

Hamilton Township Trustee's Meeting

March 16, 2016

Trustee Board President, Dave Wallace called the meeting to order at 6:05 p.m. Mr. Wallace, Mr. Weber and Mr. Walker were present.

The *Pledge of Allegiance* was recited by all in attendance.

Motion was made by Mr. Wallace with a second by Mr. Weber to adopt the proposed agenda for the March 16, 2016 meeting.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve the withholding payments for payment cycle February 14, 2016 – February 27, 2016, checks numbered 75923 to 75928.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve payroll for pay cycle February 28 to March 12, 2016, Electronic Fund Transfer Direct Deposit Vouchers 2016-421 to 2016-497.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve the billing invoices for payment cycle March 7 through March 11, 2016 checks numbered 75929 to 75932.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve the billing invoices for payment cycle March 14, 2016 through March 18, 2016, checks numbered 75933 to 75966.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to dispense with the public reading of the minutes and approve as written for March 16, 2016.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Human Resource Manager Melissa Brock requested the Board make a motion to officially approve the new hire Brandy Wyatt for the position of Front Desk Assistant at an hourly rate of \$12.00 per hour with a probation period of six months effective March 9, 2016.

Trustee Kurt Weber made the motion as stated above, and was seconded by Trustee Dave Wallace.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Human Resource Manager Melissa Brock requested the Board make a motion to approve the hiring process of two seasonal Park Crew Members. The two part-time employees would meet the job qualifications that are listed in the job posting at a rate of \$11.00 per hour at 20 hours per week not to exceed 480 hours in 2016.

Trustee Kurt Weber made the motion as stated above, and seconded by Trustee Dave Wallace.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Human Resource Manager Melissa Brock requested the Board make a motion to approve the purchase of Murdoch New Cemetery Lot 129 Grave 5, Lot 131 Grave 6 and 7 and Lot 132 Grave 8 to Richard Rolland at the Hamilton Township resident cost of \$600 each for a total of \$2,400 reflective of Deed 2016-04.

Trustee Kurt Weber made the motion as stated above, and seconded by Trustee Dave Wallace.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Mr. Ray Warrick Township Administrator suggested to the Board to not enter into the Street Sweeping Project and to pass at this time.

Maintenance Supervisor, Kenny Hickey presented the board with an overview on road resurfacing and determined that there would not be any chip and seal this year due to the deterioration of the roads. All streets have been accepted from the County in previous years.

Mr. Kenny Hickey discussed the overview of the Park Rules for the Mounts Park Fishing Lake and presented the Board with the signage from the previous year. Dates have been set for March 26, 2016 through October 30, 2016. Last year the time was from dawn to dusk each weekend. Trustee David Wallace suggested the weekends would be fine but was concerned about having the Fire Department to take on that responsibility and thought it would be ok to let the residence open and close the park.

Trustee David Wallace made the motion to open Mounts Park on weekends and holidays as of March 26, 2016 through October 30, 2016 from dawn to dusk, and seconded by Trustee Kurt Weber.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Ray Warrick, Township Administrator, brought to the Boards attention month end financials. On the second page, appropriations fund status with a quick overlook the of a spreadsheet that is produced by Finance Coordinator Ellen Horman showing 17% of the year is completed and have only collected 3% of the revenue and have spent 11% of the budget year to date which is below the 17% of time passage. All financial reports seem to be in good status at this time. On page 3 of the report shows revenue is under budget for Road and Bridge. There was \$185,000 that was carried over into the General Fund from 2015, and everything else looks in order. The second page of final appropriations was under discussion and the trustees would like to make a third monthly report to show final monthly numbers.

Jim Hunter was sworn in as Fiscal Officer by Trustee David Wallace.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the purchase order of \$12,550.00 to Right Touch for painting at Fire Station 76.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the purchase order of \$26,870.00 for concrete repair at Fire Station 77.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the purchase order of \$20,482.42 to Koch Construction for Station 76 (removal and replacing of shingles, decking and removal of belfry.)

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the blanket certificate of \$30,000.00 for Marr Park parking lot expansion.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

All four purchase orders are within the Capital Plan for 2016.

Fiscal Officer, Jim Hunter presented resolution #16-0316 to authorize the transfer of Tax Increment Financing (TIF) Fund 2901 of \$600,000.00 to the General Fund 1000. The Fiscal Officer is authorized and directed to supplement and amend the calendar year 2016 appropriations for the TIF Fund 2901 in the amount of \$600,000.00 as a transfer out and appropriate the additional calendar year 2016 amount of \$12,500.00 from expense account 1000-110-300-0114 to expend for road projects.

Trustee David Wallace made the motion to approve resolution #16-0316 as stated above, and seconded by Trustee Kurt Weber.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Fiscal Officer, Jim Hunter presented resolution #16-0316A to authorize an increase in Township appropriations to reconcile budgets for the calendar year 2016, to increase appropriations for the General Fund Line Item 1000-110-311-0000, Accounting and Legal Fees in the amount of \$47,143.00. The Fiscal Officer is authorized and directed to increase the appropriations for the Road and Bridge Line Item 2031-330-311-0000 Accounting and Legal Fees in the amount of \$14,286.00 for a total amount of \$14,286.00. The Fiscal Officer is authorized and directed to increase the appropriations for the Fire Fund Line Item 2283-220-311-0000, Accounting and Legal Fees in the amount of \$25,000.00 for a total amount of \$25,000.00. The Fiscal Officers is authorized and directed to increase the Appropriations for the General Fund Line Item 1000-110-240-000 unemployment compensation in the amount of \$14,316.50 for a total amount of \$15,262.00. The Fiscal Officers is authorized and directed to increase the Appropriations for the General Fund Line Item 1000-110-730-0000 improvement of sites in the amount of \$27,500.00 for a total of \$37,700.00 for the Mounts Park parking.

Trustee David Wallace made the motion to approve resolution #16-0316A as stated above, and seconded by Trustee Kurt Weber.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Jim Hunter, Fiscal Officer, requested a motion for a purchase order to Rauch Excavating for \$27,500.00 improvements of site 1000-110-730-0000 for driveways and ballfields for Mounts Park.

Trustee David Wallace made the motion as stated above, and seconded by Trustee Kurt Weber.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Work Session

Mr. Warrick began discussion on the New Warren County Little League proposal to put \$16,008.00 in 3 ½ fields for repairs and waive the \$3,000.00 rental fee with a year by year working agreement. Repairs will be done before the season starts (April) and invoices will be provided.

Trustee David Wallace made the motion as stated above, and seconded by Trustee Kurt Weber.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Warrick began discussion on the Park Rules Version 2 of Section 15. After much discussion, the Board decided to hold off until the next meeting with a final resolution.

Mr. Ray Warrick began discussion on the concession stand at Testerman Park and stated Mr. Barnhill is researching insurance and liability at this time. The park does not currently have a vendor. 12 Degrees, Italian Ice has requested to come into the park. No permission was given at this time until further information is reviewed on vendor insurance.

Public Comments

Mr. Wallace opened the floor to the public at 7:05pm.

Mr. Tommy McReynolds with the Boy Scouts asked for a conformation of approval of the flagpole project. Mr. Hickey stated as long as the Boy Scouts can provide their own insurance, the project can move forward.

Mike Cremeans, 9606 St. Rt. 48, expressed that as he sat there and listened to the Board allocate over \$100,000 but can't get money to sponsor an Easter Egg hunt, Christmas get together and a 4th of July parade for the kids.

Bob McDermott, 6683 Midnight Sun Drive, wanted to discuss an ongoing issue with his neighbors for the past 10years. Zoning and Police have been out to the property many times in the past. He stated that they are leaving trash out that is getting blown into his yard. Mr. McDermott also stated that there is mud on the pavement on Nunner Road and would like something done.

Tom Schrenk, 5608 Zoar Road, Volunteer of Mounts Park, requested that the Township adopt rules and regulations for the Mounts Park. Mr. Schrenk suggested State rules with fishing limits. Mr. Schrenk stated he is working with Lowes and Home Depot on donations for a few park upgrades such as a handicap assessable deck and park benches. Mr. Kenny Hickey stated that he will look into what licenses are needed for the fishing at Mounts Park.

Ruth Phipps of Cozzadale Ohio suggested to the Board to consider Mounts Park to be open more days/hours and understood that it is a work in progress. Mrs. Phipps also wanted to thank everyone that goes to the park to volunteer and Tony for his hard work.

Pat Cremeans brought to the Boards attention her concern for retired and handicap people to be able to have access to this park during the week days.

Tony Schrenk stated he was willing to do Thursday, Friday, Saturday and Sunday dawn to dusk. The Board decided this would be discussed further at the next Board meeting.

Ed McFarland stated the park is a great family park.

Ken Floss, with Little Miami Youth Baseball, asked the Board to reconsider the current park guidelines, and suggested more discussion from the public prior to decisions being made in the future dealing with Testerman Park.

Melissa Brock, HR Manager, presented her resignation to the Board. She requested the Board make a motion to remove her from the active Hamilton Township employment roster effective March 30, 2016 and provide the payout of approved hours as agreed in the employee manual not to exceed \$5,037.96.

Trustee David Wallace made the motion as stated above, and seconded by Trustee Kurt Weber.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Weber and Mr. Wallace wanted to thank Mrs. Brock for all her hard work and dedication over the years.

Mr. Wallace closed the floor to the public at 7:35 pm.

Trustee's Business

Mr. Wallace made a motion and was seconded by Mr. Weber to enter into Executive Session to discuss personnel matters, consider compensation of a public employee and a promotion of a public employee and pending court action, included in Executive Session were all Trustees, Fiscal Officer, Administrator, and legal counsel at 7:36 pm.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to return from Executive Session at 8:10 pm.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to move ahead with hiring a new Human Resource Manager.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to increase the pay of 2 ½% for the non-union members Ellen, Michelle, Melissa and Scott retro to January 1, 2016.

Motion made by Mr. Wallace with a second by Mr. Weber for a Purchase Order of \$50,000.00 for legal fees.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Weber advised the Board that the Warren County Engineers Office is advertising for salt bids again and requested the board to pass a resolution at the April 6, 2016 meeting regarding the amount of salt the Township would want to purchase. Mr. Hickey stated possibly 300 ton of available space.

Mr. Weber requested the resolution from the last meeting to be sent to the Engineers Office.

Motion made by Mr. Wallace with a second by Mr. Weber to adjourn at 8:14 pm.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes