

# HAMILTON TOWNSHIP TRUSTEES

## December 3, 2014

Mr. Weber called the meeting to order at 6:05 p.m. with Mr. Weber 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 December 3, 2014 meeting.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	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 November 19, 2014 meeting.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the bills before the Board for checks numbered 74037 through 74061.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the withholding checks for checks numbered 74020 through 74036 with a reissue of 74062 and payroll direct deposit vouchers numbered 2094 through 2186. There is a voided check number 74036.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Dr. Karen Dinsmore, Friends of the Twenty-Mile House, was in attendance to give a presentation about installing an Ohio Historical Marker along the Little Miami Bike Trail at Butterworth Station. This would be the first Historical Marker for Hamilton Township. (At this time Mr. Duvelius arrived.) Dr. Dinsmore gave the history of Butterworth Station. The group needs to raise \$3,000.00 for the project and asked if the Trustees would want to make a contribution. The Board agreed they would like to, but due to the financial status of the Township they could not contribute Township funds at this time. Individual donations may be sent to the Warren County Foundation, earmarked Butterworth Station. All donations are tax deductible and all donations over \$100.00 will receive recognition at the formal ceremony when the marker is unveiled.

Ms. Melissa Brock, Human Resources, asked the board to make a motion to remove Mr. Ted Ciesla from the active Hamilton Township Employee Roster effective this date of December 3, 2014. Mr. Ciesla was a Part-Time Police Officer

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

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

Ms. Brock stated the Ohio Fire Chief's Association will be posting the Fire Chief Position ad on Friday.

Ms. Brock stated the Road Foreman Position has been posted and asked the Board to start their next meeting on December 17<sup>th</sup> at 5:00 p.m. for interviews.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to start the December 17, 2014 meeting at 5:00 p.m. for Executive Session to conduct interviews for the Road Foreman Position.

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

Mr. Gary Boeres, Administrator, prompted discussion for the 2015 Appropriations and Revenues. There was a copy of the collapsed version for everyone to see.

Mr. Ray Warrick, Fiscal Officer, presented a PowerPoint showing the collapsed version of the 2015 Budget and went through each Fund. The spreadsheet showed the projected revenue and expenses for 2015. The Township is not overspending in any category. Mr. Warrick projects the township will begin the year with \$6.2 million dollars in reserve. After all operational spending and capital spending there will actually be an increase in the reserve and end the year with \$6.4 million. The Road and Bridge Fund will be very tight with no funding for road resurfacing. Mr. Warrick and Mr. Boeres will be meeting with the Warren County Auditor and Treasurer next week to discuss levies and try to begin to explore ways help with the roads. The Police Fund will also be tight. The Police Department is looking to replace/renew the 1 mill levy next November. It is unknown at this time if it will be a renewal or higher levy amount. There is a committee being formed for the levy and will be headed by Mr. Bill Dowden, resident. Some of the Fire Department spending is unknown at this time as we are in-between Fire Chiefs. The Fire Department's cash flow is significant. The Fire Department does have capital expenses shown for building improvements at the old station as a new Fire House in not going to happen in the near future. Also, SCBA equipment will be upgraded as well as the purchase of a generator. If the Fire Department could operate on less money, it gives the Township some idea of where some money can come from to help the Police Department and get roads paved. These are questions that will be asked at the meeting with the County Auditor in regards to levies. The Lighting District Fund will be reviewed at some point and apply the surplus funds back to the various lighting districts so the residents property taxes would be lowered by a little bit. The Fastcop and LOEB Grant Fund will stay open as the Police and Fire Departments apply for grant money each year. Chief Wheeler noted the LOEB Grant did award the Department more funds this year than requested. This will help in the tight areas of the Police Budget. The Helping Hands Fund will close, along with the Marr Park Trust Fund, one of the Bond Retirement Funds and the Fire House Fund.

The TIF Fund is a useful tool for development and has built up over time. We gain money every year and pay the school districts a portion from this Fund. There is development coming in the TIF District and if we did not have a TIF District anymore it could affect the incoming development. This money can help pay for infrastructure or its financing. At this time it does not make sense to close the TIF Fund. If we did close the TIF the money in the Reserve would be the Township's. That money would be spread throughout each department by a percentage. The money received then would not go directly into the TIF Fund it would be spread. Mr. Warren Ritchie, Law Director, wanted to comment on the TIF Fund. Mr. Ritchie stated he thought he had read somewhere if a TIF District is abandoned, the monies in the TIF Fund would all go to the General Fund allowing more flexibility to portion it to different funds. Mr. Warrick stated he would ask the question when he meets with the Auditor and Treasurer next week. Mr. Ritchie also noted any time in a TIF District there has been an improvement; the property does not automatically become part of the District. Each time a separate tax exemption form is filed with the Department of Taxation as prepared by the Township. The Board therefore,

can decide whether they property becomes part of the district and the tax monies go into the TIF Fund or they property will pay taxes as normal and it spreads to each department as normal tax dollars do.

Mr. Boeres noted in expenditures that salaries are allocated for the Administrative Staff from the different departments. Mr. Wallace asked if the cell tower money had been factored into the budget. Mr. Warrick responded no.

Chief Jon Wheeler, Police Department, stated the Police Budget is tight. Chief Wheeler wanted the board to consider this as the levy drops off next year. Salaries are a large part of his budget, but the biggest hit is to his financial needs like uniforms, vehicle maintenance and training. Mr. Weber stated the department was limited in showing on their budget what the County was willing to certify. Mr. Wallace noted the Police Levy group will really help in looking at doing more with less. Mr. Boeres stated the expenditures are under the revenue so there are no negative balances. Mr. Boeres thanked Ms. Ellen Horman, Finance Coordinator, as she has done all the labor, tracking and organizing in getting the budget ready.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve Resolution #14-1203 approving the 2015 Budget Appropriations for the projected revenue, carryover and expenses. Also an approval of the allocation of the Administration salaries for the Administrator, Finance Coordinator and Human Resources amongst the four (4) departments and the Front Desk Assistant among two (2) departments as shown in Exhibit A as presented by Mr. Warrick.

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

Mr. Warrick asked the Board to sign a letter to LCNB National Bank in regards to allowing Medicount, EMS billing service, to view their notices via email.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the EMS billing request to receive their statements electronically from LCNB.

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

Mr. Boeres stated the Warren County Engineers sent a letter about joining the Chip & Seal projects. The township does not currently have money for these projects, but Mr. Kenny Hickey, Road Supervisor, would like to still submit 3-4 streets to at least get pricing so if funding does become available the township can still participate in the program.

Mr. Boeres noted the township received money from the LOEB grant earlier this year and purchased a laptop and MDC. The expenditure needs cleared out and placed on a different line item. In order to do this a Then and Now Certificate is required.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to do a Then and Now Certificate retroactively for the laptop and MDC for \$8,008.10.

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

Mr. Boeres discussed a 5k and 10k race on April 25, 2015 along Cones Road and Adams Road. These are Township roads and Mr. Boeres wanted the board's approval to use the roads for their event. Mr. Weber asked Chief Wheeler how they would handle blocking

the race route for them. Chief Wheeler stated if the organization doesn't have the budget to hire off duty officer to block the traffic the Township will work with them the best we can. Mr. Duvelius asked if the roads would be closed. Mr. Boeres stated the organization is looking to close the roads during the race and will have proper signage. Their coordinator will notify the property owners on Cones and Adams Road of the event and closures. Mr. Wallace asked if there was a map of the route he could view. Mr. Boeres stated he would reach out to the coordinator and ask him to speak at a meeting about the event.

Mr. Boeres prompted discussion on the cell tower and noted it should close tomorrow and needed authorization from the board to allow himself and Mr. Warrick to sign the documents.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to authorize Mr. Boeres and Mr. Warrick to sign the cell tower document and have Mr. Ritchie review it.

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

Mr. Wallace asked which streets would be submitted in the Chip and Seal Program quote. Mr. Kenny Hickey, Road Supervisor, stated Adams, Cones and Mounts all need base repairs and an overlay. Also Trail Crossing and Grand Legacy need base repairs.

Chief Wheeler had a piece of Fire Department business to discuss. The Ladder truck swivel went out and was discovered during the yearly inspection from Sutphen. The swivel does need replaced throughout the life of a ladder truck. It could have gone out due to the ladder being used and the pump not running. The actual cause is not known and could have been from lack of use. Mr. Hickey will be sending the department an email about the proper use of the ladder. The estimated repairs cost \$13,420.53.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the repair needed to the swivel on the ladder truck.

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

Mr. Duvelius asked if Sutphen would be able to tell us what caused it. Mr. Hickey stated there is no way to tell for sure. Sutphen did believe it was lack of use or just getting over heated. Mr. Duvelius asked if there would be a policy to test it after so many days and Mr. Hickey stated it is currently tested every Sunday.

Mr. Weber opened the floor to the public.

Mr. Bob McDermitt, 6683 Midnight Sun, was concerned with the five (5) man hole covers on Nunner Road that seem to be too low. The Board asked Mr. Hickey to look at the area to see if anything could be done and pricing for the fix.

Mr. Weber closed the floor to the public.

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

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