

HAMILTON TOWNSHIP TRUSTEES

February 19, 2014

The 5:00 p.m. portion of the meeting minutes are not detailed as the recorder was inadvertently not turned on. This Financial Work Session discussion ensued regarding the budget, approving appropriations, and the checks that were dated for December 31, 2013. After much discussion, the trustees present passed by unanimous vote a motion to put the checks in question into the 2014 appropriations. All other decisions were deferred until the regular portion of the meeting at 6:00 p.m.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to open the regular meeting to order at 6:05 p.m.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

The Pledge of Allegiance to the Flag was recited by all in attendance.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to dispense with the public reading of the minutes and approve as written for the February 19, 2014 meeting.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes
	Kurt Weber	Yes

Mr. Weber stated the trustees were going to wait until later in the meeting to address paying the bills.

Ms. Melissa Brock, Human Resources, asked the board to make a motion to promote Officer Tim Rector to the position of Police Sergeant at the 2014 hourly rate of \$29.94 with a probation period to be effective for six (6) months.

Mr. Duvelius made a motion and Mr. Weber seconded the motion as stated above.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock acknowledged that Sergeant Rector is expected to begin his new role effective February 20, 2014.

Chief Jonathan Wheeler stated as everyone is aware the Police Department with the assistance of the Ohio Association of the Chiefs of Police conducted a promotional assessment process in January for the purpose of promoting a new Sergeant to our ranks. Officer Tim Rector finished at the top of the process and was approved in the list by the board of trustees on February 5, 2014. Tim Rector began his tenure with the Hamilton Township Police Department in April of 2007. Before coming to Hamilton Township, Tim served as a Police Officer with the Village of Blanchester for 5+ years. For a short time he was Acting Chief. We are excited for Sergeant Rector in this new position. We welcome him to the supervision staff and are confident that Tim will take this leadership role with enthusiasm and professionalism. Chief Wheeler pinned the collar brass on Sergeant Rector.

Ms. Jackie Terwilleger, Fiscal Officer, read the Oath of Office with Sergeant Rector. A round of applause was given by all.

Ms. Brock clarified that Sergeant Rector was promoted within the ranks it was not a new hire. Mr. Duvelius stated it is nice to see the Police Department working up from inside the ranks.

Ms. Brock asked the board to make a motion to approve a one-time carryover of vacation hours for Mr. Chris Schumacher of which 48 hours will be utilized on or before the calendar year 2014.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion as stated above.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes
	Kurt Weber	Yes

Ms. Brock asked the board to make a motion to approve a leave of absence for Mr. James Polce, Part-time Firefighter/Paramedic, from the Hamilton Township Fire Rescue Department through May 31, 2014. Mr. Polce accepted a job with the City of Cincinnati and they require him not to be on a roster anywhere else for a period of time. He would like to have this leave of absence officially.

Mr. Duvelius made a motion and Mr. Weber seconded the motion as stated above.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock stated her next matter is related to an employee severance. There was a discipline matter that took place and per the union contract it allows a severance package that includes all the sick hours and vacation hours be paid out accordingly.

Ms. Brock asked the board to make a motion to approve all accrued vacation and sick hours per the FOP Patrol Agreement Article 22 Severance as outlined for a total of 60 hours vacation and 174.59 hours of sick time payable at the hourly rate of \$28.42 for a total of \$6,667.04 prior to taxes.

Mr. Duvelius made a motion and Mr. Weber seconded the motion as stated above.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock stated there are a few other items that are personnel related, but Police Chief Wheeler will have those later on the agenda.

Mr. Wallace stated they left off with the financial work session with some discussion he had in regards to the checks. Mr. Wallace stated he mentioned earlier that he has a concern they are dated 12/31/13 and yet his name is on the check. Obviously he didn't take office until the following day. As he mentioned, he would like Mr. Warren Ritchie, Law Director, to look into this. He would first like to know if this is a violation of the Ohio Revised Code (ORC) and he would also like to refer this to the Warren County Prosecutor's Office for possible falsification of a document. Mr. Weber stated he was looking at it from a stand point that they had determined in the work session that it came from a 2014 expenditure based on the fact it was approved January 2, 2014 and that fact that it had his signature on there. Mr. Weber stated they had moved as a board to approve this as a 2014 expenditure through UAN. Mr. Wallace stated his concern is it should be looked into and he doesn't feel comfortable with the answer he received. He just wants someone to look into it for them and that way all doubt can be cast aside and he would feel more comfortable if they had Mr. Fornshell's input. Mr. Duvelius stated he was acceptable of the explanation, the fact that the bills were in a que and they were in the

conversion transfer between OTAS and the UAN system. These were run through the machine after the calendar year turned to 2014 and those bills and payments will be carried and debited to the 2014 budget. He doesn't believe there was any intention to fraud or falsify a document. He does believe there was a conversion problem and a conversion time delay and the check could not have been signed by the 2013 board in 2014. He doesn't believe there was any intent of wrong doing there, but he is not a legal person.

Mr. Warren Ritchie, Law Director, stated he was more than willing to look into it. He said maybe it is something or maybe it is nothing, but there is no harm in him taking a look at it. Mr. Duvelius stated would it be appropriate for Mr. Fornshell or more appropriate in the State Auditor's area. Mr. Ritchie stated he does not know and it could be both. Mr. Ritchie believes it was very clearly communicated to the Fiscal Officer that no more checks were to be issued after check number 70472. Despite clear understanding of this, approximately 30 checks or maybe more were issued in January but dated in December. We do not even know as we sit here now what those checks are for and we do know they were never approved by the board. Mr. Wallace stated that is a second point too is who approved these payments. Ms. Terwilleger stated a majority of them were taxes and two (2) checks Mr. Wallace has with him are bills for fuel and vehicle repair parts. Mr. Wallace stated there are other ones as he just ran by the bank on his way in. Ms. Terwilleger stated she has a list of all of them if he would like to have it. Mr. Wallace stated he would like to have a copy. Mr. Wallace asked who approved them for example the Lykins Oil bill for \$15,750.25. Ms. Terwilleger stated that is why we have purchase orders to do those. She asked Mr. Wallace if he wanted to come in and sign each one when they come in. Mr. Wallace stated he wanted to approve each one that is why we have the stamps. Ms. Terwilleger stated she gives them a stack of check copies that are written and they review them before they are signed off on them and if he has questions he can let her know. Mr. Wallace stated he was glad she brought that up. Ms. Terwilleger stated she didn't bring any because there haven't been any checks written, but payroll checks. Mr. Wallace read a copy of a check sign off sheet stating 'the above checks were approved for payment the by Hamilton Township Board of Trustees at their meeting on February 6, 2014.' After they are approved then they are sent out correct? Ms. Terwilleger stated a lot of times yes. Mr. Wallace stated if you go to the next page the checks are posting on the fourth of January and so on. There is not one (1) check on the list that posted after the meeting. Mr. Wallace asked who approved them when mailing them out. Ms. Terwilleger stated most of them were approved by purchase orders or blanket certificates. Mr. Weber stated we didn't approve the checks. It appears as if the checks were sent out in January although they were not approved until February. Ms. Terwilleger stated most of those were back checks that needed to be sent out probably in December because they were December carry over bills. Mr. Ritchie stated none of the checks from OTAS appear on the list on February 5th. Ms. Terwilleger stated that is correct because they were on the December end of the year check list. Mr. Weber inquired if the checks written out of OTAS were on the December end of the year print out. Mr. Ritchie stated they are not. Mr. Gary Boeres, Administrator, stated it was checked and they are not on that print out.

Mr. Duvelius made a motion to have Mr. Ritchie review what Mr. Wallace has requested in addition to contacting the State Auditor's Legal Department to run it past them as well. Mr. Duvelius included in the motion, if possible, to find out which checks were from between the OTAS System and the UAN System and find out whose signatures are on the appropriate checks in that period of time.

