

HAMILTON TOWNSHIP TRUSTEES

May 21, 2014

Mr. Weber made a motion and Mr. Duvelius seconded the motion to call the meeting to order at 6:03 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 adopt the proposed agenda for the May 21, 2014 meeting.

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

Mr. Weber made a motion and Mr. Duvelius seconded the motion to dispense with the public reading of the minutes and approve as written for the May 7, 2014 meeting.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to pay the bills before the Board with check numbers 72577 through 72655 and the payroll and withholding checks with check numbers 72497 through 72576.

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

Mr. James Lee, Public Utilities Commission of Ohio (PUCO), was present to provide information about their new website that was launched in February 2014. The website is about the concept of energy choice in the state and the options with pricing you would have for an electric or gas aggregate in your area. The website is energychoice.ohio.gov. Mr. Weber asked if he received many calls of people being confused for instance during renewal time. Mr. Lee noted he does get calls and works with two (2) other gentlemen throughout the state to help people understand their choices. Mr. Duvelius asked if he received any calls where an aggregate may have been bullying someone to switch or misleading. Mr. Lee stated there is a call center of 1-800-686-PUCO where they log any complaints and definitely want to know of any issues.

Mr. Gary Boeres, Administrator, prompted discussion regarding direct deposit. He would like the board to authorize the Administrator to sign the agreement allowing direct deposit to happen. Ms. Brock met with the Department heads today and will meet with the employees in the future. Ms. Melissa Brock, Human Resources, stated there is a one (1) time set up fee of \$100.00 that she is working on getting waived. There will be a monthly fee of \$25.00 and a per item fee for each transaction which is estimated at \$39.00. Deposits can be made to any bank, but at this time cannot be split, so the check has to either go into a checking or savings account. This will be mandatory across the board for employees. Ms. Brock noted she made a Resolution for the Board to review. Mr. Duvelius asked about when the checks would be deposited. Ms. Brock stated that is still being worked out, maybe 12:00 a.m. on Thursdays as we get paid now on Thursdays. Ms. Brock estimated six (6) to (8) weeks before this would be going into effect. Employees will receive a print out of their check.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to adopt Resolution #14-0521 authorizing the Board of Hamilton Township Trustees for Hamilton Township, Warren County, Ohio, to adopt a direct deposit policy under which all employees of Hamilton Township provide a written authorization designating a financial institution and an account number to which payment of the employee's compensation shall be credited.

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 authorize the Township Administrator to sign the direct deposit paperwork with LCNB Bank.

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

Mr. Boeres presented a large purchase order request for the TIF payment to the Little Miami School District for the calendar year 2012 and collection calendar year 2013. The total payment is \$466,524.00 out of account number 2901-710-0370.

Mr. Duvelius made a motion and Mr. Weber seconded motion to approve the purchase order request for \$466,524.00 for the TIF payment to the Little Miami School District for calendar year 2012 and 2013.

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

Mr. Boeres stated there was a request from a Ms. Arin Lopez to use the Hamilton Township Community Center July 4, 5, 6, 2014 at no cost in order to hold a fundraiser in memory of her son for the Give Kids the World Foundation.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to waive the \$50.00 Community Center rental fee for Ms. Lopez for July 4, 5, 6, 2014.

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

Mr. Boeres asked the trustees to consider a new policy allowing the administrator to sign purchase order requests in the absence of the Fiscal Officer. The trustees seemed agreeable to the idea and asked Mr. Boeres to present a draft at a future trustee meeting.

Mr. Boeres stated he received an invoice from the Warren County Auditor stating the township owes more than \$101,000.00 from an Ohio estate tax settlement refund. The money was originally received in August of 2007 and February 2014. Mr. Warren Ritchie, Law Director, asked to look at the paperwork. Mr. Ritchie, Mr. Boeres and Mr. Warrick will work together on getting the payment made.

Mr. Boeres noted earlier in the year the board authorized Mr. Wayne Bastin, Bastin & Company, review the township's revenues, expenditures and bank reconciliations at the end of every month. It was quoted a fee of \$60.00 generally each viewing. Mr. Boeres asked if the trustees wanted to continue with the agreement which was created when a different Fiscal Officer was in office. There was some discussion and it was decided to not have Mr. Bastin review the records on a monthly basis, but keep the agreement in place should his services be needed in the future.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to not use Mr. Wayne Bastin of Bastin and Company at this time to review the bank information, but in the future he can be used as necessary.

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

Mr. Boeres stated the announcement for Volunteer's was posted on the township website and Facebook for replacing the flags at the cemeteries on the Veteran's graves.

Mr. Boeres asked the board to accept the resignation of Mr. Marty Sergeant, Park Board, because he is moving outside of Hamilton Township.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to accept the resignation of Mr. Marty Sergeant from the Hamilton Township Park Board.

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

Mr. Weber thanked Mr. Sergeant for his service to the Park Board and he appreciated all of his work. Mr. Duvelius agreed.

Mr. Boeres presented the take home vehicle policy for employees and wanted the board to review a draft he sent them with his thoughts. He would like to discuss this with the employees, have Mr. Ritchie review it and then bring it back to the board for a vote. Mr. Wallace asked how many people currently take home a vehicle. Mr. Boeres noted seven (7) employees do. Mr. Wallace asked for additional information on why the employees drive these vehicles home and Mr. Boeres stated he would send the information to them at a later date.

Mr. Duvelius asked Mr. Boeres about the clean-up of the cemeteries and maybe using sod for those graves not seeded yet to make it presentable for Memorial Day. Mr. Millard Allen, Road Supervisor, stated he had a roll of fake grass that looks real enough to use.

Mr. Ray Warrick, Fiscal Officer, presented an overview monthly report. A five (5) year plan first draft is done and will be studied. Mr. Warrick gave the board the January through April 2014 bank reconciliations which are current as well as purchase orders, checks. Mr. Warrick wanted to get as many people as he can up to speed and will take questions any time and have a work session if needed. A future Fiscal Officer will have to keep doing this. Mr. Ritchie asked if Mr. Warrick has looked at the Gasoline Tax Fund and if the funds are comparable to the Road and Bridge funds. Mr. Warrick stated this was discussed today and he believes it can be done and would like to wait and introduce this to the Fiscal Commission as a fix when they meet in the weeks to come.

Mr. Warrick stated the idea of moving Fire and EMS journal entries is still progressing, but nothing has been approved yet. There were a few issues that came about, but he will continue to proceed with some work. Mr. Warrick will use Mr. Bastin to help with this. Mr. Boeres and Mr. Warrick had recently met with Mr. Bastin to discuss the unaudited fund balances and to ask for his help to identify bills that may have been paid from the general fund, but should have been applied to other funds. Mr. Bastin stated it would take eight (8) hours of work at \$60.00 per hour to take a comprehensive look at bills from the past four (4) years.

Mr. Warrick also stated the woman running the Oversight Commission stated she would like to have their first meeting in June. The township is still waiting on their third candidate to be appointed by the Governor's Office, but the commission can still have a meeting before all the members are finalized. Mr. Weber asked for clarification of who Mr. Warrick was in contact with and Mr. Warrick stated it was Ms. Rebecca Luck, General Counsel for the Tax Equalization Division of the Tax Commission. Mr. Warren Ritchie, Law Director, stated he had spoken with Ms. Luck while Mr. Warrick was on vacation and stated she is the person who can help with the journal entries for the fund

transfer. Mr. Ritchie asked Mr. Warrick to find out if Mr. Ritchie needed to be present at the commission meetings. Mr. Warrick stated he would ask, but they are public meetings so anyone can come if they want.

Mr. Boeres noted Ms. Horman and Ms. Brock have been doing a great job getting things straightened out; they are a big part of this process too. Mr. Weber thanked everyone for their input and so did Mr. Duvelius.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to use Mr. Wayne Bastin as needed for accounting adjustments required by the State Auditor at the \$60.00 per hour rate, not to exceed \$600.00.

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

Mr. Weber prompted discussion regarding the increase of the Audit price. The total is now \$44,936.00. The original price was \$33,661.00 with an increase of \$11,275.00. As a break down there was additional testing of payroll related withholdings and payroll as a result of client errors, admissions and adjustments, lacking support and also certain withholdings and confirmation with outside organizations was deemed necessary at the cost of \$8,610.00; additional review of revenue transaction classifications and related adjustments at a cost of \$1,435.00; additional cash reconciliation testing including numerous checks voided by the township that were shown as outstanding payments at year end at a cost of \$1,230.00.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve the amendment to the letter of arrangement with Dave Yost, Auditor of State, for an additional \$11,275.00 to a total amount of \$44,936.00.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to authorize the President of the Board to sign said agreement with the State Auditor.

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

Mr. Boeres noted at the next meeting the Board would have to authorize an amendment of funds to pay the increased amount as the appropriations are not set for it.

President Weber opened the floor to the public.

Ms. Brock thanked the Board for doing a great job.

President Weber closed the floor to the public.

Mr. Duvelius stated he had Mr. Boeres forward all the letters received from the residents of Autumn Run in regards to the new development to the Warren County Regional Planning Commission for their meeting tomorrow, May 22nd.

Mr. Wallace stated he met with Mr. Neil Tunison, Warren County Engineer, about upcoming projects in the township. There are three (3) projects, two (2) are sponsored by the Ohio Department of Transportation and the other is by the Warren County Engineer's Office. The first project is a turn lane on State Route 22 & 3 at Sunrise Landing Subdivision and according to ODOT this will not be bid until May 2015. The next project is a turn at Hopkins Road on State Route 22 & 3 and will be bid March 2015. The last project by the Engineer's Office is for a left turn lane at Foster Maineville Road and Butterworth Road and will be bid April 2015. The plan was originally scheduled for 2014. There are also some upcoming studies that will be done by the Warren County

Engineer's Office on the State Route 48 Corridor, Nunner/Stephens to Saddlebrook Drive, the Hoptown access management plan update and the King Avenue Bridge rehab/new Grandin connection analysis. When the information becomes available he will share it with everybody. Mr. Wallace expressed his concerns with not having as much as he would like in the township, but he is cautiously optimistic these program projects will happen and ease some of the strain on the roads. Mr. Wallace thanked Mr. Tunison for his time and for listening to his concerns. Mr. Weber noted some concerns with the bridge on King Avenue and Mr. Duvelius agreed and shared information on an old study done.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to adjourn the meeting at 7:11 p.m.

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