

HAMILTON TOWNSHIP TRUSTEES

February 18, 2015

Mr. Weber called the meeting to order at 6:03 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 February 4, 2015 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 February 4, 2015 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 withholding checks for checks numbered 74312 through 74326 and checks 74376 through 74377 with payroll direct deposit vouchers numbered 2015-253 through 2015-330.

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 74327 through 74375.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Gary Gochell, Park Board Member, was present to discuss dissolving the Park Board. Mr. Gochell stated there is not a big money savings by hiring a Parks Coordinator compared to paying the members. Mr. Gochell is concerned about being a volunteer and not being covered under the insurance policy. Mr. Gochell respectfully didn't want to volunteer due to the lack of insurance coverage. It was also noted an email of the information was impersonal and would have rather received a phone call. Mr. Gochell lastly noted Mr. Scott was a good choice to be the Parks Coordinator.

Ms. Michelle Tegtmeier, Community Development Coordinator, presented the Goodknight Property (Basket Country) who is requesting an Amendment to the Final Site Plan. Mr. Rick Stevens of WebReliance wishes to purchase the property and therefore needs to have the change of use for the property from retail to office. The intent is to leave the exterior the building the same. The only change will be the signage. Staff recommends approval of the change of use from retail to office use with the recommendation that the signage remain at the same size as determined by the Hamilton Township Trustees Meeting in March of 2006. Mr. Weber asked about the time frame for the new occupant. Ms. Goodknight stated the closing is set for February 20, 2015. Mr. Jimmy Robertson was present, who is the real estate agent on this project. WebReliance is hoping to start business towards the end of March.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the Amendment to the Stage 3 Final Site Plan for the Goodknight Property with a change in use from retail to office.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Melissa Brock, Human Resources, asked the board to approve FMLA for Ms. Carolyn Hunter for a qualifying event to begin February 2, 2015 as intermittent leave to care for a family member.

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

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock stated she had emailed the board the job description for the Parks Coordinator position and asked if there were any questions. Mr. Weber noted the first line of reporting would be to the Road Supervisor. Ms. Brock agreed.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the job description for the Parks Coordinator as written.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock asked the board to hire Mr. Bruce Scott for the part-time position of Parks Coordinator with a six (6) month probationary period, payable of \$200.00 per month or an annual rate not to exceed \$2,400.00.

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

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock stated the Fire Chief assessment will be conducted this Saturday with six (6) candidates. After test scores are compiled in 7-10 days background checks are completed it will narrow the candidates down to three (3). Then on March 11, 2015 a panel interview comprised of employees, Department Heads, and four (4) outside community members will be conducted. On March 18, 2015 the trustees will get to meet and interview the candidates. The interviews can be before or after the meeting. Mr. Wallace asked Ms. Brock to let the public know who the candidates were. Ms. Brock stated anyone wanting to know could submit a records request to her for that information. Mr. Warren Ritchie, Law Director, stated a work session could be set up just for interviews also.

Mr. Gary Boeres, Administrator, stated at 12:00 p.m. today a bid opening was done for the Cemetery Mowing Bid and Concession Stand Bids for Testerman Park. There were two (2) mowing bids received.

1. Outdoor Designs - \$9,904.00 per year
2. M.A.W. Specialized Lawn Care - \$25,600.00

Mr. Boeres noted for full disclosure the owner of Outdoor Designs is related to an employee at the township, but the employee is not a decision maker or supervisor working directly or making decisions with the mowing. Mr. Weber asked Mr. Kenny Hickey, Maintenance Supervisor, if he had any concerns with the company, Mr. Hickey stated no.

Mr. Weber made a motion and Mr. Wallace seconded the motion to accept the bid from Outdoor Designs at an annual rate of \$9,904.00.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres noted there were no bids received for the Concession Stand.

Mr. Boeres stated he was instructed to send the Park Board members an email after the last meeting letting them know the trustees had decided to move towards a Park Board Advisory Committee. The committee would have the by-laws changed to meet quarterly instead of monthly. Their roll would be to coordinate with Mr. Scott for special events and sporting events. Ms. Pat Cremeans, Park Board Member, expressed concern with the insurance coverage. She also discussed the Easter Egg Hunt that she has taken over this year with help and is worried about the liability of it. Mr. Weber stated he had not heard about the insurance issue until now and can be taken into consideration. Ms. Cremeans stated the trustees don't know what goes on at their meetings or events because they don't attend.

