that we put through Medic School were promoted early as well due to a need and both passed their Medic certifications as well. Three personnel are out on medical issues so schedules have been tricky but going fine. Department physicals will be conducted to make sure everyone is healthy. We have received 4 part time applications so we hopefully get them on board; with those 4 additions we will be in a good spot with our part time staff. The deadline to apply for the Assistant Chief's position was September 30th; we received 19 resumes that we are currently sorting through to move on in the process. We are down to a few punch list items at the new Fire house. We are waiting for production to start on the new fire truck. We signed over the old truck to Sutphen who wanted to purchase it from us and in return they are getting some items for us. The crews have started pack with their PT trainers again. Finally, we just received our new Zodiac rescue boat that we purchased with this year's LOEB Grant.

Mr. Hickey discussed the update with the Overbrook Bridge; it was projected to be done already but due to COVID there have been some ordering delays and what not so they are now expecting to be done and open that back up by the end of November. We have been prepping our plow trucks for snow season. We are going to repave the Public Works and Mechanic parking areas as well.

Chief Hughes gave his department update by starting with the First Responders parade; we did not know what to expect so we reached out to our mutual aid partners and they provided assistance without hesitation. He complimented Mr. Hickey's efforts with this entire event as he offered his help and volunteered to step up to relieve Officer's. We have hired 3 Officer's this year who are all on patrol and doing well; we have a 4th who is going through the background

process. He got an update on the new cruisers that they will allegedly begin production mid-October. We will be hosting the Citizen’s Police Academy again. It will start the second Monday in January and run for 9 consecutive weeks; we have already received a few applications so hopefully that will have a good turnout. They have received funding from the state for reimbursement for ballistic vests that were purchased. Things are going great with Maineville.

Trustee Comments

Mr. Rozzi acknowledged everyone for the work on the budget and the parade.

Mr. Sousa commented on the work that these departments do and how they complement one another. He discussed riding along with Sgt. Viel in the parade and how the First Responders have gotten a little “beat up” lately. This was not just our local community, people came from all over to show support.

Mr. Cordrey commented on the parade as well and he appreciates all of the teamwork and it definitely showed that night. He welcomed all of the new businesses to the Township. The crosswalk looks great and was well needed. Mr. Cordrey reminded everyone that Halloween will still commence on October 31st from 6-8 pm. Lastly, he encouraged everyone to show their support for our schools as well.

Chief Hughes gave recognition to the Warren County Sheriff’s office that used their drone to video the parade that took place.

Executive Session

In reference to O.R.C. 121.22 (G) (1)

- (G) (1): To consider the employment of a public employee or official

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into Executive Session at 8:40 pm.

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

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of Executive Session at 9:00 pm.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	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 9:00 pm.

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