

Hamilton Township Trustees Meeting

May 6, 2020

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:45 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 15, 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 April 5, 2020 – April 18, 2020, Electronic Fund Transfer Direct Deposit Vouchers 1183120929 – 1183120933 void 1183120932 and 1183121283 – 1183121348.

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 April 5, 2020 – April 18, 2020, checks numbered 32011925 - 32011928 and 32011936 - 32011958.

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 20, 2020 – April 24, 2020, checks numbered 81411 - 81423.

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 27, 2020 – May 1, 2020, checks numbered 81424 - 81433.

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 May 4, 2020 – May 8, 2020, checks numbered 81434 - 81490.

Roll call as follows:

Darryl Cordrey	Yes
Joe Rozzi	Yes
Mark Sousa	Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:48 pm.

Mr. Dan Phipps submitted a question via email to Mr. Centers in reference to the levy millage and the possibility of financial burdens related to COVID-19. He also asked if information on how our buildings are being used could be shared monthly.

Mr. Centers explained that we post all of our public meetings on our website. We do not publish trainings as they are held often and we do not publish any private meetings such as HOA meetings, etc. Residents can call Administration at any time to ask what is taking place around the township buildings.

Mr. Cordrey commented on the levy millage reference stating that we will keep an eye on the budget and the revenue coming in.

Mr. Rozzi commented that he thinks it will be a while before we see any effects so he is not in favor of looking into rolling any millage back as of now.

Mr. Sousa stated that he feels the same as the other two Trustees for the short term and he is not sure how quickly something like this could be done anyhow.

Mr. Nick Weber also submitted comments via email to Mr. Centers addressing his concern to look further into zoning classifications and definitions for businesses.

Mr. Sousa responded that in the past we have struggled to get non-residential development in the township so now we are trying to balance that and he would be concerned to make restrictions for any development that could come into the township in the future.

Mr. Rozzi agrees with Mr. Sousa in the short term stating that the definitions could be extrapolated as detailed as we want to be but at what point does it become cumbersome and restrictive? He does not want to restrict businesses.

Mr. Cordrey agreed with both Trustees and reminded everyone that we do have the Comprehensive Plan that has been worked on for the last 18 months that could potentially address some of these issues.

Mr. Centers also commented on the work that has been done over the last 18 months updating the Land Use Plan and the Comprehensive Plan.

Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to update our active Hamilton Township roster with the follow changes; we would like to hire Part Time EMT Jacob Spears effective April 25th, Seasonal Park Crew Members William Claddy effective May 4th and Allen Grapevine effective May 11th and finally we would like to reassign James Conley to Fire Fighter/ EMT effective April 22nd.

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

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

Ms. Krieger requested a motion to approve of the purchase by Donald and Linda Brown for lot 535 graves 7 and 8 in the Maineville Cemetery for the residential price of \$2400.00.

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

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

Ms. Krieger requested a motion to allow Fire Chief, Brian Reese, to proceed with an internal promotion to fill a vacant Fire Captain position.

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

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

New Business

-Motion: Enter into contract with *Constellation NewEnergy, Inc.* for Township Electric Aggregation

Mr. Cordrey explained that Hamilton Township’s Electric Aggregation Program, which was voter approved and PUCO certified, is coming due for renewal in July 2020.

Mr. Centers explained that this is just like the gas aggregate that was approved a few months ago; we work with a company that shops rates from short terms such as twelve months out to a thirty-six month term. With the gas, it was recommended to keep the same company that we had since they had the lowest bid. With electric we are changing companies to Constellation as their rates came in much lower. We are roughly at 5.02 cents/kWh and Constellation’s rate came in at 4.52 cents/kWh. However, there has been an increase. When we got the agreement, they gave us 30 days and we actually let them know that it would be 34 days due to the way the meeting tonight fell, and they said that would be no problem. Earlier this week there was an industry adjustment of about 7% so all of those rates went up. They increased ours 3% still giving us a good rate and it is still the best rate out of all the bids so we are recommending to still go with this company. The rate went from 4.522 cents/kWh to 4.657 cents/kWh for a fixed rate for the next three years.

Mr. Cordrey asked if we considered a shorter term or is there a reason why we went with the thirty-six month term?

Mr. Centers responded that we shopped all terms and there was one rate that was better than this one but we would only get it for one year. Next year we assume that it will be higher than what we could lock this one in for three years. We think this is the best deal for the resident’s to have consistency. Any resident at any time can opt out of this and shop their own. Duke’s current fixed rate is at 5.89 cents/kWh and ours will be at 4.657 cents/kWh for comparison.

Mr. Rozzi stated that he is good with this rate being locked in for the next three years.

Mr. Sousa agrees with the rate lock as well.

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into contract with *Constellation NewEnergy, Inc.* for the Hamilton Township Electric Aggregation.

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

-Motion: To enter into contract with *Kings Ford Municipal Financing* for Police Vehicles

Chief Hughes explained that when he started with the township in 2016 we had several vehicles that were at or exceeded 100,000 miles. Ideally police cars are rotated out at or before that kind of mileage. We were able to enter into a municipal finance agreement with Ford and this

program is actually offered by all of the police manufactures with Ford, Chevy and Dodge being the three big ones. With minimal impact on our budget we were able to basically have a set payment and renew our cruisers. The last payment for the first set that we purchased was made in June 2019 so we kept those vehicles for longer than originally anticipated. We were able to do this mostly because we overestimated our mileage. We estimated approximately 20,000 per year and at the end of the four years, we were under our mileage. We are getting up in the mileage again and it is time to renew this agreement if that's the route we choose. When we are putting 150 miles a day per shift on a car and we have eight officers working a day, we have to have a substantial size fleet to keep those vehicles rotated through. Chief Hughes gave three proposals:

- A. Finance \$170,000 for the cruisers only. The interest rate is 2.15%. Over the course of four years this would be approximately \$6,000.00 in interest or \$30.00/month.
- B. Finance \$237,018.50 for the cruisers plus equipment. Each car has to have lights and sirens, etc. The interest rate remains the 2.15%. This would equate to approximately \$7,800.00 in interest over four years or approximately \$106.00/month.
- C. Pay cash for cruisers and equipment.

Chief Hughes added that on the municipal financing, there are no mileage restrictions, no maintenance or return provisions, you own the car at the end of the lease with no buyout. Equity is actually acquired with each payment. This is not like a typical dealership lease.

Mr. Cordrey asked about out of pocket costs and rate fluctuations. Chief Hughes stated that the rate quote was based on April 27th.

Mr. Cordrey asked what buying out right would do for the budget if the Board decided to go that route.

Mr. Centers explained that it would take approximately an entire months reserve from the Police Department. Currently we have 7.6 months of reserve so it would take us down to 6.5 months of reserve. He mentioned that by no means is he trying to sway anyone but we did tell the community that the levy funds were for additional road officers.

Mr. Cordrey asked how this would affect adding new officers over the next few years if they did decide to buy outright.

Chief Hughes spoke to the hiring aspect stating that this would be a one lump sum payment coming from this year. So they would still be able to hire more officers over the next few years. A one-time capital expense should not impact our hiring moving forward.

Mr. Centers spoke that once this is done in a few years, we will be bringing the other portion of the fleet to update so this is a rotating thing.

Chief Hughes explained that all of these vehicles come at State Bid pricing so a Ford Explorer is \$36,000.00. That's fairly cheap for a new vehicle. So the next time this will likely come before the Board is 2022 to update probably three or four vehicles.

Mr. Cordrey asked if this includes any new units due to increased staff.

Chief Hughes explained that patrol cars are assigned based on off days so most likely they will benefit from these new ones. This will not add any additional vehicles.

Mr. Sousa stated that we are very fortunate that the interest rates are as low as they are right now because of the economic situation right now. Financing \$5700 over four years is a small number in the scope of the Police Departments budget but the money is going to be spent either way so he would feel more comfortable telling a taxpayer that we saved them that money over the course of four years and yes we would have a bigger outlay this year in cash but then we don't have a payment and we have \$5700 more in the Police reserves. He is comfortable with any scenario because the interest is so minute but he would like to save money in the long run.

Mr. Rozzi stated that the only concern he has is unforeseen circumstances and putting out that kind of money right now. If there were a higher interest rate and we had the ability to pay cash, then sure we would pay cash. What we do not know is what we may need that for in the future. Hopefully we won't need it but we just are not sure.

Mr. Centers agrees that dipping into the unencumbered scares him because if the Police Department does need anything and we use that money now and deplete it, then he would be dipping into the General Fund.

Mr. Cordrey sees both sides. There is an attractiveness to financing at a low interest rate. If we finance, he thinks that we should do the whole amount. He asked how much equipment costs.

Chief Hughes explained that equipment is approximately \$10,000 per vehicle.

Continued discussion took place about the potential of budget impacts down the road due to COVID-19.

