

Hamilton Township Trustee's Meeting

May 1, 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 April 17, 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 April 7, 2019 – April 20, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1159904486 – 1159904521 & 1159904523 – 1159904556 void 1159904522.

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 April 7, 2019 – April 20, 2019, checks numbered 30023138 – 30023160.

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 April 22, 2019 – April 26, 2019 checks numbered 80066 - 80073.

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 April 22, 2019 – April 26, 2019 checks numbered 80074 – 80075.

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 April 29, 2019 – May 3, 2019 checks numbered 80076 – 80110.

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 April 29, 2019 – May 3, 2019 checks numbered 80111 – 80114.

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

Executive Session

Trustee Cordrey made a motion to enter into Executive Session at 6:33 pm in reference to O.R.C. 121.22 (G) (1) to consider the appointment, employment, or compensation of a public employee or official. Mr. Yoder, Mr. Hunter, Mr. Rozzi, Mr. Walker, Mr. Hickey, Ms. Krieger and Mr. Centers were invited. There was a second from Trustee Walker.

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

Trustee Cordrey made a motion to come out of Executive Session at 7:00 pm. There was a second from Trustee Walker.

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

Presentations

Mounts Park

- Mr. Centers gave an update on improvements at Mounts Park.

- CTC Fields- the initial entrance was moved and new gravel was placed for a new driveway. The Lessee was asked to clear some debris and make adjustments to clean up the appearance.

- Population Management- this was all done and regulated by state law. Mr. Centers addressed the Facebook post that received negative feedback about the beavers and he explained that it was never meant to be a malicious post. It was a cheeky post going into Easter weekend to inform our residents that the park would be closed for a week. Moving forward, we will be using habitat management when necessary for any wildlife.

- Aesthetics- We have installed a temporary sign for Mounts Park. The public works crew laid down road and mill (blacktop chippings) and laid new gravel as well. They have installed new gates. There are new directional signs showing where fishing can be done. There will be an added fence to ensure safety near the gun range. There will also be a sunflower field added in the park.

- Walking Trail- We are in the process of filing for funding through the NatureWorks Grant Program. We met with a local contractor who has come out and given us a bid on cutting the entire trail and delivering/dropping the wood chippings to fill in the trail. The goal is to have a lake view all around the trail. The grant is a 75/25 grant and pending approval from the board, we will be submitting it in the next few weeks. The total cost is approximately \$9,000.00. Our 25% share if we receive the grant is approximately \$2,550.00.

-Public Event- Mr. Rozzi was one of the driving factors for this when he expressed that he would like to see a public event of some sort at Mounts Park. We are happy to announce that June 2, 2019 from 2:00 pm – 5:00 pm we will be hosting a picnic in the park. Bring your food and blankets and we will provide music, yard games, bounce houses and of course fishing.

- Future of Mounts Park- We want a place for everyone to enjoy but we also want to preserve the natural beauty and rustic feel that already exists.

Public Comments- Agenda Related

Mr. Cordrey opened the floor to public comments related to agenda items, at 7:17 pm.

Becky Ehling- Zoar Rd. - Expressed that she wanted to know where the complaints about the Beavers came from since the park had not been open for very long. She also presented her opinion on the delay in new signage at the parks.

Mr. Centers explained that the complaints came from residents and an employee at the park who were approached by the beavers.

Mr. Cordrey addressed the signs and agreed that it has been long enough waiting for Cincinnati United to design a sign that we could utilize at all of our parks. We wanted to see some uniformity around the Township since we are rebranding but we cannot delay any further. He also stated that we do still have the plans and poster boards that were put together for Mounts Park. Philosophically we are all in agreement with what we would like to see with the park progressing.

Mr. Rozzi stated that this park will evolve over time. He is happy to see attention has been placed on the park.

Mr. Walker expressed his opinion that we have to wait for the EPA and ODNR to rule on the landfill by the park and until they make a decision, he does not think we should put a lot of money into the park right now.

Mr. Centers explained one of the problems is that when it rains all of that garbage flows into the big lake. We have installed a metal mesh to eliminate the garbage entering the lake. Most of the improvements such as this have been behind the scenes so they have not been as noticed.

Lynn Ratliff- Valley View Dr. - Stated that she understands the township is rebranding, however we need to create our own identity and that starts with branding ourselves and all of the pieces of Hamilton Township.

Mr. Walker explained that he is not defending Cincinnati United Soccer but it is because of them that Marr Park is open. They spent the money for the parking lot and without that; it probably would not be open. We do owe them a little courtesy.

Mr. Hickey stated that Cincinnati United wanted to put money toward the type of sign not the branding of the park or the Township. The branding will be completely on us.

Mr. Cordrey clarified that the Township has the final say on any signs/designs. Consistency is what we need for the rebranding.

John Roesch- Grand Legacy Dr. explained that he does agree with Trustee Walker about waiting for the EPA to rule on the landfill before we place any more money into Mounts Park. Mr. Roesch asked if it was possible for the EPA to shut the park down for public access. He also asked if there is liability for the individuals that decided to cut through the landfill.

Mr. Hickey replied that it is not the EPA's goal to shut the park down. He also explained that there is no liability for cutting through the landfill as the individual that orchestrated that is deceased.

Kevin Ehling- Zoar Rd. – Expressed his concern for what is going on at Mounts Park. He also gave some suggestions for the Trustee's when it comes to keeping the garbage from the landfill out of the large lake.

Mark Sousa- Shawnee Run- Showed his concern for the amount of public records requests and the legal fees that are being generated with those.

Mr. Cordrey closed the floor to public comments at 7:49 pm.

Human Resources

Human Resources Manager, Ms. Kellie Krieger requested a motion to approve the new Director of Economic Development and Zoning job description. In addition, allow us to post the position effective May 2, 2019 through May 17, 2019 with a possible extension to May 31, 2019.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the posting of the Economic Development and Zoning position.

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

Township Current Business

Motion: Enter into Contract with J.K. Meurer Corp.

- Mr. Cordrey stated that this is to enter into a contract for paving services for the Administration/ Police parking lot. This was a budgeted capital project. It will include base repair, resurfacing and restriping. This will be paid out of the improvement-of-site line from the general budget and the police department budget. The total impact on this is \$34,416.00.

Trustee Cordrey made a motion with a second from Trustee Walker to enter into a contract with J.K. Meurer Corp. for paving services.

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

Motion: Then and Now Purchase Order (Road & Bridge)

- Mr. Cordrey explained that this is to approve a Then and Now Purchase Order of \$5,032.75 for the Road and Bridge Tax collection fees to Warren County. This is due to the collection of the levy monies in our first check. The settlement fees were not budgeted, as we did not have the exact figures from the county after the levy passed, at the time of passage. These fees are typically collected by the county passed on the amount of money collected. This does not come out of the general fund, this is being taken from our levy money as we receive it and they are just deducting this amount.

Mr. Cordrey clarified that we are not writing a check to the county, they are just taking this amount from what we will receive from the levy money.

Trustee Cordrey made a motion to approve the Then and Now Purchase Order for the Road & Bridge Department. There was a second from Trustee Walker.

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

Motion: Waive Zoning fees for HT Fire Station 76

Mr. Cordrey stated that typically our zoning fees for commercial properties are \$.10 per square foot with a maximum of \$1000.00. If this were not approved, we would essentially be taking \$1,000.00 out of the fire fund and putting it in the general fund.

Trustee Cordrey made a motion with a second from Trustee Walker to waive the zoning fees for Fire Station 76.