Mr. Boeres stated the Glass Property is asking for \$90,000.00 of TIF Funds for sewer improvements. The Township usually does not support TIF Funding for infrastructure improvements other than road improvements.

Mr. Weber made a motion and Mr. Wallace seconded the motion to deny the request for TIF Funds for the Glass Property.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres prompted discussion about the Hopkins Road speed reduction request. Mr. Boeres forwarded the email request to the Board from a resident. Chief Wheeler, Police Chief, stated he would support a study being done. Mr. Wallace asked the current speed limit and Chief Wheeler stated 45 MPH. Mr. Weber stated the Warren County Engineer's Office does the speed study and if the traffic meets the warrant the speed could be reduced, but ODOT for the final say. There is no cost associated with the study. The Trustees and Chief Wheeler agreed to move forward with requesting a speed study for Hopkins Road.

Mr. Boeres proposed a Marr Park Parking Lot Agreement. Mr. Boeres previously forwarded the agreement draft by email to the Trustees. Mr. Boeres stated the lease with Cincinnati United Soccer Club (CU) would last for 11 years and then be renewable for 10 more years. The club would deposit \$100,000 immediately upon signing the lease agreement. The funds would be used for equipment and material to building the parking lot and then the Township Maintenance Department would construct the parking lot. In return for the upfront money, the club would then receive a twenty-five percent discount towards the field rentals and rental fees would be subtract from the initial \$100,000 until it is exhausted. At the Township's expense, one (1) grass cutting per week would be provided and in return, CU would provide the funding for one seasonal employee to keep up with the other maintenance responsibilities like trash collection or additional mowing needs. The Township would rake the parking lot and repair potholes when needed. The other fields not rented by CU can be leased to other organizations at the full rate. The money collected from field rental is planned to go back into the park for regular maintenance and improvements. Mr. Mike Cremeans, resident, verified that CU would be using six (6) fields, Mr. Boeres stated yes a minimum of six (6). Mr. Bruce Scott, Parks Coordinator, asked if there was a tournament rate per day. Mr. Boeres stated that per the agreement the split of the revenue from tournaments would be worked out with CU. Mr. Ray Warrick, Fiscal Officer, noted the acceptance and accounting of the \$100,000.00 would need to be managed properly. Mr. Warrick cautioned of future expenses unknown at this time. Mr. Boeres stated the Township is not providing more maintenance under the agreement than we are currently provide as far as maintenance. The Township will only provide labor of one (1) mowing per week and will not provide the portable restrooms or the equipment for the fields. Mr. Wallace asked if the \$750.00 per month

was enough as wear and tear happens on the fields. Mr. Boeres stated the \$750.00 is a not to exceed and the township will not spend more than that for any reason. Mr. Wallace thought it was a good deal and Mr. Weber believed this was a good thing for the Township.

Mr. Weber made a motion and Mr. Wallace seconded the motion to move forward with Cincinnati United Soccer Club Agreement as presented.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to authorize the Administrator, Mr. Boeres, to sign the agreement on behalf of the Trustees.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

The parking lot is estimated to be in place by the end of March.

Mr. Boeres stated the Police Department has modified their Cash Box Policy to eliminate the need for a cash box.

Mr. Weber made a motion and Mr. Wallace seconded the motion to amend the public records policy for the Police Department.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres noted the township has been asked to sign a mutual aid agreement for the Police Department. A copy was sent to the board. Chief Wheeler noted there were very minor changes made from the previous agreement. Mr. Weber asked if a Resolution would be needed for approval and sent with agreement, Chief Wheeler stated that was the preferred method. Mr. Ritchie noted he had spoken with Mr. Boeres about this prior to the meeting and where it asked for a Resolution number you could indicate a voice vote adopted by the trustees on this date. If more is needed it could be followed up with a written Resolution and the Fiscal Officer can do the certification of the voice vote.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the mutual aid agreement for the Police Department.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres asked for an Executive Session to discuss Fire Union Negotiations.

The Trustees decided to wait on updating the Park Board Bylaws until Mr. Duvelius returned. Ms. Corinne Curcio, Park Board Member, stated she still wanted to continue with the parks and be a member.