Chief Hughes stated that he does not see any clauses that there are penalties for paying the financing off early if we choose to do that. He suggested financing the vehicles for \$170,000 and then buying the equipment outright at approximately \$61,000 to put less of a dent in the budget all at once. The first payment would not be due until December.

All three Trustees agreed that is a good suggestion and compromise.

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into contract with Kings Ford Municipal Financing of seven police department vehicles based on Proposal A listed above which concludes that the vehicles will be financed and the equipment will be paid for outright.

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

-Resolution 20-0506: Updating Township Personnel Policy

A resolution establishing policies for any and all personnel employed by Hamilton Township, Warren County, Ohio.

Mr. Centers explained that this has been a long process that made a lot of small grammatical changes, but there were also a few bigger changes as well;

- Bereavement leave was rearranged to include changes to the different tiers of leave.
- We have some employees that work four, ten hour days so if there is a holiday that fell on their work day, they actually had to use comp time just to have that holiday off. So we changed it so that a day is a day for each employee however the normal schedule is.
- Vacation time calculations were updated which is standard for most employers.
- Expense reimbursement was changed. Before it was set that automatic per diem was being paid even if that employee traveled and didn't use the per diem. Now it is actual cost up to per diem rate.
- Chain of Command language was tightened up.
- the Disciplinary process was updated to now follow the Ohio Revised Code.
- the tobacco policy was actually relaxed mostly in reference to our Fire Fighters and Public Works crew. They have designated areas but don't have to leave township property as listed before.
- Political activity was extended to Department Heads stating that they cannot participate in influencing in a positive or negative manner for any township candidates race. Levees are fair game however, campaigning for or against one of the elected officials is not allowed.

-Social media policy was updated to include new technology such as not doing anything illegal, or posting negatively/offensive to the township, etc.

Mr. Cordrey asked for clarification on the political activity changes asking if that applies to anyone running for any office in Hamilton Township and Warren County.

Mr. Centers explained that it pertains to any Hamilton Township candidates but does not apply to Warren County candidates.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0506.

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

-Resolution 20-0506A: Authorizing the sale of Fire Station 76

This is a resolution unanimously authorizing the sale of real property located at 69 West Foster-Maineville Road, and authorizing the entering of a purchasing agreement, dispensing with the second reading, and declaring an emergency.

Mr. Centers explained that we had a couple bids roll in for the Fire Station and after a previous Executive Session with the Board we came out with this bid. It was the highest bid and it is reputable with everything they presented. The offer is for \$470,000 for the current Station 76 in Maineville. This will allow Mr. Centers to sign anything moving forward for this process. The next piece of the process is to get this contract to the buyer so they can get an updated appraisal on their end since ours is over 24 months old. They are pre-approved for financing but want a new appraisal.

Mr. Cordrey stated that he believes it is important to mention that we did not put this on the market and did not hire a real estate agent and with that we won't see realtor commissions and things of that nature.

Mr. Sousa commented that we are fortunate that with the construction of the new Fire house that people approached Chief Reese about buying the building. It could be a lengthy process to list and sell the property in light of everything going on so hopefully this transaction goes smoothly and won't be hindered by what's happening. In the appraisal that was completed in the past, there is another comparison in Maineville so what we are getting for this building is very favorable based on that.

Mr. Rozzi agrees that this is a solid offer and he is very comfortable with this offer.

Chief Reese explained that with the sale of this building, they will use some of the money towards the new Fire Station 76. There will also be a discussion soon about the repair or replacement of Engine 76 so some of those funds may go towards that as well.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0506A.

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

Work Session

-Waiving Zoning fees during COVID-19 pandemic

Mr. Cordrey brought this up as a way to acknowledge what we are all going through with the Township residents during this pandemic. Our fees are not a lot but this would give them a chance to use that money to invest in their homes or properties or even reinvest back into the

economy by supporting local businesses. He is proposing to waive the fees through Labor Day this year for basically all property improvement fees only such as decks, pools, sheds, etc.

Mr. Sousa commented that he feels differently. Someone impacted financially will not be doing projects in general. This is a budget line that we struggle with balancing and breaking even so he is hesitant to waive our small fees.

Mr. Cordrey understands those feelings but he would rather someone take the extra money and go buy another meal at one of our local restaurants or spend the money in the economy instead of giving it to us.

Mr. Rozzi stated that he does not necessarily disagree with this but it would just be on faith that they would spend the money in our local economy. We still have to pay someone to look over these permits. He likes the idea, but it's a project and if they are still spending money on a project, our fees are not a lot.

