

## Hamilton Township Trustees Meeting

November 20, 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 November 6, 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 October 20, 2019 – November 2, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1172486906 - 1172486983.

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 October 20, 2019 – November 2, 2019, checks numbered 31165369 – 31165377 and 31165380 - 31165393.

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 November 11, 2019 – November 15, 2019, checks numbered 80825 - 80835.

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 November 18, 2019 – November 22, 2019, checks numbered 80836 – 80869.

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

### **Human Resources**

Human Resources Manager Ms. Kellie Krieger requested a motion to off-roll part time Fire Fighter Chris Elliott effective November 15, 2019 based on the fact that he was not fulfilling his staffing requirements or participation.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the above mentioned roster update.

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

Ms. Krieger requested a motion to off-roll Preston Robinson effective November 8, 2019. He was our seasonal park crewmember and his assignment has been completed.

Mr. Cordrey made a motion with a second from Mr. Walker to approve of the above mentioned roster update.

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

Ms. Krieger stated that staff recommends hiring the following personnel for an open fulltime Fire Fighter position with the department; Mr. Spencer Bultman will be hired as a full time Fire Fighter/ EMT pending his physical and psych evaluation. He is required to complete Paramedic school and maintain a passing average. After his completion, he will be on 6-month probation. Ms. Krieger requested a motion to promote Spencer Bultman to a full time Fire Fighter/EMT.

Chief Reese explained that Mr. Bultman has worked part time for us for a few years now. He is one of our members that we put through Paramedic school and he is about to graduate so it makes him a good candidate for a full time position.

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

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

### **Township Business**

-Motion: Large P.O. (Public Works)

This motion is to consider a large purchase order for \$7,781 for a stainless steel dump body for the public works department. The current dump bed has worn holes since last season. Maintenance has been performed in years past to try to mitigate this but it is being recommended to replace at this point. The purchase will replace a 2011 model that the department is currently using. If we choose to patch it, that will only get us through one more season and cost approximately \$1,000.00. We are anticipating that this purchase will last for 15 roughly 15 years and will be placed on our F-450 and will be interchangeable if needed.

Mr. Rozzi asked if we will need to replace any other dump beds in the near future?

Mr. Hickey stated that one of the larger ones has about two years of life left on it.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the large purchase order of \$7,781.00 for the Public Works Department.

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

-Motion: Enter into contract with *HurstKelly and Company, LLC*

This motion is to consider entering into contract with Mark Hurst to compile all of our financial reports and complete the financial statement for fiscal year 2019. This is the main auditable report that the Auditor reviews when he comes each year. The budget impact is \$5,700.00.

Mr. Centers stated that this is the same contract as last year; the price just increased \$200.00.

Mr. Cordrey made a motion with a second from Mr. Walker to enter into contract with *HurstKelly and Company, LLC* for financial services.

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

-Motion: Moving Trustee meeting dates/times (Dec. 18, Jan. 1, and Feb. 5)

This motion is to consider moving a few dates and times of upcoming meetings. The first would be the December 18<sup>th</sup> meeting from 6:30 pm to 1:00 pm in order to do our end of staff recognition and awards just like we did last year. Second would be the January 1<sup>st</sup> meeting as it falls on the first Wednesday of the month so we are going to consider moving that to January 2, 2020 at 6:30pm to accommodate the holiday. Last, is the February 5<sup>th</sup> meeting scheduled at 6:30 pm; we will keep it on the same day but move it to a 9:00 am meeting to accommodate the Board and Administrator as they travel to the annual OTA Conference later that day.

Mr. Centers explained that if possible, we would keep the legislation very light for the December 18<sup>th</sup> and February 5<sup>th</sup> meetings so it does not take away from people being able to come and see the meetings. However, we still need to open the meetings to pay the bills.

Mr. Walker asked why we could not move the meetings to a different day that would accommodate everyone?

Mr. Centers replied that we could do whatever the Board wanted to do but the idea was that all Trustees would be heading to OTA so they could open a meeting before leaving, to get the bills paid.

Mr. Cordrey made a motion made a motion to move the township Trustee meetings of December 18<sup>th</sup>, January 1<sup>st</sup> and February 5<sup>th</sup> as stated above. There was a second from Mr. Rozzi.

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

-Motion- Part-time Fire Fighter pay

This motion is to consider a onetime monetary bonus to our part time Fire Fighters based on their hours worked in the 2019 calendar year through November 30<sup>th</sup>. This was done last year as well. With our current low staffing, we rely heavily on our part time staff. The part time fire fighters have not had a pay adjustment since 2015. These funds are available within our current budget without appropriations. We want to be transparent with the money we are spending therefore we are requesting a formal motion. The budget impact is \$9,818.99.

Mr. Walker asked how many employees the bonus affects.

Chief Reese replied that there are 15 part timers. The bonus will equate to approximately a 55 cent per hour raise that is in comparison with other departments in our area. Chief Reese stated that he plans to come before the Board next year to ask for the pay adjustment rather than doing it this way.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve a one-time monetary bonus for our part time fire fighters based on hours worked in the 2019 calendar year through November 30<sup>th</sup>.

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

-Resolution 19-1120: Directing the County Auditor of Warren County, Ohio to levy a tax outside of the ten mill limitation, as authorized by a vote of the Electorate and Ohio Revised Code Section 5705.25 (D) (Issue 1)

-This is a resolution will allow the County Auditor to reflect the new revenue from Issue 1 into our current tax budget.

Mr. Rozzi asked if this is to officially say that money moves into appropriations?

Mr. Centers clarified that this is to say the revenue goes into the budget.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 19-1120.

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

-Resolution 19-1120A: Directing the County Auditor of Warren County, Ohio to levy a tax outside of the ten mill limitation, as authorized by a vote of the Electorate and Ohio Revised Code Section 5705.25 (D) (Issue 2)

-This resolution is the same as the resolution listed above but in regards to Issue 2 which is the Police Department Levy.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 19-1120A.

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

-Resolution 19-1120B: 2020 Annual Appropriations Budget

This resolution is to adopt our annual budget attached in Exhibit A, which has been presented to the public and has been posted on our website for over 45 days for public review. The Board has had three public work sessions to discuss the budget.

Mr. Centers stated that Mr. Walker asked him to explain the new levy funds. He thanked all of the department heads for getting the budget completed early. It meant a lot to Ms. Horman, as she has to go in and manually add the numbers so it can be time consuming. The new money in is estimated at \$908,000 for fire and \$792,000 for police. This is 25-30 thousand less than the number we originally received from the Auditor. Mr. Centers will follow up to find the discrepancy. The money has been budgeted in and was estimated on the property tax values so we know that there will most likely be an incremental increase so we will most likely get more than what we are putting in. We are budgeting conservatively for 3 Fire Fighters and 3 Police Officers. The police department is budgeting for topped out patrol officers but will most likely not hire for top out pay. In the past, we have tried to hire laterally because we needed experienced officers. With our current staff's experience, we feel comfortable hiring newer officers. Over the next ten years, our goal is to hire six total police officers. We plan to hire three this year alone for 2020. We will not fill the positions just to fill them. We will absolutely keep our standards of what we expect with the police department. The same thing goes for the fire department. We have three full time fire fighter positions that we have budgeted this year. Other than that, the Board has had three work sessions on the budget. The only thing that has changed is the revenue from the levies will be implemented.

Mr. Walker questioned that if we are budgeting for three officers at approximately \$100,000 each, where is the rest of the money going?

Mr. Centers replied that the remaining will go into the unencumbered and will roll over and we will continue to hire.

Further clarification was given as to the way the funds were budgeted from the levies.

Mr. Cordrey asked if there were any updates about the Community Center.

Mr. Centers stated that a contract is in the works. Everyone seems to be in agreement but nothing has been finalized yet.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 19-1120B.

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

-Resolution 19-1120C: Increase of Appropriations (Fire Dept.)

This will use the last amount in the building bond fund, number 4902 in the amount of \$280,639.84. This will be used to make the final Turner Construction payment in 2019 and will deplete that fund. This does also cover ten thousand dollars with regards to the Ohio Police and Fire Pension Fund.

Mr. Centers clarified that out of the building bond fund it will be \$270,639.84. The other ten thousand will be on the pension line item.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 19-1120C.

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

-Resolution 19-1120D: Increase of Appropriations (General, PW & FD)

This resolution is to approve the increase in township appropriations in the general fund, road and bridge fund, police district fund and fire/ems special levy fund to reconcile budgets for calendar year 2019. This is a standard yearly appropriation for the Bureau of Workers Compensation annual premium. These vary from year to year and if not used they are reimbursed. This is not a budgeted item but we need to pay the premium. The budget impact this year is \$47,657.00.

Mr. Rozzi asked Mr. Centers to explain how this works. Mr. Centers replied that we cannot budget for Workers Comp. We received a reimbursement because we have not used it over the last three years. We were not expecting that revenue. Therefore, every year we will have an appropriation around the same price that we will have to pay.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 19-1120D.

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

**Jim Hunter, Fiscal Officer**

Mr. Hunter stated that we are on track for what was budgeted this year. We are 83% thru the year. We have received 107.8% of revenue, which means that we received more than we anticipated we would this year. Year to date expenditures are at 75.230%.

Mr. Rozzi mentioned that the spending is in the details. It appears to be very responsible.

Mr. Centers stated that we are very proud of our budget and we keep our spending as conservative as we can.

**Administrator’s Report**

Mr. Centers mentioned that Mr. Rozzi asked for a general update from the Advisory Committee as to what they were hearing around the township. They did a general SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis. Largely they see many positives. The negatives or threats include annexation and infrastructure concerns. There appears to be a “Them and Us” mentality pertaining to the rural and more developed areas of the township. We are hoping that the comprehensive plan will help more with that as the committee is working on a zoning overlay that will allow for less strict zoning on the larger lots for the southern half of the township. Strengths noted are the leadership and the transparency that this Board has put out. They appreciate the maturity of the Board and the decisions that have been made amongst them.

He also mentioned the Tree Lighting Celebration on December 7<sup>th</sup> from 4-6 pm.

**Public Comments**

Mr. Cordrey opened the floor to general public comments at 6:57 pm.

No comments were made; therefore, Mr. Cordey closed the floor to public comments at 6:57 pm.

**Trustee Comments**

Mr. Rozzi commented on the Zoning overlay and expressed that he believes that was Mr. Walker’s idea. It is a good idea for the township as the southern end is very much different from the rest. He believes that there is a good consideration for it.

Mr. Walker expressed that he hopes no one loses site of the different parts of the township; the residents in the southern part are still here too.

**Executive Session**

Mr. Cordrey made a motion to go into Executive Session at 6:58 pm in reference to O.R.C. 121.22 (G) (2). To consider the sale or other disposition of public property. There was a second from Mr. Walker.

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

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of Executive Session at 7:30 pm.

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

**Adjournment**

With no further business to discuss, Mr.Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:30 pm.

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