

Hamilton Township Trustees Meeting

April 15, 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 April 1, 2020 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 Payroll for pay cycle March 22, 2020 – April 4, 2020, Electronic Fund Transfer Direct Deposit Vouchers 1182232846 - 1182232911.

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 withholding payments for payment cycle March 22, 2020 – April 4, 2020, checks numbered 31960423 – 31960431 and 31960459 - 31960472.

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 billing invoices for payment cycle April 6, 2020 – April 10, 2020, checks numbered 81368 - 81377.

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 billing invoices for payment cycle April 13, 2020 – April 17, 2020, checks numbered 81378 - 81410.

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

Public Comments

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

Mr. Joe Walker submitted comments to Mr. Centers via email in reference to overflow parking on Cones Road for the Loveland Bike Trail.

Mr. Centers explained that this was brought up to Chief Hughes who drove down to the site with Mr. Hickey. There was no one illegally parked at the time. It was encouraged to call into the Police Department when this actually occurs so that an Officer can check it out.

Mr. Cordrey asked if this is typically a hot spot for individuals using the bike trail?

Mr. Centers mentioned that there is a pull off that gets used but our Officers have not otherwise noticed parking issues.

Mr. Sousa mentioned that maybe we could increase patrol down that way in an effort to be proactive and make sure this does not become an issue.

Chief Hughes stated that when the weather breaks they will definitely check it out and enforce as necessary.

No additional comments were submitted therefore Mr. Cordrey closed the floor to public comments.

Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to approve of the purchase of niche 40 in the Columbarium in the Maineville Cemetery by a Mr. Brad Walker for the price of \$600.00.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve of the above-mentioned Columbarium purchase.

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

New Business

-Motion: To adopt the Additional Leave Policies Pursuant to the Families First Coronavirus Response Act

Mr. Cordrey explained that this policy will provide specific compensation statuses and eligibilities for our employees under different situations regarding suspected or actual quarantine following COVID-19 exposure.

Mr. Centers explained that this additional leave policy was passed by the State. It is not mandated but a lot of places are adopting it. Private sectors have the option to close and unfortunately we do not so a lot of our First Responders as well as our Public Works Department work an essential job and are on the front line so if they were exposed or even if there is a potential exposure, this gives different FMLA options for different exposures.

Mr. Rozzi asked if we are sure that this is not mandated from the Department of Labor as an extension of FMLA?

Mr. Centers explained that to his knowledge it is not mandated but recommended.

Ms. Krieger stated that she has participated in webinars for this and she does not believe that it is mandated yet but most companies are drafting this FMLA policy.

Mr. Sousa mentioned that he has had individuals reach out to him in concern of abuse of a policy like this. He stated that after reviewing this it appears the employee does have to utilize paid time off accruals such as sick time, vacation time or comp time so he is pretty confident that abuse of a program like this is unlikely. This also has a termination date at the end of this year, which could change dependent on COVID-19 and how long it lingers but this is not permanent.

Mr. Cordrey made a motion with a second from Mr. Rozzi to adopt the Additional Leave Policies Pursuant to the Families First Coronavirus Response Act.

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

Fiscal Officer's Report

Mr. Weber explained that this report reflects our March report. We are right on track as we have spent 27.28% of the budget for the year. Revenue is at 6.9%. We did receive our first draw from the County and Ms. Horman is in the process of logging that. The second meeting in May, we will be able to report on the revenue received at the first draw. Our cash balance is 8.35 plus

million. There is also a cash flow summary that breaks down each fund from January through March that shows the beginning balance and what the revenues and expenditures were of each.

Mr. Sousa asked if Mr. Weber could discuss some of the concerns of financial impact from COVID-19.

Mr. Weber explained that as a Township we are largely funded by property taxes. Mr. Nolan, Warren County Auditor, eluded in an email that our first draw was good and was not impacted by COVID-19. He also mentioned that the second draw should be normal and not delayed. Part of our funding also comes from the gas tax and license plate fees; with people driving less, that could be reduced as well. The good news is that we are strong on those funds and they make up a much smaller part of our revenue.

Administrator's Report

Mr. Centers mentioned that EPA work is still on course following the Resolution from our last meeting. Everything is on track and we have been in communication about it.

Mounts Park is now open from 8am- dusk. Mr. Hickey and the Public Works department worked really hard and put in an 8 foot wide walking trail around the entire small lake. They mulched that as well as mulched an additional trail so there is now a cut-through between the lakes. They mowed a few other rustic trails around the park. It looks good and we are encouraging everyone to go down there.

Our next event that has not been cancelled is Touch-A-Truck on June 20th. It may have to get cancelled but as of now we have not done that. Hopefully we can look forward to that.

As Mr. Weber reported, our first draw came in today.

Mr. Centers touched on the outstanding job of all of our staff. They have worked remotely from home and have not missed a beat. Our First Responders and Public Works have all continued work and everyone has done a fantastic job.

Finally, Mr. Centers introduced our newest staff member, Ms. Nicole Early, who is our new Community Event Coordinator as well as an Administrative Assistant for our Public Works department.

Trustee Comments

Mr. Rozzi asked our Township Department leaders and Elected Officials how each of their families are doing as well as their staff during this pandemic. All staff thanked him for asking and responded that they are doing well.

Mr. Sousa thanked Mr. Rozzi for asking about everyone's well-being. He also thanked staff for the continued work that has been put in remotely and on site.

Mr. Cordrey thanked staff for the seamless work through all of this. Mounts Park is open so he encouraged everyone to enjoy it. He also encouraged everyone to continue to stay safe and support one another as well as our businesses.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 6:58 pm.

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