

HAMILTON TOWNSHIP TRUSTEES

November 5, 2014

Mr. Weber called the meeting to order at 6:03 p.m. with Mr. Weber, Mr. Duvelius and Mr. Wallace present.

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

Mr. Weber made a motion and Mr. Wallace seconded the motion to adopt the proposed agenda for the November 5, 2014 meeting.

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

Mr. Weber made a motion and Mr. Wallace seconded the motion to dispense with the public reading of the minutes and approve as written for the October 15, 2014 meeting.

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

Mr. Weber made a motion and Mr. Wallace seconded the motion to dispense with the public reading of the minutes and approve as written for the October 17, 2014 Special Meeting.

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

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the bills before the Board for checks numbered 73906 through 73907 and checks 73933 through 73968. Check numbers 73883 and 73940 were voided.

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

Mr. Weber made a motion and Mr. Duvelius seconded the motion to pay the withholding checks for checks numbered 73909 through 73932 and payroll direct deposit vouchers numbered 1919 through 2004.

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

The Hamilton Township Business Expo Group was in attendance to present the Hamilton Township Police Association with a check for \$814.00. The money was raised during the Hamilton Township Treat & Greet and will go towards the Little Miami Scholarship Pay to Play. A round of applause was given by all.

Ms. Melissa Brock, Human Resources, asked the board to make a motion to approve the purchase of cemetery lots to John & Ruth Liming within the Maineville Cemetery – New Section - Lot 512, graves 5 & 6 at the 2012 resident rate of \$350.00 each or a total of \$700.00. The deed number is #2014-23.

Mr. Wallace questioned the price. Ms. Brock stated they family had an agreement with the former Fiscal Officer and they were paying on an installment plan which was based on the 2012 fee schedule.

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 asked the board to make a motion to remove Mr. Robert Moore from the active Hamilton Township Fire Rescue employee roster effective November 9, 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 hire Mr. Josh Meyers as a part-time Firefighter/Paramedic at the current hourly rate of \$13.50 and Mr. Robert Daniel Farley as a part-time Firefighter/EMT at the current hourly rate of \$12.00 with a probationary period of six (6) months contingent upon successful completion of the Firefighter/EMT medical/physical as required.

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

Mr. Weber administered the Oath of Office and a round of applause was given by all.

Ms. Brock asked the board to make a motion to update the job description as provided for Maintenance Supervisor and Road Foreman in the Maintenance Department.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve the job description for the Maintenance Supervisor position.

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 approve the job description for the Road Foreman position.

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

Ms. Brock stated Mr. Kenny Hickey has been overseeing the Maintenance Department as well as the Road Department since Mr. Millard Allen retired. Ms. Brock thanked Mr. Allen for his 19½ years of service with Hamilton Township and his retirement is effective October 31, 2014.

Ms. Brock asked the board to make a motion to approve the promotion of Mr. Kenny Hickey to Maintenance Supervisor with a probationary period not to exceed six (6) months at the current hourly rate of \$25.89.

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

A round of applause was given by all.

Ms. Brock stated at the end of the probationary period, she will come back before the board to look at a pay increase at that time. Mr. Weber stated he appreciated Mr. Allen's service and looks forward to Mr. Hickey leading the department.

Ms. Brock asked the Board to make a motion to accept the resignation of Fire Chief, Mark Greatorex, with an effective date of December 31, 2014. Mr. Greatorex will remain on paid administrative leave with benefits through December 31, 2014 and will be paid out all accumulative vacation and compensatory time after December 31, 2014.

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

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

Ms. Brock asked the board to make a motion to approve Police Chief Jon Wheeler to continue to oversee the Fire Department operations as a Safety Service Director with a monthly stipend of \$3,000.00 from the Fire Departments Salary Fund in addition to his current salary while in the role of Safety Services Director and be paid retroactive to October 17, 2014.

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

Mr. Weber thanked Chief Wheeler for stepping into the roll and Mr. Wallace agreed.