Mr. Ritchie was asked if he could have something by the next meeting on March 12, 2014 and he stated he should have something and he would rather not get the Hamilton Township Police Department involved with this.

Mr. Wallace seconded the motion on the floor.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes
	Kurt Weber	Yes

Mr. Wallace stated the next question he has is an email he received and some of the concerns he has is we are trying to implement the UAN; he wanted to get Ms. Terwilleger's thoughts. The email from Mr. Boeres to the Trustees, Ms. Terwilleger and the accountants states 'without getting into details on UAN, in my opinion the Fiscal Officer is either purposely delaying getting the UAN System ready or due to her lack of knowledge about the UAN System she is unable to flip the system to a permanent operation mode so others can work within the system.' Mr. Wallace stated there seems to be a theme and he wanted to find out. On the 8th of January it was clear the intent of today's meeting was to get the appropriations set. He wanted to get Ms. Terwilleger's thoughts as to why people may be thinking she is purposely delaying it. Ms. Terwilleger stated she was not purposely delaying anything.

Mr. Wallace stated another issue that came up was to flip the system to permanent they had to use the server that was in your office and he asked if the server is still in her office. Ms. Terwilleger stated the State Auditor said since it is a server computer it would have to stay in her office. Mr. Wallace asked who had access to this because he got a phone call where the choice was to pick the lock, kick the lock, to get in there. In her absence as a Fiscal Officer, he understands she works a lot of hours here in a part-time position, but if she weren't here who is able to get in to her office to get that done. Ms. Terwilleger stated Ms. Ellen Horman, Finance Coordinator or anybody could. Mr. Weber asked Ms. Horman if she had a key and she responded no she does not. Ms. Terwilleger stated she doesn't have a key. There is one (1) person that has the combination to the lock on my door and all they have to do go ask. Mr. Wallace asked who that person is. Ms. Terwilleger stated Major Scott Carlton of the Police Department has the combination. Mr. Boeres stated he just got the combination yesterday. He asked her for the combination and she did not want to give it to him and then she changed her mind. Mr. Boeres stated it is fair to say she was asked she wouldn't give it to him and just yesterday she changed her mind. Ms. Terwilleger stated she never said she wouldn't give it to him. She didn't give it to him, but never said she wouldn't. Mr. Boeres stated he asked. Mr. Wallace stated so as of today right now we can get in that office if need be. Ms. Terwilleger stated that you would have to check with the State Auditors on because she doesn't set those rules. Mr. Wallace is saying if they wanted to flip the system from temporary to permanent and she decided to take off work tomorrow they could still do it. Ms. Terwilleger stated no. Ms. Terwilleger stated you would need approval from the State Auditor's Office to do it. This computer is not a computer that everyone can go in on. You have to be assigned to go in it, Ms. Horman is assigned to go in it and Mr. Mark Hurst, CPA Consultant, can vouch that only certain people can go into it. Mr. Wallace stated that Ms. Horman has access to it if need be. Ms. Terwillger said yes she does. Mr. Wallace doesn't want to have just one (1) person in charge of it. Mr. Weber asked Ms. Horman if she can get in. Ms. Horman stated she cannot get in to Ms. Terwilleger's Office. Mr. Weber asked if the computer could be moved somewhere else. Ms. Terwilleger stated not according to what the State Auditor told her. Mr. Hurst stated the computer in Ms. Terwilleger's Office from time to time requires certain updates and certain things to be run directly on it. If someone is on another machine that hosts the program and you can't get it to do what you want, you need to be able to get in there and do it. That is what spurred this particular conversation, but he stated honestly he is unaware of any rules that would preclude that computer from being anywhere in the township as long as it was secure. Ms. Terwilleger stated it has to be secured and where would it be secured if it is sitting out in the hallway. Mr. Hurst stated the whole building is secured with key card access. He doesn't know of any rules that say it has to be in a certain specific area. Ms. Terwilleger stated that is what she was told. Mr. Hurst said to follow up with what Ms. Terwilleger said there have been users set up in the software and he does not have permission to log in, but certain people do, which is separate from who has physical custody of the machine. Mr. Wallace stated the bottom line is, as of tonight Ms. Horman has access to get in her office, no. Ms. Terwilleger stated she did not give her the code she gave it to Major Carlton. Mr. Wallace asked if Ms. Terwilleger could give her the code and Ms. Terwilleger stated yes she can give it her. Mr. Wallace stated he wanted Ms. Horman to have the code tonight and practice before everyone leaves. Any updates or anything in the future can be done without Ms. Terwilleger being in Columbus and having to race down her and business can be done. Mr. Hurst stated he thinks it puts Ms. Horman in an unfair spot to say she is the one that has access to it. He does not think it is fair to make Ms. Horman the gate keeper of the lock. Mr. Wallace stated then the computer needs to be moved to a secure area, they can use his office. It

has a lock and it is good. Ms. Terwilleger stated Ms. Brock is also an administrative user on the system, both of them would have the combination. Mr. Wallace stated his office has keys and they can make as many as needed. Ms. Terwilleger stated she was not going to move it to his office and take that responsibility because the computer was signed out in her name as Fiscal Officer. Mr. Weber stated they need to come up with a way so that however they do it, if Ms. Terwilleger is gone, more than one (1) person can access it. He thought the idea was to bring it out somewhere else such that others can get to it. Ms. Terwilleger stated everyone can look at the program and that is as far as it will let them do. Later on it will be updated to have more than two (2) users. Mr. Wallace asked if this information could be verified with State. Let's just get the facts then a decision can be made. So for right now before the end of the meeting Ms. Horman will have access to Ms. Terwilleger's Office or Mr. Boeres will, but someone will have access to the office. Then we will get the facts and then it will be talked about again on the March 12, 2014 meeting. Mr. Boeres stated he will get a written opinion.

Mr. Wallace stated another issue that came up was with OPERS. There was a gentleman that retired, dedicated his career to the township and Mr. Wallace wanted to know what happened as to why his retirement didn't kick in or his benefits didn't kick in is that correct. Ms. Terwilleger stated when the OPERS payment comes out it has to be spread. The OTAS system did not spread it she had to do it. It was late getting to OPERS and to her understanding he should get his check this week. Mr. Wallace stated she hit right on the issue when she said it was late. Ms. Terwilleger stated yes. Mr. Wallace asked how much it cost the township for it being late. Ms. Terwilleger stated she does not know she has not received a bill yet. Mr. Wallace stated he can tell how much it will cost because it seems to be a theme in the township with paying bills late. We talked about where money can go and we see money being late. Right now OPERS from February 3, 2012 to November 7, 2013, \$2,048.76 were paid in interest charges on employer obligations, penalty charges, late penalties and interest. It seems to be a theme. The year before that, the township paid \$2,582.35 on late fees. To get this fixed right now, who right now is in charge of making sure these get paid on time. Ms. Terwilleger stated she has been. Mr. Wallace stated if she is not here, who her back up person is. Ms. Terwilleger stated there was not one. Mr. Wallace asked who it is now. Ms. Terwilleger stated Ms. Brock. Mr. Wallace stated we have to make sure someone else can do her job. The township has been around since 1803 and it will be around a couple more hundred years and we have to make sure a person can do someone else's job. Ms. Terwilleger stated isn't that why we had the reorganization to start this and we haven't had it long enough to see how it is working, isn't that what we did. Mr. Wallace stated he can tell her it isn't working. There were motions in place on January 8, 2014 that has checks and balances with the UAN System that we all agreed on, that Ms. Brock maintains the custody of township check stock. Ms. Terwilleger stated yes and she has those. Mr. Wallace stated the OTAS checks she maintains control of. Ms. Terwilleger stated she has them ready to be shredded and a record report written on them and she wants to find out what all these checks are before they are shredded, but they have to be shredded and some kind of record kept on them like numbers of the checks and how many.

Mr. Weber asked to go back with Mr. Wallace's idea of giving Ms. Horman access currently. Mr. Weber wanted to act on that as a board. Mr. Duvelius wanted it to be Ms. Horman and Ms. Brock so one (1) person was not burdened with this. Mr. Boeres stated there is a system they have set up where Major Carlton has the key to everyone's office and Chief Wheeler is the back up for that. So if they need to get into an office, Major Carlton can do that and go in with them. Mr. Duvelius stated they can authorize those three (3) people access to their office through Major Carlton or Chief Wheeler.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to authorize access to Mr. Boeres, Ms. Horman and Ms. Brock for Ms. Terwilleger's Office with gaining access through Major Carlton or Chief Wheeler.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber wanted to continue the discussion about adding Ms. Brock to the OPERS account as a backup. Ms. Terwilleger stated since January 1, 2014, Ms. Brock has taken

care of anything to do with payroll deductions. Mr. Wallace stated the bigger thing is she has access to those online messages where they get notified with reminders of payments due.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to allow Ms. Brock to also have access to the OPERS notifications and take care of what needs to be done.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Mr. Wallace stated at the last meeting it was discussed who authorized the contract for Bastin & Company to go from 200 hours to 320 hours. He wanted more clarification and as he sees from the previous minutes, he doesn't think it was ever identified who authorized it. Ms. Terwilleger stated the trustees had talked about it and said yes it would be a good thing to do and so that is what she did, they never did it as a motion. Mr. Wallace stated when money is spent it needs to be in a motion. Ms. Terwilleger stated it should be, yes. Mr. Wallace stated it has to be, money can't be moved around without it being in a motion. Ms. Terwilleger agreed. Mr. Wallace questioned who authorized it, because he spoke with Mr. Bastin and he stated Ms. Terwilleger gave him permission to increase the hours. Ms. Terwilleger stated she had told him because the trustees told her yes he should be doing the continued work because he was the one who had worked on it and they wanted him to be the one to finish it out. Mr. Weber stated he does remember authorizing Mr. Bastin to move forward advancing the balances from the 2008-2009 audits and he remembers the figure of 200 hours at \$12,000.00, but he doesn't remember any charges beyond that. Mr. Duvelius stated he remember all three (3) trustees discussing the charge once it was approved that there would be additional work that Mr. Bastin had to do to bring us current so that we could move forward with the next phase of the audits. He does not recall a motion being made other than it was agreed by the trustees to have Ms. Terwilleger contact Mr. Bastin to see if he would move forward with that process. Mr. Wallace would like to look into this a little more to see if anything in the ORC was broken there. Mr. Ritchie stated he would need a little time to work on this. Mr. Duvelius stated he feels Mr. Ritchie is being on short notice on that. Mr. Ritchie has been very aware of the procedures for doing things and protocol. Mr. Wallace stated he wants this looked into because if we are diligent about putting things in the minutes there wouldn't be this conversation about if you recall something or not. He wants to see if this violated an ORC that it wasn't put in the minutes. Mr. Weber stated that it wasn't put in the minutes or that the extended funds weren't made into a motion. Mr. Wallace stated both; he wants to know what happened. This is one issue among many that he is trying to get a grasp as to what is going on. Mr. Duvelius stated in the defense of the previous board and in defense of two of the current board he feels compelled to say that he is glad he is looking forward and looking ahead to make sure we are in compliance as a resident of this township. In the past he apparently didn't have any concerns prior to this otherwise he would have known how to take care of business and how things would have gone forward. Mr. Wallace stated he trusted in the board. Mr. Duvelius stated we did it in good faith. Mr. Wallace stated he does not doubt the faith he is just talking about the legality of it. Mr. Wallace stated with the fiscal side being audited and cleaned up he thinks the public records retention needs an audit too. Mr. Duvelius asked Mr. Wallace if he was going to sit on the committee to spearhead the audits he just discussed. Mr. Wallace stated he would be interested in being the representative for this and would like to discuss it further later on. Ms. Terwilleger stated there is training in Columbus one would have to do while in term. Mr. Wallace stated he can do it. Ms. Terwilleger stated it is a requirement as an elected official. Mr. Wallace stated he has no issue with that at all.

Mr. Gary Boeres, Administrator, stated he had some items in regards to the work session prior to the meeting. The issue of how the checks are processed and the payment of checks, in years past the signature were required by each trustee then would be mailed out from that point after Ms. Terwilleger signed them. Does the board want to change the process in place now because it is apparent some the checks now are sent out before the board has approved them? The board can either start signing checks again or make a motion that they don't get sent out until after the board approves them. Mr. Weber wants to definitely make sure the checks aren't going out before they are approved. Mr. Duvelius stated he thinks the signature can still be printed as long as they are not sent out

before they are approved. Ms. Terwilleger stated they can do that so bills will be sent out twice a month. The issue is going to come about when it is payroll checks because those checks fall on the off week of meetings. The board is going to have to make it a point to come in and sign those checks. Mr. Wallace stated the motion could include allowing payroll checks to be sent out without board approval, but when it comes to Lykins Oil or anything like that the board absolutely needs to approve them. Ms. Terwilleger stated that was fine. Mr. Ritchie stated that sounds like a reasonable approach. Mr. Weber asked if there was a way to see a list of the checks before the night of the meeting would help. Ms. Terwilleger stated she could print them and put a copy in their boxes, but how often do they come in and check their box. Mr. Weber stated if he knows they are ready he will stop in and get them. Mr. Weber stated they see them only the night of the meeting and they only get to scan through them for approval. Ms. Horman stated she can send a batch report to them to view. Mr. Duvelius stated they didn't need copies of the checks. Ms. Horman state the report is just a list of the checks. It can be emailed to the trustees. Mr. Weber asked how much in advance that could be printed out. Ms. Horman stated whenever they want it. The board agreed to do it the Monday before a meeting.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to preauthorize disbursement of checks for payroll and all payroll related deductions for the remainder until December 31, 2014.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Mr. Duvelius made a motion and Mr. Weber seconded the motion to stay automated on check signatures, but no bills are to be paid by those checks until approved at the business meetings by the board.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres stated from time to time there are emergency situations where a check is need he is not sure how a check could be approved for an emergency. Ms. Terwilleger stated there are situations where companies won't take purchase order numbers and we don't use credit cards, so a check would be written and each trustee would have to sign the check. Another way is electronic transfer, which she doesn't agree with. There is plenty of back up to do that with as many papers need to be done with the bank.

Mr. Boeres stated he has a letter written to Lebanon Citizens National Bank that would authorize Ms. Horman to receive faxed bank statements from them to see what checks have cleared weekly and to be able to view it online.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to authorize Ms. Horman to have online banking and receive faxed weekly bank statements from Lebanon Citizens Bank.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Mr. Boeres stated the board agreed to have a brief interview with the zoning commission and board of zoning appeals member and park board members when their commission is expiring and before re-appointing them. He would like to schedule some interview for March 12th or March 19th maybe an hour before the meeting. They would last maybe 10 to 15 minutes each. The board agreed to meet at 5:00 p.m.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to change the meeting time for the March 12, 2014 meeting to 5:00 p.m. with board interviews.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes

Kurt Weber Yes

Mr. Boeres presented Resolution #147-0219 authorizing the Administrator to place on auction various surplus items no longer needed by the Hamilton Township Road Department. The Administrator shall place all items for auction on GovDeals.com after notice has been placed in the newspaper per the ORC. The items are a 1995 F-350 Duly Utility Track and a Massey Ferguson Tractor.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to pass Resolution #14-0219.

Roll call as follows:

Gene Duvelius	Yes
Kurt Weber	Yes
David Wallace	Yes

Mr. Boeres stated he sent the board a copy of a renewal for Mutual Aid with surrounding communities. Fire Chief Mark Greatorex just needs permission to sign the agreement.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve the signature on the Fire Protection and Medical Service Mutual Aid Agreement for Warren County, Ohio.

Roll call as follows:

Gene Duvelius	Yes
Kurt Weber	Yes
David Wallace	Yes

Mr. Duvelius amended his motion to include the signature would be from Fire Chief Mark Greatorex. Mr. Weber seconded the motion.

Roll call as follows:

Gene Duvelius	Yes
Kurt Weber	Yes
David Wallace	Yes

Mr. Boeres stated the township's electric aggregation rates are set to expire in June. The township has to renew the facilities operation plan by March 7th with PUCO. It is a standard plan the board adopted when we went to aggregation two (2) years ago. Mr. Boeres stated he sent the board a copy of the plan and emails. If the board wants to revisit it later they can if they want more time to review it.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve the PUCO agreement for compliance with the electrical aggregation.

Roll call as follows:

Gene Duvelius	Yes
Kurt Weber	Yes
David Wallace	Yes

Mr. Boeres stated he spoke with Ms. Terwilleger last week about the condition of the cemeteries and whether or not the records were updated for the cemeteries. Mr. Boeres stated he asked the question because at the end of the day the trustees are responsible for the maintenance of the cemeteries and the records. Mr. Boeres offered help from the administrative staff to help get the records in order and she feels they are in good working order. He is not disputing that they are, but would like the boards input on whether or not there should be an internal look at the records to make sure everything is up to date. Mr. Weber liked the idea. Ms. Terwilleger stated they were updated not too long ago and she puts them into the computer as needed. Ms. Terwilleger stated right now the concern is with fencing the cemeteries because there are new laws that have come out regarding this. Mr. Duvelius asked if it would be a good idea to have Mr. Kenny Hickey, Maintenance Foreman, and Mr. Millard Allen, Road Supervisor, take a look at the cemeteries to make sure all the records match and asses the condition of the fencing. Ms. Terwilleger stated we would have to work with ODOT for Hopkinsville Cemetery. Mr. Wallace stated he is on the committee for the public records and asked Mr. Duvelius if he wanted to be in the group for the cemeteries. Mr. Duvelius stated he has no problem with Mr. Hickey and Mr. Allen doing the assessments. Mr. Weber asked how the records are

kept. Mr. Boeres stated that is what he was suggesting from top to bottom get them checked and make sure everything is up to date. Mr. Boeres stated Ms. Brock took some training at the OTA, maybe she would be a good one with the record keeping end.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to have Ms. Brock, Mr. Hickey and Mr. Allen all meet with Ms. Terwilleger and review the cemetery records and Mr. Hickey and Mr. Allen be the physical site reviewers and assess the conditions of the security and refer back to the board.

Mr. Ritchie suggested since the cemeteries are the boards responsibility and asked if they were delegating someone to do that. Mr. Duvelius stated he is delegating Ms. Brock, Mr. Hickey and Mr. Allen.

Mr. Duvelius stated he is amending the motion to have Mr. Boeres as the board appointed focal person to work with Ms. Terwilleger, Ms. Brock, Mr. Hickey and Mr. Allen in review of the cemetery records, plots and security functions. Mr. Weber seconded the motion.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres stated he was asked to put together a new organizational chart with the removal of the Secretary to the Board position and also the removal of the Lieutenant Position from the Police Department. A copy was sent to the board with recommendations also for some other changes. Mr. Weber stated he thought they looked good and it looked very clear with the removal of the previously noted position and moving Ms. Horman in with Administration. Mr. Wallace stated that would make any of her time off requests under Mr. Boeres. Mr. Duvelius stated he was okay with the changes.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to accept draft #2 on page 3 of the Hamilton Township Organizational Chart which removes the Police Lieutenant and Secretary to the Trustees positions and moves the Finance Coordinator position down under Administration and likewise adds a dotted line from Fiscal Officer down to Finance Coordinator, Human Resources and Administrator showing working relationship. Mr. Weber also wanted the job description changed for the Finance Coordinator accordingly to show reporting to Administration.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Mr. Boeres updated the board stating the multi-family property located behind the township building. Mr. Rippe the owner has a project where he is applying for state credits to build units for age assisted living. The project is moving forward and the credits will be awarded in May. Mr. Rippe has asked the township to look into options about a possible JEDD or use of TIF funds in order to pay for infrastructure projects. Mr. Boeres stated Mr. Rippe has an asset of possibly of bringing a YMCA to this area close to the township building. He feels there is a way to obtain this. Mr. Boeres stated he will keep the trustees updated, but nothing can move forward until they know about the tax credits being awarded. Mr. Boeres stated no commitments have been made. Ms. Terwilleger stated JEDD rules and regulations are being worked on and just wanted Mr. Boeres to be aware.

Ms. Terwilleger stated there were no new bills to bring before the board.

Mr. Weber asked if there would be any bills before the board at the special meeting next Wednesday. Ms. Terwilleger stated there will be. Ms. Horman stated yes and Ms. Terwilleger agreed.

Mr. Weber asked about the items for the agenda at the Special Meeting.

Mr. Duvelius made a motion and Mr. Weber seconded the motion stating the final appropriation approval and any other business that needs immediate attention before the board will be the agenda for the Special Meeting on Wednesday, February 26, 2014. This will override the previous motion.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

President Weber opened the floor to the public.

Mr. Ray Warrick, 5466 Grand Legacy Drive, stated he has been actively following the township business 9 weeks or so now and he feels he is in a very awkward position. What he has seen tonight is astonishing and embarrassing. He asks that the Trustees, Fiscal Officer, Attorney, Administrator and other folks think about this individually and collectively and see what can be done in making a significant change. Mr. Warrick stated he doesn't know if the auditor's findings will do anything in making this all go away because we don't know when the checks are being printed, we don't know if they have been approved or not, we don't know when they are being sent out. He stated the township is not being run with any assembly of a plan and some of that is laid out by the ORC. As citizens he doesn't know what can be done about it. Mr. Warrick discussed more of what he should do to help resolve this. The best thing that can happen is they individually think about this and see if there is a way to come up with a significant change to the way things are being done and who they are being done by. A lot of this is falling on the Fiscal Officer; we have had trustees over the years that have been working with her. Parts of the responsibilities are to see if these things are working properly and they are not working. If nothing happens, the citizens are going to have to decide what they are going to do. Mr. Warrick stated it will be expensive. It would be better if they figured out something to do so that the citizens wouldn't have to do that. He will keep all of them in his prayers because this isn't fun. It may be foolish of the citizens to assume that the people they elect in office will be doing their job.

Ms. Terwilleger asked Mr. Warrick why he chose to move in to Hamilton Township. Mr. Warrick stated he had his eye on a lot for about three (3) years and he wanted to live in that community. Ms. Terwilleger asked if he did not know anything about how things were run. Mr. Warrick responded no, he was someone who purchased a lot there and when building started he found out he had to pay an impact fee. At that point he wondered what that was about to find out it was overturned by the Ohio Supreme Court. Then maybe he started having some doubts. Ms. Terwilleger stated she was just asking.

Mr. Weber thanked Mr. Warrick personally for the prayers.

Chief Jon Wheeler, Police Department, stated he would like to get approval from the board to make conditional offers when appropriate to candidates. This really applies to the polygraph process because there are certain questions that cannot be asked unless a conditional offer is made. This doesn't mean that they will be hired on the spot; they still have to complete the process which does include the approval from the board.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to allow Chief Wheeler to make conditional offers as needed.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Chief Wheeler stated they do intend to post an opening for full time that will be filled from the part time ranks. This will post in early March. Mr. Duvelius asked if Chief had spoken with the Union about not having the Lieutenant Position anymore and Chief stated yes. Mr. Boeres wanted to add the position for full time will not be a new hire it is just refilling a vacant position.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to adjourn the meeting at 7:26 p.m.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes