

HAMILTON TOWNSHIP TRUSTEES

January 7, 2015

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. Duvelius made a motion and Mr. Wallace seconded the motion to adopt the proposed agenda for the January 7, 2015 meeting.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes
	Kurt Weber	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 December 17, 2014 meeting.

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 bills before the Board for checks numbered 74179 through 74222 with check numbers 73996 and 74146 being voided.

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 pay the withholding checks for checks numbered 74150 through 74178 and payroll direct deposit vouchers numbered 2270 through 2325 as well as 2367 through 2407.

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

Ms. Melissa Brock, Human Resources, stated a promotional process for a Road Foreman position was done and the top candidate was Mr. Joe Wood. Ms. Brock asked the Board to make a motion to approve the promotion of Road Foreman to Mr. Joe Wood with a probationary period of six (6) months. The hourly rate for the Road Foreman will be \$21.29 until successful completion of probation at which time the hourly rate would raise to \$22.87. Mr. Wood will begin the position on January 8, 2015. This is not a new position but filling a vacancy within the department.

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 this is a non-union position.

Mr. Weber presented Mr. Wood with a certificate of promotion acknowledging Joe Wood as Road Foreman. A round of applause was given by all.

Mr. Hickey thanked Mr. Wood for all the work he has done. Mr. Wood has been with the Road Department for almost 14 years. He is a great asset to the Township and the Department. Mr. Duvelius stated he worked with Mr. Wood and he was a pleasure to work with.

Ms. Brock asked the Board to approve the updated organizational chart reflecting the changes within the Road Department as illustrated.

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 approve the OPEC Healthcare Cooperative VSP Choice Plan as outlined to be effective as of January 1, 2015.

Mr. Duvelius noted this is approximately a \$3,000.00 savings to the Township per year. Mr. Wallace wanted the other elected officials to state if they are using the insurance program. Mr. Duvelius and Mr. Weber are enrolled in the insurance program and Mr. Wallace and Mr. Warrick are not.

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. Wallace presented Ms. Brock with a small trophy that stated ‘Thank You, Hamilton Township, 2015’. Ms. Brock thanked Mr. Wallace for the recognition.

Ms. Brock stated the Fire Union has requested mediation due to an impasse with the contract negotiations. A mediator has been selected and date to meet will be set soon.

Mr. Gary Boeres, Administrator, prompted discussion about beginning of the year items that needed to be done.

Mr. Weber nominated Mr. Duvelius for Board President. There was not a second to the motion. Mr. Duvelius then made a motion and Mr. Wallace seconded the motion to keep Mr. Weber as President and Mr. Duvelius as Vice President.

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 have Mr. Boeres as the representative for the Executive Committee for the Regional Planning Commission and having Ms. Tegtmeier as his alternate.

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 have Mr. Boeres and Ms. Tegtmeier appointed as the representatives for the Quarterly Meeting of the Regional Planning Commission.

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 follow the Holiday Schedule per the Ohio Revised Code including the day after Thanksgiving.

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 allow the elected officials to attend the OTA Winter Conference in 2015.

Mr. Wallace wanted to follow how it was done last year and have the Township pay for personnel, but for elected officials they can pay their own way.

Mr. Duvelius amended the motion to state the Township will pay for personnel, but elected officials can pay their own way. Mr. Weber seconded the motion.

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

Mr. Boeres wanted to discuss the concession stand contract for Testerman Park. Mr. Boeres forwarded a draft copy to the Trustees and the Park Board. There are some minor changes the Park Board would like to see. Instead of the agreement running from April to October, they would like to see it April through September. A storage bin is no longer feasible as it was promised to another organization already. There is also a charge of \$50.00 per day for concession stand out of season and work out a minimal fee. Mr. Boeres is asking for the Trustee's approval to post the bid.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to advertise the concession stand bid.

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

Mr. Boeres stated the Fire Chief position was reposted through January 24th. The process will be the same just take maybe a month longer than expected.

Mr. Boeres noted the study by Management Partners of the Fire Department is on track and on time. The company has completed the data analysis and will meet with Mr. Boeres and Mr. Warrick towards the end of the month and present an oral report on the findings. The draft copy should be to the Board by mid-February. The employee survey result should be received soon.

Mr. Boeres stated the Insurance Committee is being chaired by Ms. Brock. The committee will look into cutting the cost of insurance by a minimum of 10% or \$100,000.00. The first meeting takes place tomorrow. This committee is made up of representatives from each department. Mr. Wallace asked about residents serving on the committee. Mr. Boeres stated that would still happen, but further down the road.

Mr. Wallace presented a small thank you trophy to Mr. Boeres.

Mr. Ray Warrick, Fiscal Officer, presented Resolution #15-0107. The township received a reimbursement from FEMA for training that was done by a Firefighter. A new account must be opened per the Auditor's Office to record any transactions involving the grant money.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0107 adopting a FEMA Fund.

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

Mr. Warrick presented next Resolution #15-0107A. This is a request to allow blanket certificates to only cover one (1) quarter at a time. Last year blankets were done for the year, but by making them quarterly institutes a little more control. The first section of the resolution addresses the blanket certificate stating no quarterly certificate can exceed \$100,000.00. This Resolution will cover the entire year and be approved on an annual basis from this point forward.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0107A authorizing the quarterly authorization of blanket certificates and establishing financial policies for the approval of purchase orders.

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

Mr. Warrick stated everything is going well with the year-end close. The Auditors have yet to choose the third party auditor for our 2014 audit.

Mr. Warrick noted Then and Now Certificates had to be done for \$37.67 for the December Bank Reconciliation and \$79.15 for the LCNB Lock Box.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve Then and Now Certificates for \$37.67 for the close of the December Bank Reconciliation and \$79.15 for the LCNB Lock Box.

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

Mr. Wallace presented Mr. Warrick with a Thank You Award.

Mr. Weber opened the floor to the public.

Troop 617 was present to earn a badge.

Mr. Wallace made a motion and Mr. Duvelius seconded the motion to make Mr. Joe Quatman of Troop 617 Resident of the Day.

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

Mr. Weber closed the floor to the public.

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

Mr. Weber stated at the last meeting there was an Executive Session to discuss an Employee Agreement for the Administrator. An agreement has been drafted by the Law Director. Mr. Weber stated Mr. Boeres was doing a great job and appreciated his leadership over the years. Mr. Duvelius agreed with Mr. Weber and like having a great go to person that has been needed for some time. Mr. Wallace stated he appreciates all Mr. Boeres has done. Mr. Weber stated the employment agreement states \$85,000.00 per year salary, no increase. It is a three (3) year contract effective January 1, 2015 through December 31, 2017. Mr. Boeres receives \$74.50 per month in reimbursable expenses for a cell phone. There is also a vehicle allowance reimbursement of \$400.00 per month in lieu of driving a township vehicle home. Mr. Warrick stated Mr. Boeres did not take a raise as a point of principal because none of his staff has received a raise for two years now.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve the employment agreement with Mr. Gary Boeres, Administrator, retroactive to January 1, 2015 for a three (3) year term through December 31, 2017 and will be renewable on an annual basis unless the parties agree not to.

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

Mr. Duvelius believes the township has an opportunity to fund township parks and roads. The Governor recently signed the traffic camera bill modifying procedures. By having traffic cameras it could generate several thousand dollars per year. A representative could come in and present in the future. This does not have to run through Warren County Court because it is all civil. The Police Department would have to assign an officer as a traffic officer and the township would need a magistrate to listen to any objections that would arise. The money would go to the General Fund. Mr. Duvelius stated he will give the information to Mr. Boeres to set up a presentation time. Mr. Weber stated he is willing to listen to the presentation. Mr. Wallace stated he is opposed to any type of traffic cameras. The answer to financial problems and past decisions should not be solved by a traffic camera. Mr. Warrick stated he is also opposed and is worried this would create a public relations problem. This will be reviewed at the next meeting.

Mr. Wallace presented Thank You Awards to Mr. Rusty Holman, Volunteer Financial Analyst, Mr. Kenny Hickey, Maintenance Supervisor, and Mr. Warren Ritchie, Law Director.

Mr. Weber stated he received an email from a resident on State Route 48 where an accident had occurred. The Ohio Department of Transportation controls the speed limit on Route 48. Mr. Weber stated he would be glad to talk to ODOT about the residents' concerns. Mr. Weber will also get with Chief Wheeler to visit the concern.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to adjourn the meeting at 6:54 p.m.

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