

## Hamilton Township Trustee's Meeting

September 18, 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 September 4, 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 payment cycle September 9, 2019 – September 13, 2019, checks numbered 80578 – 80588.

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 August 25, 2019 – September 7, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1168868048 – 1168868124 and 1168868229 – 1168868232.

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 August 25, 2019 – September 7, 2019, checks numbered 30848972 – 30848995 and 30849007 – 30849008.

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 September 16, 2019 – September 20, 2019, checks numbered 80589 – 80642.

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

**Public Comments**- Agenda Related

Mr. Cordrey opened the floor to public comments related to agenda items, at 6:32 pm.

Rusty Holman expressed his concerns in relation to the motion to create and post the job description for an Administrative Assistant in the Public Works department.

Mr. Cordrey closed the floor to public comments at 6:33 pm.

**Presentations**

- Zoning Department Update

Ms. Lois McKnight gave an update on all of her work with Hamilton Township over the last few months. She has made various changes and transitions to continue to move the township in a positive direction. Some of the changes that have been incorporated include, but are not limited to, an updated fee schedule, application updates, implementing deadlines and guidelines for Zoning Commission and Board of Zoning Appeals, updated subdivision information and setbacks, helped guide Zoning Boards with training and appointments, sorted through miscellaneous zoning files and most importantly to help Mr. Kraemer transition into his new role as the Director of Economic Development and Zoning.

All Trustees thanked Lois for her help over the last few months.

**Human Resources**

Human Resources Manager Ms. Kellie Krieger requested a motion to approve the purchase of lot 20, grave 8 by Ms. Velma McFerron and lot 538, grave 5 by Mr. Mark Boyd.

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

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

Ms. Krieger requested a motion to remove part time Fire Fighter/ Paramedic John Hess from the active Hamilton Township Roster effective September 12, 2019. Mr. Hess submitted his formal resignation.

Mr. Cordrey made a motion with a second from Mr. Walker to update the Hamilton Township Roster.

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

### **Township Current Business**

- Motion: Advisory Committee appointment

The Board is considering appointing Ms. Suzanne Mason to the vacant alternate position on the Advisory Committee. She has shown her commitment to the township through multiple volunteering events such as the Easter Egg Hunt. She currently works with Warren County Grants Committee and has a passion for helping. This position was posted for 30 days and Ms. Mason was the only applicant.

Mr. Cordrey made a motion with a second from Mr. Walker to appoint Suzanne Mason to the Advisory Committee.

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

-Motion: BZA appointment

The Board is willing to consider appointing Mr. Brandon Roark to the alternate position for the Board of Zoning Appeals. Mr. Roark currently serves on the Advisory Committee and has spearheaded the advertising for the newsletter. This position was posted for 30 days and Mr. Roark was the only applicant.

Mr. Cordrey made a motion with a second from Mr. Walker to appoint Mr. Roark to the vacant Board of Zoning Appeals alternate position.

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

-Motion: Creating and posting a job description of Administrative Assistant (Public Works Department)

The Board did approve the hire of additional service workers for the Public Works Department. During staff discussion, they feel that the best use of work force at this time is to hire an Administrative Assistant instead of another service worker. This would be more cost effective

and alleviate administrative duties of the service workers, mechanics and our Public Works Director.

Mr. Centers clarified that the Board had approved in the budget, a service worker hire, this is not to say that we will not ask for that in 2020. Mr. Hickey still needs a service worker but right now, he feels that alleviating the paperwork will help everyone perform more efficiently.

Mr. Rozzi asked if the difference in the two positions could be explained.

Mr. Hickey explained that the Administrative Assistant will be helping with paperwork, filings as well as walk thru's. Mr. Hickey spends the majority of his time inputting bills and completing paperwork and this role will alleviate that. The Road Supervisor is also taking time to enter work orders, which keeps him from actively being out on the road. Our mechanic is also having to input all of his work orders and inspection notes which takes time away from his duties. Hiring an Administrative Assistant will cover all of those daily tasks to free up the other individuals time. Next year we will still be looking to hire another service worker. Since Mr. Hickey has been employed with the township, there have always been 8 guys to run the public works department.

Mr. Rozzi mentioned that often when he drives by in the evenings, Mr. Hickey's vehicle is still here so he understands this will help with a multitude of work. Can we touch on where the money will come from for this hire?

Mr. Hickey stated that the salary would come out of the Road and Bridge Fund. This will not come from the Road Levy Fund. No salaries will come from the levy money. That money will be used for infrastructure and roadwork only.

Mr. Centers mentioned that we did create a separate line item titled New Road and Bridge Fund so the public knows exactly what all of that levy money is spent on.

Mr. Cordrey asked for clarification stating that we already budgeted for a service worker this year so that salary has not been touched in the budget. We are not taking money out of reserves to cover this. This is all built in to the current budget.

Mr. Centers agreed that the 2019 budget was approved for a service worker. The Administrative Assistant salary is lower than the service worker salary.

Mr. Cordrey asked if this would free up the man-hours for Mr. Hickey to actually get everyone out on the road and working.

Mr. Walker stated that he is having a hard time grasping 40 hours per week of paper work.

Mr. Hickey mentioned that this position would also help with cemeteries as we are behind on scanning in deeds.

Mr. Walker expressed that he would like to delay this posting for at least two more weeks so he can look further into the need for this position.

All Trustees agreed to table the motion until the next meeting to gather any information they might need to make a decision.

-Resolution 19-0918: Accepting the amounts and rates determined by the Warren County Budget Committee for certification to the County Auditor

This is to accept the rates produced by the Warren County Budget Committee and County Auditor per ORC 5705.34. Following the Budget Commission Meeting each year, each taxing authority by ordinance or resolution shall authorize the necessary tax levies and certify them to the County Auditor before the first day of October in each year. This is to say that we agree to what the County Auditor and Budget Commission calculated that Hamilton Township is owed in 2020.

Mr. Cordrey made a motion with a second from Mr. Walker to approve Resolution 19-0918.

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

-Resolution 19-0918A: Increase of appropriations (Cemetery Fund)

This is to consider appropriating \$13,280 in the Cemetery Fund to finish out the mowing of the township cemeteries for 2019. We are currently at 16 mows per the cemetery contract however; we will need to continue contract-mowing services beyond the parameter of the contract to get us through the end of the season.

Mr. Cordrey gave the example that we have not had rain in the last two weeks so will we adjust accordingly?

Mr. Centers stated that we have adjusted to get us through the end of October with this appropriation. He also reminded the Board that this is the fifth appropriation this year whereas last year we were in our 20's for appropriations. All five have been very justified.

Mr. Walker asked if they skip mowing when it is dry?

Mr. Hickey said that if it is dry they will skip however the cemeteries have been growing consistently.

Mr. Rozzi mentioned that this may not all get spent.

Mr. Centers agreed.

Mr. Cordrey made a motion with a second from Mr. Walker to approve Resolution 19-0918A.

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

**Work Session**

- Communications Plan

Mr. Centers explained that the Advisory Committee was tasked with the Newsletter and they have done two complete Newsletters with a third headed to the printer. The Newsletters have been well done and very well received. The Advisory Committee is advising the Board that the community likes and wants a newsletter so they are looking into the idea of checking into a third party company to help with that and other communication items. Ms. Briggs brought a formal communications plan and proposal to Mr. Centers. He decided to have this as a work session item because he was unsure if this would be something that the Board would be interested in.

Ms. Melinda Briggs stepped forward and introduced herself stating that she is a member of the Advisory Committee as well as the Communications Director for Little Miami Schools. The Advisory Committee is pouring many volunteer hours into the success of the newsletter and she is unsure if that is sustainable for the size of the group that they have. She put together a communications proposal for where the township is and where she thinks it is going. She also provided her professional opinion on ways to improve the overall communications of the township.

Mr. Cordrey asked Ms. Briggs if she could give a general explanation of her professional background.

Ms. Briggs explained her schooling, past experience as well as her current position.

Mr. Rozzi mentioned that the current newsletters are funded through advertisements. Is that still a feasible option?

Ms. Briggs responded that she does not know if that model is sustainable. They are currently working on the new issue and the ads have reduced with each issue. Her suggestion is that the township makes the investment to make it a full-scale mailer.

Mr. Walker asked what the cost would be to mail them out quarterly.

Ms. Briggs stated that it would cost approximately \$6,000.00 per quarter for printing and mailing to send to thirty thousand addresses. That price will fluctuate depending on the size and layout.

Mr. Centers explained that this was not put out to bid or advertised because we were not looking for it.

Mr. Cordrey asked if anything could be done to help with social media marketing?

Ms. Briggs shared her opinion on ways to improve social media marketing such as having a plan and approach method and being available to answer any questions that are received.

All Trustees thanked her for the information and stated that they would reach out if they had any additional questions.

### **Jim Hunter, Fiscal Officer**

Mr. Hunter explained that we are 67% thru the year. The revenue received to date is 62.6%. We received another influx of revenue that is not included in this report. Year to date expenditures is at 53.8%. The only fund that is over budget is the cemetery fund. That was addressed tonight so it will now be back in budget.

Mr. Hunter explained that he and Ms. Horman, Assistant Fiscal Officer, had a meeting with a resident to go over the budget. He would like to invite anyone who has questions or comments to schedule a meeting with himself and Ms. Horman.

### **Administrator's Report**

Mr. Centers gave an update on Turner Construction stating that we are now at 4,455 man-hours worked without incident. The trusses are up. This next week we will see the structural steel set and the brick veneer mock-up will be set as well. We are still zero dollars spent from the contingency fund as well.

The sunflower field has been a huge hit. Public Works and the Advisory Committee have done a great job. Lisa, Becki, Dan and Fritz spearheaded the project and it has been great for the community.

Due to the lack of rain, the flowers have wilted a little bit. We are incorporating fire hose training tomorrow morning and will spray the sunflowers to refresh them a little.

Mr. Rozzi asked where the water was coming from. Will they be bringing an engine or pumping from the lake?

Mr. Goodpastor explained that they would be taking an engine down and with that they can hold approximately 3,000 gallons of water.

**Public Comments**- General

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

Lynn Ratliff gave her opinion on the discussion of an Administrative Assistant for the Public Works department.

Mr. Cordrey closed the floor to public comments at 7:10 pm.

**Trustee Comments**

Mr. Rozzi stated that the goal of the sunflower field was to bring more attention to Mounts Park and that is exactly what it did so thank you to everyone who was involved.

Mr. Cordrey thanked everyone involved in the work with the sunflower field. It generated a lot of attention to those in the community and others outside of the community as well.

**Executive Session**

Mr. Cordrey made a motion with a second from Mr. Walker to enter into Executive Session at 7:12 pm in reference to O.R.C. 121.22 (G) (1) and (3). (1) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official. (3) Conference with an attorney for the public body concerning disputes involving the public body that are subject of pending or imminent court action.

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 come out of Executive Session at 8:21 pm.

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

## **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