

Hamilton Township Trustee's Meeting

July 10, 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 June 19, 2019 Trustee Meeting.

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| 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 of the clerk's journal and accept the tapes as the Official Meeting Minutes of the June 11, 2019 Special Trustee Meeting.

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| 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 June 24, 2019 – June 28, 2019, checks numbered 80306 – 80312.

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| 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 July 1, 2019 – July 5, 2019, checks numbered 80313 - 80323.

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| 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 June 16, 2019 – June 29, 2019, checks numbered 30460159 – 30460181.

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

Motion made by Mr. Cordrey with a second by Mr. Walker to approve Payroll for pay cycle June 16, 2019 – June 29, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1164605263 – 1164605344.

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| 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 July 8, 2019 – July 12, 2019, checks numbered 80324 - 80379.

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

Presentations

Quarterly Updates

-Chief Reese praised various members of the Fire Department. Lt. Cormany has been attending classes at Telecom to update and learn the new communications program that will be implemented for the department. Cpt. Goodpastor has been appointed to the State Board EMS System and Development Committee. This is through the Ohio Department of Public Safety and it is a statewide committee that works on ways of improving EMS throughout the whole state. Jason Stevens and Lt. McCleese are both working with FEMA Task Force One. If a natural disaster occurs, they can be deployed to assist the Task Force. There is a certain amount of training required to remain certified. Lt. McCleese, on his own time, completed his training in West Virginia this year. Training is ongoing. There was a very valuable opportunity to use a house on Rt. 48 that is being torn down, to do some hose maneuvering, breaching walls and attic access training. The new Fire Station has the footers all poured and they have laid block on the south side of the building and will start on the front side as well. Two captains are currently enrolled in the Ohio Fire Executives (OFE) program. Over the course of two and a half years they spend 5 separate weeks at the Ohio Fire Chief's Headquarters going through training and capstone research projects. Capt. Goodpastor has completed 3/5's of the program. Chief commended Fire Fighter Richard Kraft for his living saving efforts for an individual that was in a lake. There was a cardiac arrest call and the crew implemented all of the new treatments and procedures that they have learned to help save the individual. The Sumco fire is believed to be

caused from a lightning strike. Many professionals were included in the investigation for that fire. Lastly, the call volume for the last 6 months is up 70 runs from this time last year.

-Sgt. Short explained that the Police Department participated in the DEA Drug Take Back program again this year. We collected 26.2 pounds of prescription medication. After collection, they are turned over to the DEA who takes care of all disposal. Officer Kibbee joined us in April of this year and has been going through his field-training program. He is doing very well and is expected to be done with training this week and will start on day shift next week. In May, Officers Muir and Hayslip represented Hamilton Township at the Police Memorial Week in Washington D.C. This was done on their own time and was not funded through the police department. We held a women's self-defense training. We started our very first Cones with a Cop event in June. All ice cream was donated by UDF. We had a great turn out for this event. Officer Brandenburg and Officer Smith attended the School Resource Officer (SRO) conference in Sandusky. Officer Brandenburg was presented with his Master SRO certification. Officer Smith has now started this three year program to receive his Master SRO certification as well. Lastly, several members of the department have been participating in different training classes.

- Mr. Hickey explained that the Public Works department has been very active around the township with patching road holes, flushing culverts, they mowed/trimmed the right-of-ways, repaired a bridge on Baxter Rd. which will need to be replaced in approximately three years. They replaced a 32" driveway culvert on Swigert Rd, an 18" culvert on Schlottman and Brunk excavating replaced a 42" culvert on Schlottman as well. Mr. Hickey showed before and after pictures of the culvert project that Brunk Excavating completed. There was some erosion at Marr Park so the crew reshaped some ditches. Parks are mowed/trimmed weekly throughout the township. The new sign was added at the entrance of Mounts Park and six new gates were installed to divert away from the areas that are of concern within the park. Holes in the fence at the dog park were repaired and gravel was added to the trails at Testerman Park. The retaining wall that had fallen at Maineville Cemetery has been replaced. Lastly, the Public Works crew has performed eight burials this year.

Public Comments- Agenda Related

Mr. Cordrey opened the floor to public comments related to agenda items, at 6:50 pm.

No comments were made.

Mr. Cordrey closed the floor to public comments at 6:50 pm.

Human Resources

Ms. Krieger requested a motion to transfer the following cemetery lot within the Maineville Cemetery; lot 616 graves 3, 4 and 5. They are being transferred to Donna, Ted and Chris Alt from Darlene and Rick Martin.

Mr. Cordrey made a motion with a second from Mr. Walker to approve of the transfer of the above-mentioned graves.

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

Ms. Krieger requested a motion to hire part time Fire Fighter/EMT Caitlin Little pending completion of a successful background check and CVSA.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the hire of the above-mentioned Fire Fighter.

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

Ms. Krieger requested a motion to promote part time Fire Fighter/ Paramedic Jarred Karresch to full-time status pending the completion of a full medical/psych evaluation.

Mr. Cordrey made a motion with a second from Mr. Walker to hire the above-mentioned Fire Fighter.

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

Ms. Krieger requested a motion to off-roll full-time Fire Fighter/Paramedic Rickey Wagner effective July 9, 2019 based on his formal resignation.

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

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

Ms. Krieger requested a motion to approve a one-time vacation carryover from 2018 in the amount of 90 hours for Officer Shane Brandenburg. They will be utilized before the end of the 2019 calendar year.

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

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

Public Hearing

-Resolution 19-0710: Annual Tax Budget

Mr. Cordrey made a motion to open the public hearing for the Annual Tax Budget. There was a second from Mr. Rozzi.

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

Mr. Yoder explained that most places refer to this budget as the preliminary budget whereas we refer to it as a tax budget. The ORC requires all political subdivisions in the state to file a preliminary/tax budget at this time of the year. This is more or less just a “best guess” at what the budget for next year should be. The county budget commission is involved in all of it but it gets serious in December when the Capital/Final Budget is due.

Mr. Centers explained that we try to keep it as accurate as possible to the Capital Budget based on last year’s budget, our first draw and then our projected second draw. Mr. Centers and Ms. Horman, our Finance Coordinator, go through the budget, then meet with each department, go through every line item within their budget, and justify any increase or decrease. If it doesn’t look right, it gets sent back to tighten up a little or do whatever they need to in order to put it together and then it gets sent to the Trustees to review.

Mr. Cordrey opened the floor to public comments at 6:55 pm in regards to the Annual Tax Budget.

Rusty Holman- Expressed his concerns about not being able to comment directly about any numbers because they have not been seen.

Mr. Rozzi explained that there will be further discussion and other opportunities to see these numbers before anything is finalized.

Mr. Cordrey closed the floor to public comments at 6:57 pm.

Mr. Rozzi clarified that we are sending an estimate to the county so they have something to see, and then there will be further discussion about this budget as the year progresses to determine what they actually want the budget to be.

Mr. Cordrey asked how we arrived at our projected numbers for 2020?

Mr. Centers said that we considered last year's budget, as well as our draws that we receive twice a year from the county in April and September. We got our first draw, we know how to project what our second draw will be based on trends, and knowing what capital projects will be coming up. There are no major projects scheduled so we increased or decreased the line based on that.

Mr. Cordrey asked if these numbers would change towards the end of the year as they decided what they want the budget to be?

Mr. Centers stated that once each department head presents their capital budget to him, he would pass them to the Trustees. They could say no to all of them and that will change the budget or their input into what they want to see could affect the budget as well.

Mr. Cordrey made a motion to approve Resolution 19-0710, a resolution adopting the Annual Tax Budget. There was a second from Mr. Walker.

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

Mr. Cordrey made a motion with a second from Mr. Walker to close the Public Hearing at 6:59 pm.

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

Township Current Business

-Motion: Advisory Committee By-Laws Update

This amendment was requested by the Advisory Committee to reflect the current practices. This will also ensure that if a brand new Board of Trustees were elected, there would not be a complete turnover of officers in the Advisory Committee at the same time. The second amendment is to reflect the appointment of Advisory members without having to go through the interview process with the Board of Trustees as the original appointees were. This amendment will allow direct appointment by this Board and reflects the current practice of the Board and Advisory Committee.

Mr. Rozzi asked what the procedure would be for the appointment of new members if someone resigns.

Mr. Centers stated that it could be whatever the Trustees want it to be but ultimately they want the language to say it is an appointment by the Board. Currently the language says "Appointment as the original appointments" which they all went through a full interview process. So instead of getting all Trustees together and having to go into Executive Session, if there is a candidate or someone like Ms. Briggs who is the newest appointment whose resume was brought forth and then the Board appointed her.

Mr. Rozzi asked how this compares to Zoning and BZA appointments?

Mr. Centers stated that is it very similar as the Board is the appointing body for any group.

Mr. Cordrey asked for clarification that there is no set schedule or required number of meetings for the Advisory Committee.

Mr. Centers explained that there is no scheduled according to the by-laws but within the committee, they have set the second Wednesday of each month as their meeting dates.

Mr. Cordrey made a motion to amend the Hamilton Township Advisory Committee By-laws to change all January 1- December 31 times frames to June 1- May 31 and amend article 3 section 6 language from "shall be filled in a like manner as original appointment" to "appointed by the Board of Trustees". There was a second from Mr. Walker.

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

Resolution 19-0710A: Records Retention Amendment (Police)

- This resolution is amends the records retention schedule approved by the Board of Trustees at the June 19, 2019 meeting. These amendments are related to the Police Departments retention schedule and will add more stringent retention schedules. No schedules will be lessened by this amendment.

Mr. Centers explained that he highlighted the items on “Exhibit A” for the Trustees that showed the Police Department wanted some things to be permanent. Things that they currently practice, this amendment will tighten up the official schedule.

Mr. Cordrey made a motion, with a second from Mr. Walker, to approve Resolution 19-0710A..

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

Work Session

-Maineville Cemetery Buffering

Mr. Centers stated that at the June 11, 2019 Special Trustees Meeting for the HOA and Community Outreach, there was a resident that appeared to be representing a group of residents, who came forward and explained that their property butts up to the Maineville Cemetery new section and they had concerns that the flat headstones were amended to allow up-right headstones and those are now visible to the property owners. With that, the Board had requested a work session so we are bringing it back. One of the residents had sent Mr. Rozzi an email with an estimate for a proposed fence. That fence would be more expensive than what we priced out to match at the community garden. The one that was priced to match at the garden would cost just over \$12,000.00 to install. The one that they had proposed was closer to \$20,000.00. For natural buffering we looked at three different spruces, a white spruce, a Norway spruce and a Colorado spruce that range in size for their spread. We have roughly 1,000 feet of buffering to span. Two of those trees would be way too tall once they matured but they were priced anyhow. The one would be approximately \$3,747.00, the next is \$3,998.00 and the Colorado spruce would be \$7,198.00. That is determined by how wide they are at the base and how many we would need to fill 1,000 feet of buffer.

Mr. Cordrey asked if the fencing is a private fence that will block the view?

Mr. Centers stated that the one the township priced is split rail. The residents had proposed a different one.

Mr. Rozzi and Mr. Cordrey commented that the fence appears to only be 3-4 feet high and it does not appear that it would block the view. Mr. Cordrey stated that natural would be a nice touch but he was concerned with the timing on when anyone would get coverage.

Mr. Hickey stated that it would depend on the size that is planted. They may only be 4-6 feet tall and by the time those mature, it could be ten to fifteen years at least.

Mr. Walker asked how many cemetery spots would be taken away and if there were any plans to add cemetery space at all?

Mr. Hickey stated that it would be roughly 40 spaces. The back section is slated to be added onto and there is some wooded space as well if we needed to add onto the cemetery more.

Mr. Rozzi asked if the trees could be planted on the property line to avoid losing gravesites. Mr. Hickey stated that by the time they expand they would encroach onto the resident's property. With the fence, we would not lose any lots.

Mr. Walker stated that then we would have to maintain it for the next however many years. He explained that the cemetery was there before the houses were built and unfortunately, things change so he asked if the residents could plant some kind of buffering.

Susan Burns responded that she had sent an email to Mr. Rozzi showing what the residents wanted for buffering.

Mr. Cordrey said that he is not opposed to a buffering but if you can see right through something then it is not going to be a great screening for the cost. The other option, if it causes us to lose cemetery plots and we would not see any results for a while, that does not seem like a great option either. He would like to look for alternative solutions that they have not looked into yet.

Mr. Centers asked if the Board had any screening options in mind that they would like for staff to research?

Mr. Cordrey explained that he did not have anything in mind but this should be something that they could continue to work at. He would do some digging on his own to see what he could come up with and find a better solution.

Mr. Rozzi asked if Mrs. Burns and Mr. Centers could get together to discuss this further because she had presented some ideas and even assisting with some of these options.

Mr. Centers stated that he would get with Mrs. Burns to discuss this further.

Fiscal Officer

Mr. Centers explained that his report would be given at the next meeting.

Administrator's Report

-Mr. Centers gave an update on Turner Construction stating that they are now at 570 man hours without incident. They took some of the soil reserve behind the admin building to fill in on site.

42% of the foundation has been completed. We have currently spent zero out of the contingency fund, which means we are on budget. They have made up some of the days that were lost due to rain so we are still on schedule as well.

-There were 17 applicants for the Director of Economic Development and Zoning position. We narrowed that down to 7 interviews and we are very happy with the candidates that we are interviewing.

- The social media outreach has done well. We have reached over 9,000 people. And the page views have gone up a significant amount since last year.

-The new newsletter is officially out and the Advisory Committee dispersed them all over town yesterday.

Public Comments- General

Mr. Cordrey opened the floor to general public comments at 7:15 pm.

Susan Burns- stepped forward and discussed the cemetery screening stating that the neighbors have decided they do not want a privacy fence. She mentioned that they could take care of their own screening but they would like some assistance for financing if possible. She also brought an existing upright headstone to Mr. Hickey's attention.

Mr. Walker commented on the change in allowing upright headstones versus requiring the flat stones. He explained that residents began looking into other places to be buried because they were not allowed to have upright stones so the board held a public hearing when they decided to change the headstones.

Mark Sousa- questioned the potential new tax items being added to the budget this fall.

Mr. Centers stated that we would never project a levy to pass and budget that way. Therefore, everything will be budgeted for the capital and that number will be ready in case the levies do pass.

Dan Wilson expressed his concerns over the tax budget that was just passed.

Mr. Cordrey responded to the concerns of Mr. Wilson in regards to the tax budget.

Lisa Wilson mentioned a school supply drive that is being held through the Warren County Children's Services.

Mandy Johnson asked for clarification on how public comments were held.

Mr. Cordrey responded to Ms. Johnsons concern.

Rusty Holman asked for a copy of the budget and a copy of Resolution 19-0710.

Artie Burns also commented on the cemetery screening and the decision to change them from flat stones to upright headstones.

Mr. Walker stated that he brought the change up to accommodate residents that wanted to be buried within Hamilton Township and have upright headstones.

Mr. Cordrey closed the floor to public comments at 7:33 pm.

Trustee Comments

Mr. Rozzi stated that he would like for Mrs. Burns and Mr. Centers to get together to discuss the cemetery screening and come up with some sort of solution.

Mr. Cordrey reminded everyone that Roll- On –In Sushi is opening up and they are located in the old Bowlritto location. Thank you to everyone who put Touch-A-Truck together. It was a great event. The newsletter looks great. The Advisory Committee did an outstanding job.

Adjournment

With no further matters to discuss, Mr. Cordrey made a motion with a second from Mr. Walker to adjourn the meeting at 7:34 pm.

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