

Hamilton Township Trustee Meeting

March 3, 2021

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:30 p.m. 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 February 17, 2021 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 the bills as presented to the Board.

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

Presentations

-2020 Warren County Sheriff Annual Report

Sheriff Sims stated that overall the calls for service were down for 2020. The courts started releasing low level offenders out of the jail with anticipation of infections spreading within the jail. With the decrease in offenders, this allowed staff to separate symptomatic individuals better. Things have been stable for several months within the jail and they are back to fairly normal operations. Sheriff Sims set the tone early on and did not shut down any offices. PPE was provided to all of his staff and he allowed them to make the choice on whether they wanted to use it or not. Deerfield Township added a canine to their area which brings the Sheriff's Office to 4 total canine officers. A drone was added to the department for observation, search warrants, crime scenes, etc. October 8th should be the move-in date at the new jail. There were a few delays when the virus first hit but everything is moving along nicely.

Mr. Cordrey asked how they will transition inmates from the old jail to the new jail?

Sheriff Sims stated that they do have a plan in place. They will be coordinating with State Prisons for buses. Dependent on classification, pods will be moved over in groups. Before anyone is moved over, they will make sure to work through everything mechanically and technologically so that everyone can make it into the appropriate cell. It will take some time; they have roughly 300 inmates to move.

Mr. Cordrey commented on a video that was released of a recent officer involved shooting; thankful everything turned out okay.

Sheriff Simms is happy with the way all Officers handled the situation and is also thankful that the Officers were not injured. Unfortunately this is a call that they respond to often and exactly why they receive different levels of training throughout their careers.

Mr. Sousa asked if there were any patterns that changed during quarantine or that surprised anyone?

Sheriff Sims explained that early on it was fairly quiet and they were still dealing with “normal” calls. There was an uptick in Domestic Violence calls after things had been locked down for a while.

All three Trustees thanked Sheriff Sims for the support that his organization offers to Hamilton Township. They also thanked him for coming tonight to share the updates.

Public Comments

Mr. Cordrey opened the floor to public comments at 6:50 p.m.

No comments were made therefore Mr. Cordrey closed the floor to public comments at 6:50 pm.

Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to update the active Hamilton Township roster with the following:

- Chris Glancy, date of hire March 2, 2021 as a part time Firefighter/EMT
- Stuart Koloszar, date of hire March 5, 2021 as a part time Firefighter/Paramedic
- Robert Brewster, date of hire March 1, 2021 as a part time Firefighter/EMT

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

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

New Business

-Motion: Accept transfer of property from Warren County Telecom to Hamilton Township Fire Department

This motion is to replace portable Motorola Radio SN #205CMB0065 on loan from Warren County that has been missing for 5+ years. We intend to keep the radio and use it, but Warren County needs acknowledgment from the Hamilton Township Board of Trustees for their property accountability. They have agreed to this transfer of similar type and age of radio as opposed to outright replacing the radio at a cost of approximately \$5,000.

Chief Reese explained that this has been ongoing since before he started here. The County sends out inventory yearly of all the radios that hit their system; some belong to the County and some belong to Hamilton Township. There has been one that has been missing for a long time and they are tightening up their inventory; this particular radio has not hit their tower in over 8 years. They need to have an accounting because it was issued to us, and we do not have it. The replacement is one that we have in our possession and we are still going to use it; we are just transferring ownership to the County to make up for the one we lost.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the transfer of ownership if the above mentioned property.

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

-Resolution 21-0303: UAN notifications regarding delinquent bank reconciliations
The Auditor of State, Keith Faber “strongly recommends the Board choose “opt-in.”” The Auditor of State’s Office recommends the Board pass a Resolution authorizing this feature be activated with eServices by the Fiscal Officer. UAN has limited controls in place to ensure bank

reconciliations are completed and calculated properly so this enables an additional feature for this practice.

Bank Reconciliation is an extremely unlikely circumstance in Hamilton Township; however, this acts as an additional safeguard for our financial accounting with no foreseen negative effects of enabling the feature.

Mr. Sousa stated that he reached out to our Assistant Fiscal Officer, Ellen Horman, and surprisingly a lot of places do not do bank reconciliations. We actually do conduct bank recs regularly.

Mr. Centers explained that we do this monthly and all Elected Officials and Department Heads sign off on this every month.

Fiscal Officer, Mr. Kurt Weber stated that Ms. Horman already does this but he believes that it is important to pass this Resolution as an addition to our checks and balances measures.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0303.

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

-Resolution 21-0303A: Increase in appropriations (Road and Bridge)

This resolution is to increase appropriations due to an unexpected mechanical issue with a Public Works vehicle. This appropriation moves the purchase of a new dump truck to budget year 2021. This purchase was scheduled for 2022 but will be moved forward. This should not affect other scheduled purchases following 2022. The budget impact is \$92,690.00.

Mr. Centers explained that this is for our 2004 dump truck that we also used to snow plow. This was discussed at the Retreat when it went down and we did the engine work on it to get our Public Works crew through the snowplow season, knowing that we would have to replace it.

Mr. Rozzi asked if there is any re-sale value on the truck that we are getting rid of?

Mr. Hickey replied that there is and we are hoping to get some decent money out of it. The plow will stay with it, the motor is half way sound but it can definitely be used for pieces and parts that everyone is looking for in a 6.0 diesel.

Mr. Cordrey asked if it is something we should consider keeping?

Mr. Hickey explained that we do not have another diesel.

