

## Hamilton Township Trustee's Meeting

December 19, 2018

Trustee Board President Rozzi called the meeting to order at 1:30p.m. Mr. Rozzi, Mr. Cordrey and Mr. Walker were present.

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

Motion was made by Mr. Rozzi with a second by Mr. Walker to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the December 4, 2018 Township Trustee Meeting and Special meeting with the following amendment; a comment or question made by Mr. John Roesch during public comments asking who made the decision to give the employees the day off and Mr. Rozzi stated that he did.

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

Motion was made by Mr. Rozzi with a second by Mr. Walker to approve Payroll for pay cycle November 18, 2018 – December 1, 2018, Electronic Fund Transfer Direct Deposit Vouchers 1150832624 - 1150832694.

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 November 18, 2018 – December 1, 2018, checks numbered 29085766 - 29085789.

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 December 10, 2018 – December 14, 2018 checks numbered 79556 – 79565.

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 December 10, 2018 – December 14, 2018 check number 79566.

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 December 17, 2018 – December 21, 2018 check number 79567 - 79632.

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 stop payment for payment cycle November 18, 2018 – December 1, 2018 check number 29085779 – 29085784.

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

### **Public Comments**

Mr. Rozzi opened the floor to Public Comments at 1:33 pm.

Bill Dowden- Meadow Vista Dr. had a question about the state ordering reappraisal of properties in October. He recognizes the need to bring everyone up to date based on current values. The base assessment itself doesn't lower taxes, it's just a function. The assessment times the rate comes up with the taxes. However, if the assessment is fair and equitable through Warren County, then the tax rate should go down so the same amount of money is generated. There have been some rate increases the last year. Little Miami School District had a substantial rate increase. The new assessment varies from 1% to 20% which isn't fair for the whole county and it seems that Hamilton Township got hit harder than anyone else. Can the trustee's do anything on their end with the budget to make a difference with the appraisal values? People are going to be hurt financially if the base goes up 20% and the taxes stay the same. He's afraid there may be an inequitable situation throughout the Township which could affect the Trustees at some point. In the long run it could affect the Township overall by keeping people from moving here due to high tax rates.

Mr. Rozzi asked Mr. Centers if we can appeal to the county to look at these values or express their opinions at the very least.

Mr. Centers said yes they certainly can express their opinions and he would be more than happy to form a letter. But he isn't sure if it's something that the Township would want to do because it does affect everyone differently.

Dan Phipps- The Company is only as good as the employee's. Same as the Government, it's only as good as the employees. Maintenance crew repaired issues over 40 years old. The Police Chief does an exemplary job with the citizens and the officers he hires. The Board of Trustees are elected to give us Representative Government. A lot of people refer to Administrator's as "Kings" because they don't answer to the public. Please make sure any law making is done by the Trustees and not just the Administrator. Going forward please be a Representative Government and not an Administrative Government. The Fire Department does a great job too!

Mr. Rozzi Closed the floor to comments at 1:40pm.

### **Presentations**

Mr. Centers- Administrative side doesn't have an Employee of the Year. But I would like to run through the ladies that I work with:

- Ellen is now on her 4<sup>th</sup> perfect audit which has never happened in the history of the Township. She's very loyal to the Township. Very detail oriented and a hard worker. She's a joy to work with.

- Michelle is always happy. She's rarely seen without a smile on her face. She's a hard worker and thanks to her help we have three new eateries coming into the Township; Shooters, Taco Bell, and Klair's, as well as a standalone All State.

- Kellie in HR has also had 2 perfect audits. She's also played a big role in those and she's very kind when dealing with the citizens. She's a joy to work with.

-Lindsey is two and a half weeks in and doing a great job. Welcome aboard. We're thrilled to have you.

Public Works- Kenny Hickey

- Employee of the year is John Daunt. He has by far exceeded himself in the work he's done as a lead. He's been a very big asset to our department.

Don Pelfrey- John is a great lead. He's Trustworthy and Consistent. He's done a great job. Thank you for all of your hard work.

Fire Department- Chief Brian Reese

- Employee of the year is Royce Goodpastor. A set of Core Values was developed for the department and Chief feels that Captain Goodpastor encompasses those values. He has taken our EMS Program, ran with it, and developed it. He's developed himself and he's developing others. He's also maintaining the training site and passed his first audit which gave them a two year renewal. Thank you for all of your work!

Police Chief – Scott Hughes

- RID Award (Removal of Intoxicated Drivers) is for the officer who has removed the most impaired drivers off the road this year. This award goes to Chris Kaufholz. Chris was just recently selected to be the newest member of the Warren County Swat Team as well. Kudos to you!

Mr. Centers interrupted the Chief before he began giving the Police Employee of the Year award. Mr. Centers stated that one of the Sergeant's came to him and said that the patrolman all got together and made a decision and wanted Brent's approval. Officer Smith, please come forward to explain.

Officer Richard Smith- We got together this year and wanted to do something different and special for our Employee of the Year. We wanted to look at work ethic, attitude, passion and dependability. Chief Hughes spends a lot of time not just here but everywhere. No one loves his job more than Chief Hughes. Chief picks up slack whenever he can, such as working the road, going to calls, etc. Chief exemplifies everything that they wanted to draw attention to. The Police Department presented Chief Hughes with a framed letter stating their respect and appreciation for him and announced Chief Scott Hughes as Employee of the Year. Officer Smith presented challenges to the entire police department to focus on. He also called Mrs. Hughes and the entire PD to the front of the meeting room. When Chief first started with the Township, he wrote a personal letter to everyone's spouse. So the department got together and wrote a personal letter to give to Mrs. Hughes.

Mr. Rozzi called a 10 minute recess at 1:59pm.

Mr Rozzi called the meeting back to order at 2:14pm.

### **Human Resources**

No issues to discuss.

### **Township Business**

Mr. Centers requested a motion to enter into Agreement with the Little Miami School District for a School Resource Officer. This was brought to the Board a few months ago. We have been working with Little Miami School District to come up with an MOU to go over the agreement. This will largely be the same MOU that we have for Officer Brandenburg. This new one will be for Officer Joe Smith.

Chief Hughes stated the only difference with this MOU is that the school district has agreed to purchase and provide a fully outfitted police cruiser.

Mr. Rozzi asked about ongoing maintenance for the cruiser. Chief Hughes said that they are doing the same thing that the police department does with the respect to the lease so the cruiser will be under warranty. The police department will cover the oil changes and brake pads but the rest will be under warranty.

Mr. Rozzi also asked where Officer Smith will be located.

Chief Hughes stated that he will be focused at the Intermediate Schools but will also be responsible for the Jr. High and Primaries in the Township.

Mr. Rozzi made a motion that was seconded by Mr. Cordrey to enter into Agreement with the Little Miami School District for a School Resource Officer.

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

**Resolution 18-1219:** Accepting and adopting the Annual Appropriations Budget for 2019

Mr. Centers said that even though the Board has had a chance to look over the budget, he would like to apologize for bringing this before them during the last meeting of December. This was started in October however the previous administration's budgeting style was different so it had to be sent back and started over by the Department Heads, therefore it took longer than normal. Next year this will be given to the Board by November so there is more time to go over it.

Mr. Cordrey asked Mr. Centers to explain the different philosophies in budgeting between this year and previous years.

Mr. Centers explained that his predecessor budgeted very conservatively and tightly which in turn caused a lot of re-appropriations. There were 26 re-appropriations this year for a total of \$829,249. Out of those appropriations he went through and could only justify about 5 of them that were largely out of our control. The other 21 appropriations added up to \$748,349 and should have been budgeted for.

Mr. Centers explained that we will do necessary appropriations if they arise however he will not take little things before the Board so he has instructed the department heads to budget for those things the following year.