Mr. Gary Boeres, Administrator, stated the township has provided a leaf removal program over the last few years. The collected leaves were dumped at Mounts Park. The EPA does not allow leaves to be dumped at a non-approved facility no longer leaving the township with no place to take gathered leaves. Waste providers do offer a pick-up service of leaves with the trash collection. Mr. Boeres wanted the Board to decide if the program should be done again this year or be discontinued. Mr. Wallace asked Mr. Hickey the percentage of households that participated in the program last year. Mr. Hickey estimated 60% of the households participate. Mr. Wallace stated he hated to get rid of the program a week before we normally provide the service and thought we should do the program one more time this year and not next year. Mr. Hickey stated the EPA wants the leaves to be recycled and used for mulch and the township does not have the equipment to do that. Mr. Weber asked if this is something residents can call in pick-up on a case by case basis. Mr. Wallace proposed giving the residents a deadline to call in and sign up for the pick up so the Maintenance Department would only collect from those who wanted to participate. Mr. Hickey stated the waste collectors will accept leaves as long as they are bagged. Mr. Wallace asked if this was an additional cost. Mr. Hickey

stated no, but they do prefer the leaves be in a compost bag although it's not a requirement. Mr. Duvelius suggested the resident call their provider to verify and post the information on the website along the waste collectors contact numbers and let the residents know it is free.

Mr. Wallace made a motion and Mr. Duvelius seconded the motion to stop the Leaf Removal Program and notify the residents of the way to dispose the leaves using the commercial waste collectors.

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

Mr. Boeres wanted to discuss possible grants for township parks. After further review of grants, Mr. Boeres stated the township would be eligible as a local government. He did report most if not all of the grants are reimbursement grants and are generally an 80/20 split where the township pays 100 percent of the cost and then gets reimbursed 80 percent from the state. This year would be hard because the township does not have a 20 percent match. Mr. Weber thanked Ms. Linda Scott for researching park grants and for being excited about moving forward with Mounts Park. Mr. Weber stated at this point he is uncomfortable with having to commit to the 20 percent match at least this year. Mr. Wallace commended Ms. Scott and Ms. Ruth Phipps for being instrumental in turning Mounts into a Park. The goal this year was to show it could be opened. He is ready to see Mounts Park open next year from March until the fall. Mr. Boeres stated he would like to take the idea back to the Park Board to get their recommendation. Mr. Wallace stated he appreciates the thought, but thinks at this time it is not the Park Board's lake or the Trustees lake, it belongs to the residents. Mr. Duvelius stated he agrees it is the resident's lake, but would like to get the Park Board's recommendation as they are in place for a reason. He is also open to looking into other grants that do not require any matching funds. Mr. Rusty Holman, Volunteer Financial Analyst, stated the park is not opening again this year and has already closed so there is no harm in speaking with the Park Board at their next meeting.

Ms. Ruth Phipps, Resident, thanked Mr. Weber and Mr. Wallace for opening Mounts Park.

Mr. Boeres stated he would talk to the Park Board about opening Mounts Park from March to October 2015 and have them comment about the plan.

Mr. Boeres stated the Hay bids for Mounts Park were received today and opened at noon. There was one (1) bid from Lutmer Farms LLC for \$250.00 per year and includes a provision for maintaining additional areas as outline by the township at no charge. The identified areas will be mowed at least twice per year.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to accept the bid from Lutmer Farms LLC for the Hay Bid at Mounts Park.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to authorize the Administrator and Fiscal Officer to sign the agreement with Lutmer Farms LLC.

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

Mr. Boeres prompted discussion about the Time Warner Cable contract for the township buildings connectivity. The IT Committee has been making progress and Mr. Boeres forwarded the trustees a copy of the contract. It is a five (5) year agreement with Time Warner Cable at a cost of \$2,475.00 per month for connectivity. There is an additional one (1) time installation cost added to that total. The agreement will allow the township building server to connect to both Fire Stations and the Maintenance Department. There will be a significant cost savings in consolidating these IT contracts. Mr. Ritchie, Law Director, has reviewed the contract and is fine with the way it is written. Mr. Weber asked about the installation cost. Mr. Boeres stated it is \$1,500.00 installation fee. Mr. Boeres stated Firefighter Sean Connelly sits on the Committee and has done an excellent job negotiating on behalf of the Township.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to accept the Time Warner Connectivity Proposal.

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

Mr. Duvelius made a motion and Mr. Weber seconded the motion to authorize the Administrator and Fiscal Officer to sign the contract with Time Warner Cable.

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

Mr. Boeres stated at the previous Special Meeting the Board discussed having an outside firm look at the operations of the Fire Department. Mr. Boeres and Mr. Warrick, Fiscal Officer, met with two (2) different firms and have recommended Management Partners. Mr. Warrick believes the study is warranted because Fire Service is a core government service that citizens should expect to operate in the most modern way possible and he believes we are a little behind the curve. Mr. Boeres stated he forwarded the Board a copy of the scope of services which shows the full analysis of the organization can be completed with 174 hours of consulting assistance at a cost of \$28,900.00 including expenses. The project can be completed in a ninety day time frame.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to accept the contract with Management Partners and allow the Administrator and Fiscal Officer to sign the agreement.

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

Mr. Boeres reported on a meeting with a representative of the Fire Chief's Association on the process of hiring a new Fire Chief. During discussions Ms. Brock and Mr. Boeres felt like the process used for hiring the last Police Chief was ideal and they would like to use the same for the next Fire Chief. An outside organization would come in and listen to the leaders about what they want in a Fire Chief. The organization would put out the proposal of what the township is looking for and accept/screen the applications. The top six (6) candidates would go through an assessment center. Then the organization would recommend the top two (2) or three (3) candidates to the trustees for selection. Mr. Boeres would like an additional step after the assessments for the candidates to interview with a panel made up of staff and residents and then the panel would rate the candidates. Mr. Boeres works very closely with the Fire Chief and would also like the opportunity to

make a recommendation on the candidate to the trustees. Mr. Warrick stated he spoke with Management Partners about the township speaking with the Fire Chief's Association and they fully endorsed it. Mr. Weber liked the process that was done for the Police Chief and wanted to do it again for the Fire Chief position. Mr. Wallace was in agreement. Mr. Duvelius liked it being neutral and transparent process.

Mr. Weber opened the floor to the public.

Mr. Holman asked the cost for the panel and process for the Fire Chief position. Mr. Boeres stated the estimated cost is \$10,000.00 to \$12,000.00.

Mr. Weber closed the floor to the public.

Mr. Boeres stated he would have an exact proposal at the next meeting. Ms. Brock wanted to clarify that if the background checks are not available to be done through the Sheriff's Office, she is looking into other ways to get it done.

Mr. Boeres discussed the Liability Insurance with Berry Insurance Group. The total bill for the township's liability coverage is \$175,458.00. This total will be allocated from each department as follows: Administration \$41,202.00, Police Department \$36,204.00, Fire Department \$82,967.00 and Road Department \$15,085.00. This is based on the number of employees per department and the additional cost for the elected officials on the Administration's total.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve \$175,458.00 per year to Berry Insurance Group for the township's Liability Insurance.

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

Mr. Boeres had some large purchase order requests for the Fire Department. The electric service at Fire Station 76 is outdated and original to the building. Mr. Hickey found out through Duke Energy it is actually unsafe and the service could actually be shut off unless the lines are updated. A bid to upgrade the service was received from Trebor Electrical Contractors in the amount of \$24,630.00. Mr. Boeres stated a report was sent to the Board on why the upgrade is needed. Mr. Duvelius asked how soon the work can be done. Mr. Hickey stated as soon as approval is given and drawings are turned in to Warren County it would take about 30 days. Mr. Duvelius asked if the upgrade includes the VFIS Offices in the building. Mr. Hickey stated yes. Mr. Hickey gave Mr. Boeres the updated financial information. Mr. Hickey stated the Fire Chief at the time wanted the wires to run underground instead of overhead due to the large trucks going in and out. The new total presented was \$27,520.00 for Trebor Electrical Contractors and \$3,800.00 to Duke Energy for fees. This brings the overall total to \$31,320.00.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to move forward with the electrical upgrade for Fire Station 76 with Trebor Electrical Contractors and Duke Energy for a cost not to exceed \$31,320.00.

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

Mr. Boeres provided a salt update stating 300 tons have been received and 40 tons are still to come. There are 224 tons of grit coming giving us a total of 448 tons of salt/grit mix. The township is prepared for a normal snow season. Mr. Wallace asked how much was used per snow event. Mr. Hickey stated this year it will be at 100-150 tons, but

probably on the lesser side. Mr. Weber asked if it was publicized yet on the website and if not he definitely wanted something communicated on website soon for the public. Mr. Duvelius asked if something about subdivision streets that have not been turned over the Township could be listed as well so residents can call that developer or their designated snow removal company. Mr. Hickey stated Hamilton Township is not the only one in the area mixing salt and grit, Warren County is as well.

Mr. Boeres listed the nuisance properties as the burial ground on Weeping Willow Lane and the vacant lots on Acorn Trail.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #14-1105B, authorizing the abatement, control or removal of vegetation, garbage, refuse or debris pursuant to Section 505.87 of the Ohio Revised Code, dispensing with the second reading, declaring an emergency for the properties listed above.

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

Mr. Ray Warrick, Fiscal Officer, mentioned the township does not have money to do much of anything at the Park right now. Mr. Warrick stated personally he is opposed to grants because of all the strings attached and what the grant really means.

Mr. Warrick presented Resolution #14-1105A authorizing the amendment of the 2014 Permanent Appropriations. This involves moving money within the General Fund. The move will consist of \$26,639.02 going out and using \$25,035.00. There will be \$1,604.02 left in the account. Mr. Weber noted the money needed will cover salaries and insurance and is being taken from line items of UAN fees, supplies and postage. Mr. Weber and Mr. Duvelius thanked Mr. Warrick and staff.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve Resolution #14-1105A authorizing the amendment of the 2014 Permanent Appropriations per exhibit A.

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

Mr. Warrick next presented Resolution #14-1105 which is in regards to the principal and interest payment on the bonds for the Administration Building. The total amount of the payment will be \$206,562.50. This is split evenly between the Administration and the Police Department.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #14-1105 authorizing the transfer of General Funds (Fund 1000) and Police Fund (Fund 2081) to the Building Bond Fund (Fund 3101) in the amount of \$206,562.50.

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

Mr. Warrick updated the Board on the activities of the Financial Planning and Supervision Commission. The Commission instructed Mr. Warrick to move forward with a public relations release based on the Township's progress with coming out of Fiscal Emergency status. Local Government Service (LGS) has not given their blessing

yet on the Accounting Methods Report. Although the Township is not out of fiscal emergency, the Township is reporting all the work has been done and there are only a few things left to do. The biggest remaining issue is for LGS is view a year-end set of financial numbers and make sure the Township has resolved any deficit funds. After this, the Commission would move to ask the Auditor of State to remove the Township from Fiscal Emergency status, possibly in early 2015. Mr. Ritchie asked who is taking ownership of the press release, the Township or the Commission. Mr. Warrick stated the Township. Mr. Duvelius would like to see the first two (2) sentences in regards to no missing money and accounting mistakes outline and in bold. Mr. Warrick stated he would fix it.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve the press release as presented stating Hamilton Township is progressing toward the end of the Fiscal Emergency process.

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

Mr. Warrick added that staff will be meeting tomorrow to discuss year-end closing. In conjunction with this work the 2015 Budget will be adjusted with information from the Five (5) Year Plans. At the first trustee meeting in December, Mr. Warrick would like to present the Appropriations for approval and submit them to Warren County.

Mr. Warren Ritchie, Law Director, had nothing to report.

Chief Wheeler, Hamilton Township Police Department, stated an old cruiser has been pieced out for some time and was no longer needed so it was sent to be crushed. It was sold to Phipps Auto for metal weight. A Resolution should have been done before the cruiser was crushed. The department received \$390.00 in metal weight. Mr. Ritchie stated if equipment is no longer needed it should come to the Board for their determination. If it is over \$2,500.00 it has to be put out to bid, if under that amount it can be a private sale without a bid. This was a small thing that just slipped through and the Board can acknowledge the sale took place and ratify the action. Mr. Warrick added he missed this as well.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to ratify the sale of an old police cruiser for scrap metal, the value was under \$2,500.00 and the monies will be put into the unencumbered cash balance of the Police Department.

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

Chief Wheeler stated he sent an email out a few weeks ago concerning a rifle policy. Every car will be equipped with a rifle. Chief Wheeler asked for the approval of the policy in order to start using them if needed.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the Police Department Standard Operating Procedure #20.027 titled Patrol Rifles.

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

Mr. Weber opened the floor to the public.

Mr. Weber closed the floor to the public.

Mr. Wallace thanked Ms. Phipps and Ms. Scott again for their efforts at Mounts Park.

Mr. Wallace also congratulated Kings Football team for going undefeated and the Little Miami Football team won their last game as well.

Mr. Boeres requested an Executive Session to discuss Employee Discipline.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to enter into Executive Session at 7:37 p.m. to discuss the Employee Discipline with Ms. Brock, Mr. Boeres, Mr. Ritchie, Mr. Warrick, and the trustees.

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

Mr. Weber made a motion and Mr. Duvelius seconded the motion to return from Executive Session at 7:58 p.m.

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

Mr. Weber noted Executive Session was to discuss an Employee Discipline.

Mr. Ritchie asked the board to ratify the Human Resources signature to the settlement agreement regarding the resignation of the Fire Chief.

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

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 adjourn the meeting at 7:59 p.m.

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