Mr. Sousa commented that after speaking with Mr. Hickey earlier and due to the COVID environment, even though the truck is on the lot, it will likely not be received until this fall.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0303A.

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

-Resolution 21-0303B: Increase in appropriations (Gasoline)

This resolution is to increase appropriations due to an unexpected employment claim from Ohio Jobs and Family Services for a prior employee of Hamilton Township. The budget impact is \$7,300.00.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0303B.

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

-Resolution 21-0303C: Increase in Appropriations (Coronavirus Relief)

This increase in appropriations is moving the surplus of CARES Act funding that was not expended in 2020. These funds will be placed in the ‘Supplies and Materials’ line for upcoming purchases. The budget impact is \$317,730.54.

Mr. Cordrey commented that this is money that we already have and we are just putting it into the appropriate fund.

Mr. Centers agreed that is correct; when we presented the Coronavirus list last year, everything that was not spent is here but we had to wait and close out the BC’s from 2020. Those are all closed so we had to take the remaining funds and put it into any lines, this is going into Supplies and Materials.

Mr. Sousa stated that this is an accounting task for those unused funds.

Mr. Centers agreed. Everything on the original list was purchased except for the Triage Tent, Duct Cleaning and the mobile air purifiers; those will come out of these funds.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0303C.

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

-Resolution 21-0303D: Increase in Appropriations (Coronavirus Relief)

This is a Resolution authorizing and approving an increase in Township appropriations in the Coronavirus Relief Fund to reconcile budgets for calendar year 2021. This is moving the surplus of CARES Act funding that was not expended in 2020. These funds will be placed in the ‘Accounting and Legal fees’ line for upcoming purchases. The budget impact is \$75,000.00.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0303D.

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

Fiscal Report

Fiscal Officer, Mr. Kurt Weber, stated that he will have an update at the next meeting for the February reports.

He also mentioned that the Auditor of State is doing a random audit of our Ohio Police and Fire Pension Fund to check a few employees. Ms. Krieger is pulling that information together. They’re ultimately checking the funds versus what was reported in the 2020 Census. There is a Letter of Engagement and there is no Board or Administrator action needed.

Mr. Centers commented that the State requires us to do this audit and then they charge us for their time here. It is not a budgeted item but we are fortunately in a place financially to afford it; the fee is \$656.

Administrator’s Report

Mr. Centers stated that the Board received the Final version of the 2020 Comprehensive Plan. We will revamp that in 5 years. Intermittently we will review our Zoning Code in between those Comprehensive Plan updates.

The proposed Maineville Zoning merger contract is in front of the Board tonight. Mr. Kraemer and Mr. Centers will be attending the Village Council meeting on Thursday to answer any questions that may arise. As spoken last meeting, Mr. Centers believes all concerns and questions were addressed and this is a very fair contract for both entities.

Next, Mr. Centers gave a breakdown of the budgeted fire vehicles to the Board. Both were budgeted for \$65,000, this would be a payment system; because of the conservative budgeting of Chief Reese, we were able to put approximately forty thousand dollars into our unencumbered. If we were to pay for both of these vehicles outright, it would save \$3300 over the next four years, in interest. This was not budgeted for and we are okay either decision but we wanted to bring it to the Board.

All three Trustees are in agreement that if we have the funds, we should just go ahead and pay for it outright. There is no need to spend taxpayer's money on interest if we do not have to.

Mr. Sousa asked if there are opportunities to pass on the current vehicles?

Chief Reese replied that his current vehicle will become the EMS Supervisor's vehicle. We also have enough day staff that we could use certain vehicles for various things.

Mr. Centers explained that the contractor is ready to begin the work on the Community Center. Lumber prices have gone up so he is going to come back out and give us a more accurate cost.

We are working back and forth to contract with Ohio Power for one year at the Mounts Park Ball Fields. Legal Counsel is handling the memorialization of the contract.

The Police Department had budgeted to replace their furniture this year. That was done last week. We will be bringing an obsolete property destruction list to the Board for desks and things of that nature. However, we did ask the Mayor of the Village of Maineville to come over and he was able to look around and see what they could use at the Village; they actually took quite a bit and can put it to good use.

The Special Homeowners Association Trustee Meeting is scheduled for the second Wednesday in September which is the 8th. We will publicize that when it gets closer.

Finally, Mr. Centers explained that we will be hosting an Earth Day Park Cleanup at Mounts Park on April 22nd from 9am-3pm with lunch provided. We will publicize that as it gets closer as well. We will have waivers of liability to fill out.

Trustee Comments

Mr. Cordrey made a statement on behalf of the Board of Trustees that Mr. Centers did meet with each member of the Board individually to discuss his intentions on running for Congress before anything was released elsewhere. The Board is confident that while he does continue to explore his options and if he does run for Congress, he will continue to do a great job serving as our Administrator of Hamilton Township.

Mr. Sousa stated that the Public Works crew performed well during their snow plowing. Hopefully we will continue to move in the right direction with Covid and we can get back to a normal life.

Mr. Rozzi expressed sentiments that everyone is doing a good job and he is ready for warm weather and spring and hopefully getting back to a sense of normalcy.

Mr. Cordrey mentioned that the official Grand Opening for Servatii's would be held on March 5th at 10:00 am. Great to have them here in our Township! He is also very impressed of the continuation of going through the Citizen's Police Academy. It has been a great experience of diving in behind the scenes.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:13 pm.

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