Mr. Rozzi and Mr. Cordrey both stated that it will be difficult to justify a reason for re-appropriations over the next year and there will be questions surrounding anything that may arise.

Currently, if we combine all of the budgets that are over-budget for this year, it equals \$741,217.84.

We are properly budgeting an open and transparent budget that is over but it is the same outcome as last year's budget. The difference is that we will not have to re-appropriate 26 times to get the same outcome.

**General** – under budget \$21,520.69

**Motor Vehicle** – under budget \$8,000

**Gasoline** – under budget \$1,450

**Road and Bridge** – over budget \$51,088.37 due to salary for new hire and health insurance (this does not include the levy revenue)

All money in road-resurfacing in this budget are taken out of our reserves until we get our Levy Revenue in.

**Cemetery** – wash (money in and money out)

**Permissive** – over budget \$46,024.21 due to a one-time purchase of truck for Road Supervisor (still 1 year reserve)

**Police** – over budget \$261,310.61 due to new hire in 2019, supplemental for new S.R.O., and health insurance (still nearly 7 months of reserve)

1. No additional officers are budgeted to be hired however, we will have a new hire to replace the new S.R.O. To cover Joe Smith on the road. The cost of the replacement officer will be around \$100,000 after salary, benefits, pension, and equipping the officer.
2. The Little Miami School District will reimburse us \$47,000 for the S.R.O. but that income is not reflected in the budget because we cannot budget revenue that we do not have yet.
3. Bedwell is budgeted for a year of salary this year even though he will be retiring in April. That will drop \$51,000 off of the overage.
4. Also, the Little Miami School district is spending \$45,000 on a new vehicle for the Police Department that is not reflected in the budget.

Not including the Police vehicle cost, these above-mentioned items equal \$198,000 of the \$261,310.61 overages. This is to say, that at the end of the year, the Police budget will actually only be over budgeted by \$63,310.61, if you justify the S.R.O.

**Drug Law Enforcement Fund** – wash (money in and money out) splitting with General

**Fire & EMS** – over budget \$1,252,549.30 due to the 1 million dollars pulled out of reserve for the New Fire house which was put in "savings" (reserve) for this exact reason. We will also have

another million dollar withdraw next year but don't want to budget for it yet as a safety net. However, we will most likely re-appropriate this million dollars next year at some point. (still 1 year reserve and we will have 10 months reserve once the next million comes out next year) **EMS Billing** - \$130,245 over budget. This fund should usually be money in and money out but Chief Reese has not been spending all of his money in each year to save money aside for a new Medic, thus building a reserve (Medic. Is budgeted and now still have a Reserve). This should be a wash but even with this being over budget, he is still carrying a reserve (\$177,077).

- EMS Supervisory/ Administrative Captain salary out of EMS Billing
- Furniture for New Fire Station
- \$40,000 Medical School – 3 year contract

**Lighting District** – wash (money in and money out)

**New Building Bond Retirement** (Police and Admin house payment for building) – wash (money in and money out)

**Fire Station 76 Capital Project Fund** – this is a new fund and the total project will be \$4.5 million. We will be spending \$2,325,855.33 out of this Fund for the project, however we are only going to budget \$2,000,000 in case we get a bill in January or February for engineering work or surveying that occurred in 2018. With this, we will be re-appropriating the remainder of this money in 2019 (\$325,855.33 if not paid towards any bills).

Mr. Cordrey stated that he got with Brent and they discussed the specific line items such as the police budget. He is happy that we're providing a transparent budget to the public that reflects what we will actually be spending. He agrees with Mr. Rozzi that going forward unless there is an emergency, it will be hard to pass any re-appropriations without a justifiable reason. That is his expectation with this budget.

Mr. Rozzi said that we are getting the budget up front so be very diligent in the fact that everyone will be watching expenses closely.

Mr. Walker asked about Mr. Hickey's new hire and the affect it has on the budget. Mr. Hickey explained that we were behind on personnel so he had to hire someone to cover the slack. It's shown as a deficit until he receives the levy funds.

