

Hamilton Township Trustee's Meeting

May 2, 2018

Trustee Board President Rozzi called the meeting to order at 7:00p.m. Mr. Rozzi, Mr. Cordrey, and Mr. Walker were present.

Opening prayer was given by Public Works Director Kenny Hickey.

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

Motion was made by Mr. Rozzi with a second by Mr. Walker to adopt the proposed agenda, for the May 2, 2018 meeting.

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

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the meeting minutes from the meeting on April 18, 2018.

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

Motion made by Mr. Rozzi with a second by Mr. Walker to approve Payroll for pay cycle April 8, 2018 – April 21, 2018, Electronic Fund Transfer Direct Deposit Vouchers 1137880921 – 1137880997 and 27612369.

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

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the withholding payments for payment cycle April 8, 2018 – April 21, 2018, checks numbered 27612370 - 27612392.

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

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the billing invoices for payment cycle April 23, 2018 – April 27, 2018 checks numbered 78761 - 78769.

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

Motion made by Mr. Rozzi with a second by Mr. Walker to approve the billing invoices for payment cycle April 30, 2018 – May 4, 2018 checks numbered 78770 - 78797.

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

There was a swearing in of Firefighters: Jesse Hellweg, Ricky Wagoner, and Richard Kraft, by Fire Chief Brian Reese.

There was a 10 minute recess.

Public Comments

Trustee Joe Rozzi opened the floor to public comments at 7:15 pm.

Lisa Wilson, 22/3, stated there was a question on the Hamilton Township neighborhood news Facebook page. The resident stated they live in the Canterbury subdivision and there is no cross walks or sidewalks. They stated that a path from the bottom of the hill to the top guard would be awesome.

Public Works Director Kenny Hickey stated Foster-Maineville is a Warren County road and that would all have to be referred to Warren County.

Trustee Joe Rozzi closed the floor to public comments.

Administrator, Brent Centers presented the firing range protocol. The Police Department will notify the public via social media each day they are training. There will be 6 “training in progress” to be displayed around the lake and walking paths anytime training is taking place. Along with that, there will be 3 “range in use” signs displayed on days there is shooting training.

Trustee Darryl Cordrey asked if there was protocol to clear the area to make sure there’s nobody wandering around?

Police Chief Scott Hughes stated the firing instructors will do a walk around before they start.

Trustee Joe Rozzi asked if there is a monitor that watches to see if anyone wanders in or do you just keep your eyes open for people walking around?

Chief Hughes stated the officers keep their eyes open. When there is firearms training, there is two instructors. One is acting as a monitor.

Administrator Brent Centers responded to a prior request from resident Rusty Holman. Last year’s year to date expenditures at the end of the first quarter was 28.735% and 2018 was 25.81%.

Administrator Brent Centers presented the recordings from Warren County dispatch for Police dispatch to Peter’s Cartridge Factory. Hamilton Township was originally dispatched in which the officer responded “that building is now the Village of South Lebanon if you could disregard our units clear us off please”. Warren County Sherriff’s Office was then dispatched. There was no back up requested for that call. Mr. Centers stated, in following up, Barry Reily stated that Hamilton Township did not refuse to go down, no back up was required.

Administrator Brent Centers stated we originally had a Zoning Commission meeting scheduled for May 14th with the Trustee meeting to follow on the 16th to hear the recommendation from the Zoning Commission. We were recommended by legal to have separate notices and allow for atleast 10 days between the two meetings. The developer can not wait for the first Trustee meeting in June for a decision to be made.

Darryl Cordrey asked if that requires two separate meetings?

Doug Miller stated the Zoning Commission may not make a decision on May 14th.

Administrator Brent Centers requested the Board make a motion for a Special Trustee Meeting to be held on May 30, 2018 at 6:00 pm.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Administrator Brent Centers, referencing back to the public comments follow up, wanted to make it clear that our Officers will back up other departments when it is needed.

Human Resource Manager, Kellie Krieger requested the Board make a motion to approve the transfer of cemetery deeds for Lot 164, graves 1-4 in the Maineville cemetery from Charity Bishop to Clyde Bastin.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Human Resource Manager, Kellie Krieger requested the Board make a motion to remove Katie Goodpaster from the Hamilton Township roster effective April 30, 2018.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Human Resource Manager, Kellie Krieger requested the Board make a motion to remove Scott Musselman from the Hamilton Township roster effective April 30, 2018.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Human Resource Manager, Kellie Krieger requested the Board make a motion to allow Chief Reese to hire one full time firefighter.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Human Resource Manager, Kellie Krieger requested the Board make a motion to remove Bruce Scott from the Hamilton Township roster effective April 30, 2018.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Trustee Joe Rozzi read a proclamation for Bruce Scott.

Public Works Director Kenny Hickey thanked Mr. Scott for his help throughout the parks.

Major Arrasmith presented the 2017 Annual Report for the Warren County Drug Task Force.

Administrator Brent Centers how the drug take back program went from a county standpoint?

Mr. Arrasmith said it was fantastic and he should have the totals soon.

Trustee Joe Walker asked if they categorize what type of drug they take back?

Mr. Arrasmith stated it is done by weight.