Roll call as follows: Darryl Cordrey Yes
Joe Walker Yes

Joe Rozzi Yes

Resolution 19-0501: Lighting District Compensation (O.R.C. 515.12)

- Mr. Cordrey explained that this resolution is to authorize compensation to Ellen Horman for the Lighting District pursuant to O.R.C. 515.12. This is a right of the Fiscal Officer to name someone other than him/her to collect fees for the Lighting District. Mr. Hunter has selected Ms. Horman to receive the \$.50/ units since she does the work.

Mr. Hunter explained that this has been done every year since he was elected as Fiscal Officer.

Trustee Cordrey made a motion with a second from Trustee Walker to approve Resolution 19-0501.

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

Resolution 19-0501A: Increase of Appropriation (Lighting District, Snook Rd.)

- Mr. Cordrey stated that this is the appropriation to refund the residents of Snook Rd. for being improperly charged for the Lighting District even though Snook residents have not been provided with streetlights. The budget impact is \$2,352.23.

Mr. Centers stated that there are no streetlights on Snook Rd. even though the residents have been charged for them. This is being paid back for the past 5 years that these residents have been charged.

Trustee Cordrey made a motion with a second from Trustee Walker to approve Resolution 19-0501A.

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

Resolution 19-0501B: Increase of appropriation (General, Newsletter)

- This is for the Hamilton Township Newsletter. The advisory committee to their credit, who sold advertisements to fund the project and earned \$6,700. \$2,149.12 was actually spent on the newsletter itself. The remainder of that money, \$4,550.88 needs to be appropriated into a newly created Newsletter line. This is not an additional cost to tax payers. This is created to house the money that was not spent.

Mr. Centers explained that just like the Easter Egg Hunt, a line was created specifically for this money so that it will only go towards the newsletter.

Mr. Hunter stated that this has to be done for the audit as a bookkeeping item.

Trustee Cordrey made a motion with a second from Trustee Walker to approve Resolution 19-0501B.

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

Resolution 19-0501C: Increase of appropriation (General, Legal)

- Mr. Cordrey explained that this is an appropriation for legal fees that have already exceeded the budgeted amount. Discussion between the Law Director, Administrator and Board of Trustees occurred in Executive Session. The budget impact is \$110,000.00.

Law Director, Mr. Ben Yoder, explained that many of the Township's legal expenses were due to a personnel issue. However, public records requests are also costing a lot of money. The way they were previously done, records were produced in mass with confidential information because there were no lawyers reviewing them. Mr. Yoder stated that all public records are available for residents at any time. He explained that he spoke with Mr. Wilson and Ms. Wuest and told them that if we honor a request looking for records of general time periods and not certain topics, there is a significantly increased amount of records to sift through and the process of weeding out what is relevant and what is attorney-client privilege, is much more complex to do it that way. Instead of denying those requests because they were vague, we chose to honor them and they generated a large fee. Working with the Trustees and staff, we have to change our tactics and that has been relayed to individuals such as Ms. Wuest. We have gone well beyond what the law requires before and produced everything. The law says that we do not have to produce in mass an entire communication between two people. We will comply with every single public records request out there and produce them as lawfully as required to do. Should we keep going down this road and honoring them fully, the Township will go bankrupt. Mr. Yoder stated that staff should be receiving public records and retention training.

Mr. Cordrey asked if Mr. Yoder could touch on the man-hours and the billing that has been put into these requests.

Mr. Yoder explained that the billing rate, no matter how high/ low the attorney involved, is \$265.00 per hour.

Mr. Centers explained that if emails were being requested then our IT company can go in and do a keyword search. However, the majority of what Mr. Wilson and everyone is requesting, are text messages so that is a longer process of downloading software, scrolling through, screenshotting them and sending them to legal for review. Mr. Centers explained that there is definitely a loss of productivity due to the amount of records requests that have been submitted.

Mr. Centers explained how he came to the total reappropriation of \$110,000. Removing the personnel issue and the large amount of records requests, that alone is almost \$50,000.00 in the first quarter. If you carve that out, we have spent almost \$31,000.00 on legal services for general township business. That breaks down to \$8,250.00 per month. We know in April we have between a \$25,000-\$30,000.00 bill coming again. We still have a number of public records requests outstanding that have not been billed. May we are assuming between \$20,000-\$25,000 based on the tail ends of some requests. June we should get down to around \$10,000.00 and post that, if the requests and things slow down, we should have an average bill of \$8,000-\$9,000.00.

Trustee Cordrey made a motion with a second from Trustee Walker, to approve Resolution 19-0501C.

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

Resolution 19-0501D: Increase of appropriation (Police Department)

- This is an appropriation for the Police patrol vehicle that was purchased by the Little Miami School District per our agreement for School Resource Officer Joe Smith. This patrol vehicle is invoiced to the Hamilton Township Police Department. We received payment from the Little Miami School District for the same amount of \$16,236.03 (principle) and \$142.97 interest. This amount needs to be increased in and appropriated so the payment from the schools can be made to the patrol vehicle. The budget impact is a wash of money in, money out.

Trustee Cordrey made a motion with a second from Trustee Walker to approve Resolution 19-0501D.

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

Resolution 19-0501E: NatureWorks Grant Funding

- This will allow staff to submit a grant application through the Ohio NatureWorks grant program. We will be requesting a 75/25 grant for an estimated total project amount of \$9,000.00 for a walking trail around the entirety of the small lake at Mounts Park. If we do receive this grant, the budget impact would be \$2,250.00.

Trustee Cordrey made a motion with a second from Trustee Walker to approve Resolution 19-0501E.

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

Fiscal Officer

Mr. Hunter did not have anything to discuss at this time.

Administrator's Report

-Mr. Centers touched on the increased appropriations and explained that as it was discussed in length at the end of last year, the budget philosophy is to not bring things to the Board unless it is an emergency or truly justified. Two are complete net washes, one was the lighting district on Snook Rd., which was an error caught from years past, and the last is legal fees, which were just explained. This is not a common practice moving forward. These were all justified.

- The groundbreaking for the new fire station went very well! We had business owners, representatives from Little Miami Schools, all four elected officials, former Trustee's, police, fire, public works and Turner Construction. It was a really great turn out.

-We have not put the columbaria in place yet and three people already want to purchase them. It is generating a lot of interest. Mr. Centers will bring pricing before the Board at the next meeting.

-the last consultation for the new website was just finished. They have a team that will test the new site for a few days and then we are projecting to go live with the new website on the day of the next Trustee meeting, May 23, 2019.

-Lastly, we are thrilled to have Chief Reese back. Captain Goodpastor did a great job while he filled in.

Public Comments- General

Mr. Cordrey opened the floor to general public comments at 8:14 pm.

Rusty Holman- Whalen Ln. - discussed his concerns with township financials and stated that fiscal oversight is a primary responsibility of the Trustee's.

Mr. Cordrey closed the floor to public comments at 8:18 pm.

Trustee Comments

Trustee Cordrey stated that Chief Reese is a member of the Warren County Fire Chief's Association and as of last week, he was chosen to be their treasurer. Mr. Cordrey thanked Chief Reese for representing Hamilton Township in a great, professional way.

Trustee Cordrey also stated that each year the Attorney General of the United States hosts a National Law Enforcement reception at the United States Department of Justice during National Police Week in Washington D.C. and this year he invited men and women respected in law enforcement throughout the entire country. This year our own Police Chief, Scott Hughes, received an invitation for his training that he conducts with other agencies throughout the country. Thank you for representing Hamilton Township!

Also, as a reminder the next Trustee meeting has been changed to Thursday May 23, 2019 at 6:30 pm at the normal meeting location.

Adjournment

With no further matters to discuss, Mr. Cordrey made a motion with a second from Mr. Walker to adjourn the meeting at 8:21 pm.

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