Mr. Cordrey wanted to clarify that this is not an approval to hire another new person. This is to allow Mr. Hickey to budget for the opportunity to hire someone after approval, if/when he is ready.

Mr. Rozzi invited anyone from the public that might have some comments. No one chose to speak.

Mr. Rozzi moved Resolution 18-1219: Accepting and adopting the Annual Appropriations Budget for 2019 seconded by Mr. Cordrey.

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

**Resolution 18-1219A**: Accepting and adopting the revised Hamilton Township Personnel Policy.

Mr. Centers stated that the Board has had this for a little over a week. Mr. Miller has not reviewed it yet so there was some concern about voting on it tonight.

Mr. Rozzi said that he would like to wait and further review it as well. He would like for Mr. Miller to look it over.

Mr. Cordrey said that one thing he wanted to discuss was employee re-imbursements for hotels. It's his philosophy that if we are sending someone for training, they shouldn't have to pay out of pocket for a hotel, reasonable cost of food and travel. This policy discusses a per diem rate. After we do an exhaustive search and the per-diem doesn't fit for a particular instance, then they shouldn't have to pay for that difference.

Mr. Rozzi said that there are really good sources that give per-diem rates based on the city.

Mr. Centers said that is what will be used for the per-diem reimbursements. The old way was that if you turned in a receipt you got paid for the full amount that you spent. This policy states that it is the actual cost up to per-diem rates that will be reimbursed. He told the Board that he can change that part or re-word it to say unless otherwise approved by your department head. Whatever they wanted to do.

Mr. Cordrey just wanted to provide the flexibility in the event something could differ.

Mr. Walker asked Chief Hughes about what he typically sees with traveling expenses.

Chief Hughes stated that it is actually in the department contract that they can be reimbursed by per diem rates. Generally speaking the hotels are a part of their conferences so they give conference rates.

Mr. Cordrey and Mr. Rozzi stated that they would like it to be case-by case in the event something would be different than originally planned for such as parking, hotel reservations, etc. Mr. Rozzi would like the policy to say that it should be approved by department head.

Mr. Centers said that he would make the language change and have Ms. Krieger look into some travel training.

Mr. Miller wanted to point out that back in August the legislature passed a new law that if a Township credit card is used there must be an internal control policy. He thought that he would mention it to let everyone know.

Mr. Rozzi made a motion that was seconded by Mr. Cordrey to table Resolution 18-1219A.

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

### **Jim Hunter, Fiscal Officer**

Fiscal Report:

92% of the year has been completed. We have collected 106.4% of revenue. There has been 67.313% of the budget has been spent. There is a report that spells it out down to the penny by department. If there are any questions, we will try to answer it.

No questions.

### **Administrator's Report**

Sub-Bill 500 passed through the Senate last week that will affect the Township. It will give us a little more authority with turning roads over. Issues pertaining to a TIF.

Mr. Walker asked if this as pertaining to a new project TIF?

Mr. Miller said that he has not had a chance to read it in detail yet but if the city and the Township has something then you can get the money back on emergency responses. There are differences in incentive district and project TIF's. He will look further into it.

A resident called and requested a shredding day where the Township would rent a shredder. Mr. Centers said that the Township could also benefit from something like this. Is this something the Board would like him to add into a work session item?

Mr. Rozzi asked who would be responsible for supplying the shredder. Are there companies that you can rent something like that from?

Mr. Miller said that there are communities that typically pick a day and hire a company such as *Document Destruction* and they will bring out a truck and everyone can watch as the truck shred's the items. Some communities do it a week or two after Tax Day to get rid of old documents.

Mr. Rozzi asked if there is a nominal fee.

Mr. Miller said that there is a fee for the company that they use but he isn't sure exactly what that fee is. He offered to find out.

Mr. Centers said that he can ask all of the departments if this is something that they would benefit from. He knows that the Administration department could certainly use something like that.

Mr. Cordrey said that it's a good idea to look into.

Mr. Centers said that he will look into some pricing and bring it back to the Board.

The advisory committee met and went over the Tree Lighting event and debriefed on what did and did not work. They also discussed the noise resolution and came up with a synopsis that Mr. Centers will bring back to the Board during the January 2, 2019 meeting. They also wanted to know if the Board would like to bring back an Easter Egg Hunt. April 13<sup>th</sup> is a day that would work with the committee.

Mr. Cordrey thinks that it is a good idea to have those types of events so it would be good to bring this back during a work session.

We received a lot of cookies, candy and Christmas cards from various individuals and companies. Thank you for all of those.

Mr. Rozzi asked if we sent any Christmas cards out

Mr. Centers stated that the Police Department did but we did not on the Administration side. We will plan on that for the future.

This is rounding out the first year that I've worked here. It's been an honor to work with this board, staff, and citizens. We have a great team here. I appreciate the opportunity to work with you.

### **Public Comments**

Mr. Rozzi opened the floor to public comments at 2:56pm.

John Roesch- Grand Legacy Dr.: Can we get a copy of the budget before we leave today?

Mr. Miller and Mr. Centers said yes we can get a copy of it for him. What is the policy on record retention pertaining to this shredding day that was mentioned?

Mr. Miller stated that there are different policies for different documents. There is a whole process that has to be gone through before any shredding can be done. Financial documents you never get rid of. E-mails are typically kept until they are no longer administratively necessary. Each record fits into the specific schedule.

Mr. Roesch asked for us to please abide by those policies.

Mr. Rozzi said that this would be a service mainly offered to the residents of the Township.

Mr. Roesch wished everyone a Merry Christmas!

Mr. Sousa echoed that banks typically offer shredding days so maybe we should utilize that and spend our money elsewhere.

Mr. Rozzi closed the floor to public comments at 2:59pm.

## **Trustee Comments**

Mr. Cordrey wanted to acknowledge Mr. Phipps' point in regards to the appearance of an Administrator "running the Township" based on past experiences. An Administrator has a challenging job overall in the fact that he deals with three unique personalities, three ways of dealing with things, and three people that look at things from different angles and he takes that and meshes it into one cohesive plan to move the Township forward. He manages everyone's visions to move forward in some sense of agreement. Brent has been very hands on. The board as a whole is very hands on when it comes to issues with anything in general. It's never one person.

Mr. Rozzi agrees with Mr. Cordrey and says that the Board is here. He decided to do this because he wanted to help. He works for the Township and looks to the Township for direction. He would like to see more participation from the residents. He has no regrets and he enjoys working for and representing the residents of Hamilton Township.

Mr. Centers stated that rest assured, there is no shortage of participation from this Board.

## **Executive Session**

Mr. Rozzi made a motion that was seconded by Mr. Cordrey to enter into executive session to consider the discipline of a public employee and to consider the appointment of a public official, at 3:05pm. In Executive Session were Joe Rozzi, Darryl Cordrey, Joe Walker, Law Director Mr. Miller, Jim Hunter, Kenny Hickey, Brent Centers, and Kellie Krieger.

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

Mr. Rozzi made a motion that was seconded by Mr. Cordrey to come out of executive session at 4:35pm.

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

Mark Altheimer- Monkey Bar: Just wanted to let everyone know that they have done a great job and he appreciates what they are doing for the Township. Michelle has done a great job and he appreciates all of her help. The Board has done a great job. I don't know you all that well but you do a good job. Mr. Centers does a good job. Kenny helps out with the facilities and restrooms at the Monkey Bar. Want to wish everyone a Merry Christmas!

Mr. Miller said that Mark has done a great job and the Monkey Bar looks great!

Mark stated that he is hoping to have the bar done in about two years.

With no other business at hand, Mr. Rozzi made a motion with a second by Mr. Cordrey to adjourn the meeting at 4:38pm.

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