

## Hamilton Township Trustee's Meeting

May 23, 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 May 1, 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 billing invoices for pay cycle May 6, 2019 – May 10, 2019, Electronic Fund Transfer Direct Deposit Vouchers 80115 – 80127 void 80114.

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 May 13, 2019 – May 17, 2019, checks numbered 80128 - 80137.

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 May 20, 2019 – May 24, 2019 checks numbered 80138 – 80192.

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 21, 2019 – May 4, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1160813685 – 1160813754 and 1160816662 – 1160816665.

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 21, 2019 – May 4, 2019, checks numbered 30107762 – 30107784 and 30108046 – 30108048.

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 May 5, 2019 – May 18, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1161650788 – 1161650853.

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 May 5, 2019 – May 18, 2019, checks numbered 30187160 – 30187182.

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

Mr. Cordrey and Mr. Rozzi spoke about their opportunity to attend the Warren County D.C. Fly-in training. They met with many government officials and got the chance to connect about different concerns and opportunities that are present in both Hamilton Township and Warren County. Law Director, Mr. Yoder, also attended the training and he spoke on his experiences both past and present, with the opportunity to network.

### **Presentations**

Bill Morand- Bel-Wood Country Club

- Mr. Morand explained that as of March 2019 the Country Club is under new ownership. The previous owners were planning to sell the country club to a developer and the new owners purchased it to save it as a golf course and a country club. He spoke about the history of the Bel-

Wood Country Club and the golf course itself. They do plan to have competitive membership rates. Mr. Morand invited the Trustee's to visit the country club and play on the course.

Mr. Rozzi stated that he is glad to see the establishment stay open as a business in Hamilton Township.

**Public Comments**- Agenda Related

Mr. Cordrey opened the floor to public comments related to agenda items, at 6:45 pm.

No comments were made.

Mr. Cordrey closed the floor to public comments at 6:45 pm.

**Human Resources**

Human Resources Manager, Ms. Kellie Krieger requested a motion to approve a transfer of graves 6 and 7 in lot 21 within the Murdock Cemetery from Mary Fritz, to her daughter, Phyllis Taylor.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the transfer of graves within the Murdock cemetery.

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

Ms. Krieger requested a motion to approve FMLA for Firefighter Nick Bedinghaus to begin July 6, 2019. He will utilize his paid vacation, sick time, and comp time for this leave.

Mr. Cordrey made a motion with a second from Mr. Walker to approve FMLA for Fire Fighter Nick Bedinghaus.

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

Ms. Krieger requested a motion to hire part time Fire Fighter/Paramedic, Sara Lott and intern Jared Shelley pending the completion of his successful background check and CVSA.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the above-mentioned new hires.

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

Ms. Krieger requested a motion to off-roll part time Fire Fighter/Paramedic Brian Dapper effective April 26, 2019 based on his resignation to Chief Reese.

Mr. Cordrey made a motion with a second from Mr. Walker to off-roll Fire Fighter Dapper.

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

### **Township Current Business**

Motion: Enter into Contract with Alt & Witzig, Inc.

- Mr. Cordrey stated that this is to enter into a contract for control testing and special inspection services. This is the first one of the items that we cut out from the fire house to bring construction costs down for the new fire station. With this, we have to pay separately for services that were removed such as engineering costs and soil studies. We will pay for these services out of our Fire House Building Fund BC that was set aside for these items.

Mr. Centers explained that we have a separate Blanket Certificate set aside for building costs and we cut out certain things with Turner Construction to get that total project cost down. One was the Alt & Witzig contract as well as EnergyDrop so we will get some energy bills. A lot of them were “what if’s” such as “what if we run into an EPA issue.” We removed the soft costs that were cut out of the original contract and will be paid out of the building fund which was all budgeted.

Mr. Cordrey mentioned that the budget impact for this is \$28,550.00

Mr. Cordrey made a motion to approve the contract with Alt & Witzig, Inc. There was a second from Mr. Walker.

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

Motion: Then and Now Purchase Order (Admin. /Police)

- Mr. Cordrey explained that this is to approve a Then and Now Purchase Order of \$13,322.50 for the improvement of sites for the Administration office and Police Department. This PO is for asphalt resurfacing for the administrative/ police department building. This was a budgeted capital item approved in the 2019 budget.

Mr. Rozzi asked if the parking lot was last paved when the building was built 18 years ago?

Mr. Centers and Mr. Hickey stated yes.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the Large Purchase Order for improvement of sites for the Administration/Police Department.

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

There were questions about the amounts coming out of funds. Mr. Centers apologized that he just gave the General Fund impact. The total cost is \$36,645. \$13,322.50 comes out of the general fund and \$23,322.50 comes out of the Police Fund. The reason that it was not split evenly is because last year with the roof repair, the General Fund paid for the whole project. So we added the majority of the cost out of the Police Fund for this.

Mr. Cordrey asked if he needed to redo the motion for the total cost in which Mr. Centers and Mr. Yoder agreed that a separate motion needed to be done for the amount to come out of the Police Fund.

Motion: Large Purchase Order (Police)

Mr. Cordrey made a motion to approve a Large Purchase Order for \$23,322.50, which will bring the combined total to \$36,645.00 for improvement of sites for the Administration and Police Department. There was a second from Mr. Walker.

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

Motion: Enter into Contract with Aflac

Mr. Cordrey stated that this is to enter into contract with Aflac for insurance purposes. Ms. Krieger stepped forward and gave an overview of the benefits stating that we have been pursuing an online platform to host all of our new hire paperwork for insurance and other necessities. Aflac has offered to build that platform for us at no cost to the Township and we in

return will offer Aflac benefits. There will be options to enroll in critical care, additional life insurance, accidental death, and dismemberment insurance. This is voluntary. Employees do not have to enroll. Once the platform is built for our open enrollment July 1, 2019, we can then use it for new hire paperwork and for the audit next year; everything will be housed and will be accessible for the auditor.

Mr. Cordrey asked if there was a minimum participation required.

Ms. Krieger stated that in order for this to begin, we need a minimum of three employees to participate.

Trustee Cordrey made a motion with a second from Trustee Walker to enter into contract with Aflac for insurance purposes.

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

Motion: Set Columbaria Pricing

This motion is to establish and set pricing for the Niche opening and closing costs for the columbaria. After talking with Tufts and Schildmeyer it was suggested to charge \$600 per niche and \$500 for opening/closing costs of the door and engraving. At this point, there is no differentiation between residents and non-residents.

Mr. Rozzi asked if we have advertised that we have the columbaria?

Ms. Krieger explained that it has not been officially advertised however, we have three people waiting for us to set the cost because they are interested in this particular product.

Mr. Rozzi asked how many spaces are in the columbaria. Ms. Krieger responded that there are 64 spaces.

Mr. Walker asked out of the \$1,100.00 fee, what will Tuft's be receiving?

Ms. Krieger explained that they will get the engraving cost which is \$250 to engrave the door. With our partnership with them, when someone purchases a niche and we do the burial for them, Tufts will have the door already engraved so that when the ashes are placed, their information will already be present on the door.

Mr. Cordrey stated that he wants to focus on selling these to Hamilton Township residents before advertising to non-residents.

Mr. Centers explained that we will not turn away non-residents however, we will “trend” at a certain percentage and then we can readjust the costs if these turn out to be a popular item. Tufts is pretty confident that these will sell quickly.

Mr. Rozzi asked how these will be promoted?

Ms. Krieger stated that once we set these prices, we would send updated price sheets to local funeral homes that we use frequently to let them know that we now offer this service. Tufts recommended that once we have the columbaria in place, that we do a “dedication” to allow people to see what the structure actually is. We will also put it on our website once it is in place.

Mr. Centers explained that as far as the engraving we are going to select approximately 20 images that Tufts will be able to engrave and have ready in a short turn around. Something more custom will take longer but we will make sure we are accommodating.

Mr. Cordrey made a motion with a second from Mr. Walker to set the price per niche at \$600.00 and the opening/ closing costs at \$500.00.

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

Resolution 19-0523: Disposal of obsolete property (Fire Dept.)

- Mr. Cordrey explained that this resolution is in regards to declaring certain property obsolete or unusable. Chief Reese has deemed items such as old EMS bags, backboards, books, AED trainers, etc. No single item is valued over \$2500.00.

Trustee Cordrey made a motion with a second from Trustee Walker to approve Resolution 19-0523.

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

Resolution 19-0523A: Lighting District Assessment

-This is the annual Lighting District Assessment approval for each lighting district lot and total listed in “Exhibit A”.

Trustee Cordrey made a motion with a second from Trustee Walker to approve Resolution 19-0523A.

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

**Fiscal Officer**

Mr. Hunter explained that we are 33% of the year completed. We have now received 51.3% of our revenue. Our expenditures are approximately 29.009%. Each of the departments are within their budget. In addition, we received a letter from the State explaining that our Audit had been received and approved as another perfect audit. That is 5 perfect audits for Hamilton Township. If you get a chance, stop in and thank Ellen Horman. She is a very big part of our audit.

**Administrator's Report**

-Mr. Centers mentioned the Picnic in the Park coming up on June 2, 2019 from 2:00pm – 5:00pm.

-We have Touch-A-Truck scheduled on June 22, 2019 from 10:00am-2:00pm.

- The new website was set to go live for this meeting but the company found a few glitches particularly with the video and newsletter link. They are working to get everything squared away. Our new go-live date is going to be set for June 5, 2019 for the next Trustee meeting.

-We had our second Logo Design meeting and have narrowed down a few black and white options. Next, they will add some color for us to choose from so we can continue down the road for re-branding.

-the Zoning Commission and BZA all came together for a training by Mr. Yoder and Frost, Brown, Todd. The training was about how to run a professional meeting. It turned into a really good Q&A session.

-The Abode Advantage 55+ development was approved today at RPC for Stage 2 so next it will go to our Zoning Commission. Alexander Pointe development was approved by Zoning Commission and will be coming before the Trustees at the next meeting on June 5, 2019.

-With Memorial Day coming up we want to pay homage there and remember why we have a long weekend.

-Finally, Chief Reese has an announcement about one of his Fire Fighters.

-Chief Reese recognized Fire Fighter Josh Myers, who worked full time with Middletown up until a few months ago when he came to work full time with us. He was working with a crew in Middletown who performed some life-saving procedures to aide a man whose parachute malfunctioned and had a bad landing. He and his crew were recognized by the State of Ohio with an Ohio EMS Award and recognition. Josh Myers is a great add and this is just part of the reason why.

Mr. Walker asked why the Business Expo pulled out of Touch-A-Truck.

Mr. Centers explained that he is not sure why but we will continue the event and the township will host it this year.

### **Public Comments**- General

Mr. Cordrey opened the floor to general public comments at 7:07 pm.

Mark Sousa- Shawnee Run- Asked about the Warren County D.C. Fly-in training details and what is going on in the township and the county.

Mr. Cordrey stated that the biggest conversation he was aware of for Warren County is the transportation and the current struggles with the infrastructure.

Mr. Rozzi mentioned that there was discussion of development within the township, employment and the shortage in labor. There was a lot of networking and building relationships so that Hamilton Township can stay relevant.

Mr. Cordrey explained that one of the focuses of the current Board of Trustees was and is development. Attending this training showed that we are serious about wanting more opportunities and growth for our community.

Dan Wilson- 22/3- expressed his concerns over multiple issues within Hamilton Township such as the budget, public records requests, the parks, and re-branding.

Mr. Hunter explained that the budget is available to anyone who would like a copy. Any finances are available at any time. We can add them to our website as well.

Mr. Cordrey closed the floor to public comments at 7:17 pm.

### **Trustee Comments**

Trustee Cordrey reminded everyone of our Picnic at Mounts Park on June 2, 2019 from 2-5 pm.

Trustee Walker spoke on the D.C. Fly-in Training and asked why we spent an hour discussing the cost of a walking trail but we never once discussed that the township was funding this trip. He had no idea about this trip and the money we were spending on it. Hopefully we will see some reward for spending \$3,000.00 on this. We need to talk about things like this before running off and doing it. It does cost the taxpayers money to do these long trainings.

Mr. Cordrey explained that we should be transparent but these conferences are to benefit from advocating for Hamilton Township and we have suffered some of the ramifications of the previous Boards not doing that for our township. This was an approved, budgeted item. This was not hidden from anyone. If there were questions about it then they should have been brought up when it was scheduled in February.

Mr. Walker stated that we discuss things in random lengths but this was not one of those things. He did not think going to a county training in Washington D.C. was necessary.

Mr. Rozzi responded by saying that it was a county training however, when you approach the federal government, he believes that there is power in numbers. Therefore, the county coming together as one group is more of a force. Our residents pay a lot in federal taxes and would like to see some of that come back here too.

### **Adjournment**

With no further matters to discuss, Mr. Cordrey made a motion with a second from Mr. Walker to adjourn the meeting at 7:24 pm.

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