Administrator Brent Centers requested the Board make a motion to amend Policy 9.03 Section 3.1 to reflect the copies cost chart updated on May 2, 2018.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Administrator Brent Centers presented a Grant Incentive Policy, which would give 3% of the monies saved, to the individual that wrote the grant. Since there are unions involved, this would only apply to Department heads and administration staff. There was a second option with a cap up to \$500.00.

Chief Hughes explained the union keeps employees on the same pay level as far as rank.

Trustee Joe Walker stated he thought it was for all of the employees and the department heads should already be doing this.

Administrator Brent Centers stated he will be holding a grant writing training.

Trustee Joe Rozzi asked if staff would be helping to write the grants?

Chief Hughes stated the Police Department has an administrative Sargent that would fulfill that role.

Trustee Darryl Cordrey stated the problem he sees is that a department head would have an employee write a grant.

Trustee Joe Rozzi asked if there is incentive to do grants?

Trustee Darryl Cordrey suggested using a percentage to use to have a township picnic.

Jim Hunter stated the monies in the General Fund is the tax payers dollars and you can't use it to throw a party.

Doug Miller suggested to have an employee recognition lunch.

Trustee Joe Walker asked if Mr. Centers is going to do a seminar?

Brent Centers stated he would do that either way.

Trustee Joe Walker stated to let Brent hold the training first.

Trustee Joe Rozzi stated maybe it's just a combined effort to engrain that culture rather than a monetary incentive.

Jim Hunter suggested to give the employee time off.

Doug Miller stated most of the employees are sufficiently motivated on their own.

Trustee Joe Rozzi asked Mr. Miller he had heard of incentive policies in any other townships?

Doug Miller stated no.

Trustee Joe Rozzi made a motion to table the grant incentive policy until further discussion, and seconded by Trustee Joe Walker.

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

Administrator Brent Centers stated he will move forward with the training.

Administrator Brent Centers requested to Board make a motion to approve the By Laws of the Hamilton Township Advisory Committee with the amendment. Mr. Centers stated the individual

must be a resident of the township, 4 year term, can not miss more than 3 meetings in a 12 month period.

Trustee Darryl Cordrey asked if the committee would be appointed by a majority vote and would there be any compensation?

Mr. Centers stated the members would be appointed and there would not be compensation.

Doug Miller suggested to allow the township administrator to approve the meeting minutes.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Administrator Brent Centers suggested having summer hours for meetings from June to September and moving the time to 6:00 pm.

Trustee Darryl Cordrey suggested moving the meetings to 6:30 for the summer meetings.

Doug Miller stated a resolution will need to be approved at the May 16 meeting.

Fiscal Officer, Jim Hunter requested the Board make a motion to approve a large purchase order to the Greater Warren County Drug Task Force in the amount of \$15,000.00.

Trustee Joe Rozzi made the motion as stated above, and seconded by Trustee Joe Walker.

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

Public Comments

Trustee Joe Rozzi opened the floor for public comments at 8:22 pm.

Dan Wilson, 22/3, will the gates at the park be closed 7 days a week or will they be opened back up when they are not training?

Brent Centers stated they will be open when the range is not being used.

Mr. Wilson asked who's jurisdiction is the powder factory?

Mr. Centers stated it is in the jurisdiction of the Village of South Lebanon.

Lisa Wilson, 22/3, stated the citizens advisory board might be able to get some drawings for a nice sign for Mounts Park.

Brent Centers asked what entity saved the money?

Ms. Wilson stated the citizens have a bank account with several thousand dollars that was collected from donations.

Trustee Darryl Cordrey asked Mr. Hickey if there has been any complaints from residents trying to be charged to use Mounts Park during baseball season?

Mr. Hickey stated he has not heard and he will clarify with Mr. Conley.

Police Chief Scott Hughes stated Warren County Police Memorial service is being held on May 15 at 11:00 am at the Warren County Sherriff's Office. Hamilton Township is having Coffee with a Cop on May 19 at United Dairy Farmers from 9-11 am.

Lynn Ratliff, 5323 Valley View, asked if the township dog park is treated for fleas and ticks?

Kenny Hickey stated no mam.

Ms. Ratliff asked if that is something we should consider?

Kenny Hickey said he would check into it.

Trustee Joe Rozzi closed the floor to public comments at 8:28 pm.

Mr. Rozzi made a motion, and seconded by Mr. Cordrey to enter into Executive Session to conduct or review negotiations with a public employee concerning their compensation or other terms and conditions of their employment, and to consider the appointment, promotion, or compensation of a public employee(s) or official, at 8:29 pm. In Executive Session were Joe Rozzi, Darryl Cordrey, Joe Walker, Law Director, Kenny Hickey, Brent Centers, Kellie Krieger, Jim Hunter, and a conference call with Drew Pierlsaw.

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

Mr. Rozzi made a motion, and seconded by Mr. Walker to come out of Executive Session at 9:47 pm.

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

Fire Chief Brian Reese stated he received 3 proposals to do the geotech on the new building and the lowest bid is \$4,225.00.

Trustee Joe Rozzi made a motion to approve a contract with Altz and Wetzig for subsurface investigation and geotechnical recommendations for the Hamilton Township fire station subject to the approval of the law director, and seconded by Trustee Joe Walker.

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

Trustee Joe Rozzi made a motion to approve the contract of employment for township administrator, and seconded by Trustee Joe Walker.

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

With no other business at hand a motion made by Mr. Rozzi with a second by Mr. Walker to adjourn at 9:49 pm.

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