Mr. Ray Warrick, Fiscal Officer, presented Resolution #15-0218A. This Resolution authorizes and advance from the General Fund (1000) to the Road and Bridge Fund (2031). The amount of the advance is \$185,000.00. The money will be returned to the General Fund when the tax monies are received from the County Auditor in April.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0218A authorizing an advance from the General Fund (1000) to the Road and Bridge Fund (2031) in the amount of \$185,000.00.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Ritchie asked Mr. Warrick when he checked with the auditors about the advance in funds, can the Township advance funds from restricted funds. Mr. Warrick stated no. He noted we could do a Resolution as we are doing or ask Warren County for an advance on the Township property tax revenue. The Resolution is easier.

Mr. Warrick, Fiscal Officer, presented Resolution #15-0218B. This is a Resolution adopting and EMS Billing Fund (2284). This fund will house the ambulance revenue that is invoiced from squad runs. The previous fund was closed last year. Any 2014 money from prior resolution is going into the General Fund. The 2015 money will go into the new EMS Billing Fund. In the same Resolution, an amount of \$334,794.46 will be appropriated as set up in the budgeting process. Even though the money is appropriated, it doesn't mean we can spend the money yet. That is a projection of the flow of revenue.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0218B Adopting an EMS Billing Fund (2284) and authorizing the appropriation in the amount of \$334,794.46.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Warrick presented the January Bank Reconciliation in his monthly packet. With one (1) month gone that is approximately 8.3% of the year. We have collected 1.1% of our revenue and have spent 5.1% of our appropriations. We are behind on our revenue and under on what has been spent for the first month. Mr. Warrick also presented a spreadsheet comparing January 2014 to January 2015 and also year to date figures for both years.

Mr. Warrick stated the Annual Report is completed and was emailed to the Trustees and will be posted on the website tomorrow. This was prepared by a CPA Firm. The report had to be done before we could be audited. We have upgraded to a mid-level report rather than a lower level as we had in the past. There are more charts, graphs and explanations given in this report to make it easier to understand. Mr. Warrick encouraged the trustees to move to the top level for next year's report. There is not adequate money for the roads and must be addressed this year in his opinion. Every township is dealing with road funding right now. Mr. Warrick wanted to come up with a reasonable approach to be able to provide the core service of infrastructure of the roads.

Mr. Warren Ritchie, Law Director, had nothing new to report, but did address the per field cost in the CU agreement that was expressed by Mr. Weber earlier. Mr. Ritchie stated it is clearly the intent of CU to pay \$1,000.00 per season and \$2,000.00 per year. Mr. Ritchie asked that it not be amended because their attorney has already signed off on the agreement with the understanding it is \$2,000.00 per year per field.

Mr. Weber opened the floor to the public.

Mr. Weber closed the floor to the public.

Mr. Wallace made a motion and Mr. Weber seconded the motion to make Linda Scott and Ruth Phipps residents of the day for their work on getting signs for the opening of Mounts Park and collecting money for this to happen.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes

Mr. Weber thanked them for their hard work and stated the signs looked great.

Mr. Weber stated the Warren County Combined Health District has their Advisory Council meeting on March 3, 2015. The trustee president is the representative to attend where the District will present their annual budget.

Mr. Boeres noted the Township had put in for a few road resurfacing projects for this year just to see the cost since we weren't sure of the funding. The roads listed were Trail Crossing, Grand Legacy Drive, Cones Road and Mounts Road. The total cost for resurfacing and base repairs was \$142,500.00. Mr. Boeres will review this with Mr. Kenny Hickey, Maintenance Supervisor, and see if there are any we can move forward with if funding is available.

Mr. Weber made a motion and Mr. Wallace seconded the motion to enter into Executives Session at 7:20 p.m. for Fire Union Negotiation discussions with the trustees, Mr. Warrick, Mr. Boeres, Ms. Brock, Chief Wheeler and Mr. Ritchie.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to return from Executive Session at 9:04 p.m.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber stated Executive Session was to discuss IAFF (Fire) Union Negotiations. There was no further business.

Mr. Weber made a motion and Mr. Wallace seconded the motion to adjourn the meeting at 9:05 p.m.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes