

Hamilton Township Trustees Meeting

November 18, 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 November 4, 2020 Trustee Meeting.

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

Mr. Cordrey mentioned that with the Boards consent, moving forward he would like to approve all bills as presented. They all have a chance throughout each week to review the checks that will need to be approved and what the payments are for.

Mr. Rozzi responded that he is fine with it and asked Mr. Yoder if there were any issues with that to which he responded that there are not.

Mr. Cordrey asked Mr. Weber if he had any concerns with this approach.

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve the bills as presented to the Board this evening.

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

Public Comments

Mr. Cordrey opened the floor to public comments at 6:34 pm.

No comments were made therefore Mr. Cordrey closed the floor to public comments at 6:34 pm.

Human Resources

Mr. Centers requested a motion to update the active Hamilton Township roster as follows:

- Mr. Alex Stephens, date of hire 11/5/2020 as a full time Police Officer
- Ms. Tessa Clifton, date of hire 11/6/2020 as a part time Fire Fighter/EMT
- Mr. Tanner Shands, date of hire 11/25/2020 as a part time Fire Fighter/EMT
- Mr. Tyler Mullis, date of hire 11/22/2020 as a part time Fire Fighter/EMT

Mr. Cordrey made a motion with a second from Mr. Rozzi to make the above mentioned roster update.

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

Mr. Cordrey asked if the hiring agreement that was made a few months ago has been helpful?

Mr. Centers explained that it has been very helpful especially with the Fire Department as there is an industry wide high turnover.

New Business

-Motion: Then and Now Purchase Order for Unemployment Compensation in the amount of \$3,787.00.

Mr. Centers explained that these are rare with our current operations. This came about because we owe something that had already been charged. When our previous Mechanic resigned his position months ago, he applied for unemployment which we originally denied. He filed with the State and it was overturned so we do owe him that money.

Mr. Sousa asked how someone resigns and is paid unemployment. He questioned if it could be related to COVID? Mr. Centers explained that he is unsure what the loophole is with this particular case.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above mentioned Then and Now Purchase Order.

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

-Motion: Ohio Township and Risk Management Authority (OTARMA) invoice for our annual Township Liability Insurance in the amount of \$83,685.

Mr. Centers explained that this is our insurance that we pay every year. It is usually sent to our Fiscal Office but this year it was sent to Mr. Centers and it got mixed in with the CARES items. It is not overdue but it is due Friday.

Mr. Cordrey commented that this is a budgeted item and is by no means a surprise payment.

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

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

Mr. Cordrey received a mailer from the USDA for the Warren County Farm Services. There are two names to consider for Representatives. He wanted to know if the Board was interested in putting their vote in for a candidate?

Mr. Sousa stated that he is not opposed but he would like to do some research on them both.

The Board tabled this discussion and will address it at the first meeting in December.

-Motion: to approve the CARES Act project and program list with estimated associated costs
Mr. Centers explained the estimated costs associated with the projects that will be completed throughout the Township. Three items were added that were not previously on the list such as mobile air purifiers, 2 marketing display units (message board trailers) and we will be enrolling a large portion into accounting fees, salaries, and legal fees.

Mr. Sousa explained that our Grant Program applications are closed. We have 12 applications that we believe will be funded at the \$10,000 level so we will not use all of the \$300,000 that was originally allocated.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the CARES Act project and program list with estimated associated costs.

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

-Resolution 20-1118: Increase of Appropriations (CARES Act funding)

This Resolution appropriates the entirety for the Coronavirus Relief Act funds including the interest gained into a General (other) line within the Coronavirus Relief Act (CARES Act) Fund. Once appropriated, the Township will expend the funds as deemed in the program/project list.

Once all expenses are made, the Board will appropriate the remainder of the funds into salaries, legal, and accounting fees by the end of the year.

These funds have already collected interest which has to be appropriated also. Therefore the total budget impact is \$1,202,269.10.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-1118.

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

-Resolution 20-1118A: Increase of Appropriations (General, Police District, Fire & EMS Special Levy, and EMS Billing Funds)

This Resolution appropriates funds to reconcile expenses associated with new hires, promotions, and departures of employees throughout the calendar year of 2020. The total budget impact is \$24,000.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-1118A.

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

-Resolution 20-1118B: Increase of Appropriations (Drug Law Enforcement)

This Resolution is a result of the Hamilton Township Police Department absorbing the Maineville Police Department. During this time, HTPD conducted a property room audit and found seized money without proper disposition paperwork. In turn, the Township will appropriate this money and then dispose of the property in accordance with the law.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-1118B.

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

-Resolution 20-1118C: Accepting Public Streets for Maintenance in Hopewell Valley Subdivision

This will allow Hamilton Township to accept Section Four of the Villages of Hopewell Valley subdivision from Warren County as Hamilton Township streets and establish the Township speed limit of 25 mph. This Resolution is declared an emergency measure 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.

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

Fiscal Officer's Report

Mr. Weber explained that this is our report for October.

We are roughly 83% thru the year. We have received 14.1 million dollars which is 106 % of our projected revenue. Year to date we have spent approximately 10.3 million dollars which equates to about 76 % of our projected expenditures. Our cash balance to date is a little over 14.9 million dollars (represents the CARES funding already received as well).

In October we received the second half of the Homestead Tax which was approximately \$475,000.

Mr. Weber also explained that we are not collecting more money in taxes, however we received our Coronavirus Relief Funds of 1.2 million which is showing in our revenue to date.

Administrator's Report

Mr. Centers explained that we are not able to move forward with hosting the Tree Lighting Event this year. However, we do want to do a fun online holiday/Christmas decorating competition similar to what we did in the fall. We will still decorate our tree and put out some festive things but we have to follow the orders to limit gatherings.

Thank you to Greenfield Tree Farm who donated our tree this year. We had a tree donated last year as well so that one was moved to the Public Works garage and they will decorate it down there. Greenfield also donated another tree to our Fire House this year.

Per the Boards request, the Schlottman Road report was placed in their mailboxes.

Due to current circumstances, we will have to temporarily increase our credit card limits. A lot of the items that were approved for the CARES projects will be ordered with our credit cards. We do not pay a tax on those and we are not certain what the increase will be yet as we have not talked with the bank.

Lastly, we are aware that the new Station 76 is the communities Fire House. We have not been able to have an Open House yet due to COVID but it will eventually happen. We just do not have a date yet.

Trustee Comments

Mr. Rozzi mentioned that he was on board with cancelling the Tree Lighting due to concerns. He wanted to make sure that we accounted for the safety of our community as well as our employees.

Mr. Cordrey commented that while he is frustrated, he understands why it had to be done. We cannot afford to risk our staff so it was the right call.

Mr. Sousa stated that while we would all like to attend an event, it would have been irresponsible to risk everyone's health.

Mr. Rozzi explained that he would be more than happy to judge any online decorating events!

Mr. Sousa wished everyone a Happy Thanksgiving.

Mr. Cordrey thanked staff for work on the CARES Act Grants and everything associated with it. He discussed the curfew and recommended to support our local restaurants and stores.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:11 pm.

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