Mr. Kraemer compared zoning permits for this year and 2019. We have almost the exact numbers for both years so there has not been much of an effect or slow down. We did recently reduce our fees as well.

Discussion did not continue on this subject.

Fiscal Officer's Report

Nothing to report at this time.

Administrator's Report

Mr. Centers thanked Ms. Krieger for her work on the personnel policy.

We are partnering with ODNR due to some issues down at Mounts Park. We have had some people not obeying the catch and release rules. Instead of ODNR driving through as a deterrent, we are looking at different ways that they can start doing inspections. Frost Brown Todd is also drawing up some enforceable rules for Mounts Park so that will be coming soon as well. These are growing pains with this being a newly opened park within the last few years. These are reasons why we methodically wanted to open it in phases to give us time to learn and adapt.

Chief Hughes and other personnel from the Police Department worked and negotiated an agreement to officially have the firing range moved from Mounts Park during the open season.

The State Tax Budget deadline (preliminary budget) did not move so we still have that due in July to the county. So we will be getting this to the Board at the second meeting in June.

Our EPA Rule 513.400 was approved by the EPA so we are still on track with our timeline for Mounts Park.

Ms. Earley started this week and everyone will be back in the office next week with modified work schedules. We will all be taking proper precautions when encountering the public.

Finally the 180 fighter wing out of Toledo is doing a Salute Ohio Campaign where they are flying F-16's over every hospital in Ohio during the entire week. The Greater Cincinnati area is tomorrow and they will be flying over Bethesda North at exactly 10:41 am. They will be coming from Cincinnati to Bethesda and flying right over Hamilton Township.

Mr. Cordrey asked what our next meeting looks like.

Mr. Centers replied that our next Trustee meeting is in person with social distancing, essential personnel only, not opened to the public, but live streamed on social media.

Department Updates were given starting with Mr. Hickey and the Public Works Department. Along with Ms. Earley starting, we hired three seasonal members and they have been doing a great job. Mounts Park has the mulched trail and some other rugged trails for walking now. The large lake was opened this year and they were able to do some mowing around the edges to make it look nice. The guys all did a great job. The Laztech mower was ordered but there is a delay in delivery. In the mean time they have given us a loaner to use until ours comes in. The communication wiring was done at the New Station 76. Road resurfacing has been finalized and will begin in August. We have roughly two more years of resurfacing main roads and then we will hit the subdivisions. He also mentioned a new program that would be beneficial for the Public Works Department and it is something that has already been budgeted for at a previous meeting.

Next, Chief Reese gave an update stating that we have 30 confirmed cases of COVID-19 in the township since mid-March. Three of his employees were exposed but tested negative. He thanked everyone for the donations of supplies. Their supply is good. They have changed some protocols and added more disinfectant measures. He may be coming before the Board in the near future about a decision on the fire truck. He also thanked Public Works for the doing the communications wiring at the new fire house. As far as the new station, there are some small interior changes that need to be made. Exterior changes are abundant and they need to make some adjustments to pass the Fire Alarm system. He is unsure of an official completion date at this time. The Fire Department has also hired four part timers during this pandemic. Their overall runs are up approximately 9% from last year. He closed by thanking the Board for moving on the sale of the current fire station.

Chief Hughes gave his update and thanked everyone for the supply donations to the Police Department as well. They have applied for a grant through OCJS to recoup the unexpected costs due to COVID-19. The three new officers just hired are doing great. Policing has slowed for obvious reasons right now but overall things are going well.

Mr. Kraemer gave an update on Economic Development stating that the Zoning Commission is having their 3rd hearing on CBD Oil Establishment potential regulations. There has been an uptick in high grass and property maintenance complaints so letters have gone out this week. He gave updates on the township businesses that are operating during this pandemic. Alexander Pointe is coming along and they are still planning to be open in July. The new owner of the property on Stephens Road is clearing the property for possible future development. We will meet with him shortly to try and get an understanding of what he would like to do with that property but as of now we do not know what his plans are.

Trustee Comments

Mr. Rozzi wished everyone well considering the circumstances.

Mr. Sousa encouraged everyone to be optimistic and he thanked staff for the continued work as well as former Trustee Joe Walker for staying involved with the new fire station build. He also thanked Brunk Excavating for their work on the walking trail at Mounts Park.

Mr. Cordrey thanked staff for the seamless work through all of this. He encouraged people to maintain respect and social distancing as things continue with COVID-19. If anyone needs anything or has comments or concerns, please reach out to your elected officials.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 8:38 pm.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Mark Sousa

Yes