

HAMILTON TOWNSHIP TRUSTEES

November 19, 2014

Mr. Weber called the meeting to order at 6:02 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. Duvelius made a motion and Mr. Weber seconded the motion to adopt the proposed agenda for the November 5, 2014 meeting.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	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 November 5, 2014 meeting.

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 pay the bills before the Board for checks numbered 73969, 73970 and 73978 through 74019.

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 pay the withholding checks for checks numbered 73971 through 73977 and payroll direct deposit vouchers numbered 2006 through 2093.

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

Ms. Melissa Brock, Human Resources, asked the board to make a motion to remove Mr. Joseph Haygood from the active Hamilton Township Fire Rescue employee roster effective November 19, 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 recommended the Board approve and move forward with a Road Foreman promotional process. The job description was updated at the last meeting. This is not a new position and the promotion will be filled from within the department. The promoted employee's position will not be filled once it is vacated.

Ms. Brock asked the Board to make a motion to approve the Road Foreman promotional process timeline as established for filing a non-exempt, non-union member Road Foreman position from the internal candidates. The formal posting will take place on Thursday, November 20, 2014 and a candidate may be in place by the second meeting in January 2015.

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 requested an Executive Session to discuss the Fire Department's Union negotiations.

Mr. Gary Boeres, Administrator, stated he sent the board documents regarding the Cell Tower assignment with WCP. The township would receive a one (1) time lump sum payment of \$275,000.00 in exchange for future lease payments over the next 14 years on the tower. At the end of 14 years the lease with Crown Castle expires and a new agreement can be entered into with a new company. Currently Verizon, T-Mobile, Cricket and Nextel all have antennas on the tower. After speaking with several people in the cell tower industry, it is his understanding Cricket and Nextel will go away within one (1) to two (2) years. Currently we receive an annual lump sum from Verizon of \$19,166.00 and additional payments from T-Mobil, Cricket and Nextel of \$6,000.00 each annually. At this time we can still accept one (1) more antenna on the tower. There was discussion about the antenna revenue and if a new antenna is built who would then receive the revenue. Mr. Joe Walker, Adams Road, stated his parents have a cell tower on their property and they were offered a better deal than what is being presented. Mr. Boeres stated the township is locked in for 14 years with Crown Castle by contract. The contracts with WCP and Crown Castle will expire at the same time and then the lease agreement can be bid out again.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve the Cell Tower Lease assignment with WCP for \$275,000.00 upfront payment and will expire 14 years from now and to authorize Mr. Boeres, Mr. Warrick and Mr. Ritchie to review the documents and Mr. Boeres and Mr. Warrick to sign as needed.

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

Mr. Boeres stated he is working with Ms. Brock and the Ohio Fire Chief's Association (OFCA) on the hiring of a new Fire Chief. Mr. Boeres sent the Board a proposal from OFCA where they will develop a timeline for the selection and testing process. The OFCA will advertise for the position, receive the candidate's resumes and qualifications and do the screening. When this is completed, Ms. Brock will conduct the background checks with an outside organization on the top seven (7) candidates. The candidates will go through the assessment center and then it will be narrowed down to three (3) candidates. The top three (3) will go through a panel interview comprised of staff and residents and then a recommendation will be given from the panel to the Board. Mr. Boeres will also meet with the candidates and make a recommendation to the Board as well. The Board will then interview and make the final decision. The proposal price for the process is \$4,450.00 for the guidance and oversight of the selection process and \$5,700.00 for the assessment center. This does not include the background check cost as this is something the Township will do on its own.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to move forward with the proposal from OFCA.

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 OFCA.

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

Mr. Boeres had sent the Board information on a Tax Increment Financing (TIF) request from Kiddie Academy. They are requesting a right hand turn lane into their property from State Route 48. There were a number of other funding requests by Kiddie Academy, but Mr. Boeres and Mr. Weber had narrowed it down to just the turn lane. The estimated value of the turn lane is \$55,000.00. Mr. Ritchie had previously looked at how the work would be bid. The developer would like to bid the entire construction project at the same time, but will bid the turn lane under the public project requirements. If the Board approves the request, the Township would only award the amount the bid proposal came back with. It could be less than the estimate value. Mr. Weber stated an engineer would have to design it and the Ohio Department of Transportation would have to approve it. He believes the total would be less than the estimated value. Mr. Boeres stated the TIF funds are collected from the State Route 48 and US 22/3 area and the funds can only be spent in that district. This would be an eligible project. Mr. Weber stated over time the Township would get the money back from the improved values from the land. The Appropriation Status Report does show the Township has the money unencumbered and would not exceed appropriations for the year.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the Kiddie Academy TIF Funding request.

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

Mr. Boeres prompted discussion about the Park Board receiving a request from Cincinnati United Soccer to pursue a lease agreement for the soccer fields at Marr Park. There would be an exchange where Cincinnati United would front the money for the parking lot in exchange for a long term lease for the fields. The Park Board did like the idea. When an agreement starts forming Mr. Boeres intends to provide maintenance for the park only as we provide right now, nothing more. We don't have the man power to provide extra mowing. It would be up to the organization to provide garbage cans and restrooms. Mr. Boeres would like to use the Maintenance Department in the spring to develop the parking lot in hopes to stretch the funding for the parking lot a little further. Mr. Weber liked the idea of getting the park opened and used. Mr. Duvelius agreed. Mr. Wallace stated it would be great to get the park open. The Board agreed to look further into the request and develop an agreement. Mr. Boeres stated he will work with Mr. Ritchie to develop and agreement and bring it back to both the Park Board and Trustee Board.

Mr. Boeres noted the trustees typically allow the employees to use their own time to leave half a day early on Christmas Eve and New Year's Eve and close the building at noon. The Board agreed to do that again this year.

Mr. Boeres stated Mr. Kenny Hickey, Maintenance Supervisor, will pick up the new Medic Unit next week from Horton.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to allow Mr. Hickey to sign for the new Medic Unit and Mr. Warrick will handle the title.

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

Mr. Boeres noted at the last meeting there was discussion of opening Mounts Park again next year for fishing. Mr. Boeres discussed this with the Park Board and they unanimously agreed to open it on the weekends for 2015.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to open Mounts Park on the weekends in 2015 from March 21 through the weekend of October 25 from dawn to dusk.

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

Mr. Ray Warrick, Fiscal Officer, had given the Board their monthly packet of information containing the bank reconciliation and reports. All bills are up to date and purchase orders paid.

Mr. Warrick stated the money in and out through October means we are 83% through the year. The township has received 101% of the revenue projected meaning \$176,000.00 more than projected. At this point, the expenditures are at 79% for the year. The 2015 Budget will be presented at the December 5th, 2014 meeting and be presented to the Financial Planning and Supervision Commission on December 8th. The goal is to not appropriate more money than what will come in. Mr. Boeres noted the Department Heads met this morning and discussed the Appropriations Status Report and it is an item he discusses with them monthly so that everyone is aware of the Township's financial condition.

Mr. Warrick stated Hurst & Kelly, a CPA firm that assists the Township, has provided a quote to do the year-end financial statement for the Township. As of now, the Township uses the lowest level year-end reporting statements and he would like to advance them to the next level. The middle level is called GASBY 34. It is \$2,000.00 for the low level report and \$5,000.00 for the GASBY 34. The work will be completed around the end of January.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve the quote for GASBY 34 of \$5,000.00 for the 2014 year-end financial statement with Hurst & Kelly.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to allocate the cost of the proposal amongst each department.

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

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

Mr. Weber opened the floor to the public.

Mr. Weber closed the floor to the public.

Chief Wheeler, Police Department, stated he is down a part-time police officer and would like permission from the board to move forward with the process to fill the vacancy.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to move forward with the hiring of a part-time police officer.

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

Mr. Duvelius commended Mr. Hickey and the Maintenance Department for their efforts during the recent snow. Mr. Wallace asked how much salt was used. Mr. Hickey stated it was approximately 37.5 tons of salt and grit mix.

Mr. Wallace noted he had brought coffee and cookies and it is set up in the lobby.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to enter into Executive Session at 6:59 p.m. to discuss the Fire Union negotiations and Economic Development with Ms. Brock, Mr. Boeres, Mr. Ritchie, Mr. Warrick, Chief Wheeler and the trustees.

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

Mr. Duvelius made a motion and Mr. Weber seconded the motion to return from Executive Session at 7:45 p.m.

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

Mr. Weber noted Executive Session was to discuss Fire Department IAFF Union negotiations and Economic Development.

Ms. Brock asked the Board to make a motion to amend the Fire Department SOP #1.20, Full Time Personnel Mandate Policy, Section 6 to state all hours worked under the Mandate Policy shall be compensated at the overtime rate of 1 ½ times the regular hourly rate of the employee mandated.

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

Mr. Duvelius made a motion and Mr. Weber seconded the motion to adjourn the meeting at 7:46 p.m.

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