

## Hamilton Township Trustee's Meeting

August 21, 2019

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:30p.m. Mr. Cordrey, Mr. Walker, and Mr. Rozzi were present.

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

Motion made by Mr. Cordrey with a second by Mr. Walker to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the August 7, 2019 Trustee Meeting.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Walker to approve billing invoices for payment cycle August 12, 2019 – August 16, 2019, checks numbered 80486 – 80495.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Walker to approve billing invoices for payment cycle August 19, 2019 – August 23, 2019, checks numbered 80496 – 80534.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Walker to approve Payroll for pay cycle July 28, 2019 – August 10, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1167073373 - 1167073454 and 1167073534 - 1167073537.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Walker to approve the withholding payments for payment cycle July 28, 2019 – August 10, 2019, checks numbered 30686844 -30686852 and 30686858 – 30686872 and 30686875 – 30686877.

Roll call as follows: Darryl Cordrey Yes  
Joe Walker Yes  
Joe Rozzi Yes

**Public Comments**- Agenda Related

Mr. Cordrey opened the floor to public comments related to agenda items, at 6:32 pm.

No comments were made.

Mr. Cordrey closed the floor to public comments at 6:32 pm.

**Human Resources**

Human Resources Manager Ms. Kellie Krieger requested a motion to remove Mr. Daniel Martin from the Hamilton Township Active Employee Roster. Mr. Martin submitted his resignation to Mr. Kenny Hickey.

Mr. Cordrey made a motion to approve of the employee roster update. There was a second from Mr. Walker.

Roll call as follows: Darryl Cordrey Yes  
Joe Walker Yes  
Joe Rozzi Yes

Ms. Krieger requested a motion to approve a revision to deed 2018-08 for Mr. and Mr. Adams. The revision is to correct the lot number to 183. It remains grave 4.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the above mentioned cemetery deed revision.

Roll call as follows: Darryl Cordrey Yes  
Joe Walker Yes  
Joe Rozzi Yes

Ms. Krieger requested a motion to approve the purchase of a grave within the Maineville Cemetery addition to Barbara Anne Francini. She would like to purchase lot 513 grave 5.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the above-mentioned grave purchase.

Roll call as follows: Darryl Cordrey Yes

Joe Walker	Yes
Joe Rozzi	Yes

**Township Current Business**

**- Motion:** Investment funds wire

This is to approve the wire transfer of \$3,074,741.38 from LCNB to RedTree Investment Groups for investment purposes. This motion is the last step in transferring the funds. This was initiated by this Board in Resolution 19-0417 when we entered into contract with RedTree Investment Groups. Since then, we have let these mature with LCNB so we could have the liquidity transfer to RedTree.

Mr. Rozzi asked how the investments were doing.

Mr. Centers explained that they are doing really well. We have let these CD's mature in the LPL account. We were getting approximately \$900 in interest a month within our LCNB account. We moved that into a sweep account and are averaging around \$14,000 per month in interest for the last four months. RedTree does only municipal and government investing. Deerfield, Clearcreek and Monroe all have accounts with them. Mr. Centers and Ellen have met with the consultants of RedTree as well as called and fact checked from other entities, and they all have positive things to say about them. Their return rates are around .5% better than everywhere else is.

Mr. Rozzi asked Mr. Hunter how he feels about this move.

Mr. Hunter stated that he is good with it. It will make us more money and it is a better return than the CD's.

Mr. Cordrey made a motion with a second from Mr. Walker to approve of the investment funds wire transfer of \$3,074,741.38 from LCNB to RedTree Investment Group.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

**- Motion:** Large Purchase Order (Fire)

This purchase order is for the new Fire Station security system. This will come out of our Machinery, Equipment and Furniture and other capital outlie funds. This was an expected expense. The budget impact is \$11,834.60.

Mr. Cordrey made a motion with a second from Mr. Walker to approve the large purchase order for the security system.

Roll call as follows: Darryl Cordrey        Yes  
                                 Joe Walker                Yes  
                                 Joe Rozzi                    Yes

- Resolution 19-0821: Zoning Fee Increase

This resolution is to establish prices for zoning and associated charges in zoning services for Hamilton Township. As a Board, we had discussed having the administration look into our zoning fees and do some comparing to other communities and look at making some adjustments. Deerfield Township, Clearcreek Township, Goshen Township, Liberty Township and Sycamore Township were all compared to our existing prices.

Mr. Rozzi asked if we were doing these updates to get us in line with what other communities charge based on what we put into zoning and inspections?

Mr. Centers explained that we are removing the complications that surround permit pricing. Instead of having different prices for different square footage, there is a flat fee now.

Mr. Rozzi asked if the Board still has discretion and can waive fees?

Mr. Centers responded that the Board always has discretion.

Mr. Walker question why there was such a large increase for the commercial fees.

Mr. Centers clarified that we are increasing the minimum commercial fee and the maximum commercial fee based on the square footage of the development. Other costs are associated with those kind of plans due to meetings, staffing hours, inspections, etc.

Mr. Rozzi asked how this compares with other communities and when was this last addressed with the township?

Mr. Centers responded that these prices are in line with other townships in the area.

Mr. Hickey believes that 2012 is the last time these prices were adjusted.

Mr. Walker asked for clarification on the temporary tent fees since most of these will be put up over the weekends. How will we get them inspected?

Chief Reese stated that he has fire inspectors that work each shift so one of them could go do the inspection.

Mr. Centers mentioned that we have taken in a decent amount of tent permits recently as well as solar panel permits, so we wanted to address the time that will be spent on those items for inspections.

Mr. Cordrey made a motion with a second from Mr. Walker to approve Resolution 19-0821.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

- Resolution 19-0821A: Fire Inspection fee increase

This resolution is to establish prices for fire department inspections and other associated fees.

We have never charged for fire inspections in the past. This resolution brings us up to par for proper charging to offset our administrative costs.

Mr. Walker asked if this is just for new construction and not for the yearly inspections.

Chief Reese stated that these fees are for new construction or new modifications. Not for annual inspections. We also will not be charging for foster-home inspections or daycares.

Mr. Rozzi asked if this is going to be covered by an on-shift inspector who is already working for the day?

Chief Reese replied that it would primarily be Cory Sanders doing the inspections since he is our full-time Fire Inspector. However, we have certified fire inspectors on every shift so if Cory is not available, we can send someone who is already working.

Mr. Cordrey made a motion with a second from Mr. Walker to approve Resolution 19-0821A.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

- Resolution 19-0821B: Increase in appropriations (Zoning)

This resolution is to approve an increase in township appropriations in the general fund for Zoning to reconcile budgets for 2019. This is in regards to overlapping salaries, contracted services and Medicare in the zoning department with the hire of the Director of Economic Development and Zoning. The budget impact is \$29,023.84.

Mr. Cordrey asked if this is due to the transition of services that we had contracted with Lois McKnight and the hiring of Alex Kraemer.

Mr. Centers agreed that it is due to the overlapping of taking on Mr. Kraemer's salary as well as picking up a percentage of Cory Sander's salary. Cory filled in for Zoning during the period when we did not have anyone in that position.

Mr. Rozzi asked how much longer Ms. McKnight is with us?

Mr. Centers stated that she is contracted with us until the end of September.

Mr. Cordrey made a motion with a second from Mr. Walker to approve Resolution 19-0821B.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

- Resolution 19-0821C: Abode Advantage Stage 2&3

This resolution approves the R-3 PUD Stage 2 and Stage 3 plans for approximately 5.0056 acres of real property located at 7905 South State Route 48, Hamilton Township, Warren County, OH. This memorializes the motion that was unanimously passed at the last meeting on August 7, 2019.

Mr. Cordrey made a motion with a second from Mr. Walker to approve Resolution 19-0821C.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

- Resolution 19-0821D: Custom Traffic Solutions Stage 2&3

This resolution approves the B-2 PUD Stage 2 and Stage 3 plans for approximately 4.0877 acres of real property located at McNK Subdivision, Lot 10, Hamilton Township, Warren County, OH. This memorializes the motion that was unanimously passed at the last meeting on August 7, 2019.

Mr. Cordrey made a motion with a second from Mr. Walker to approve Resolution 19-0821D.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

### **Work Session**

- Baseball field pricing (Fall Ball)

Mr. Centers explained that we currently charge \$1,000.00 for each ball field at Testerman Park in the spring. For Fall Ball we charge \$500.00 per field. That is due to the lower amount of kids that play. Warren County Little League requested even more of a discounted rate than the \$500 again due to the lack of players. Mr. Centers explained that our Public Works crew still drags the fields and cuts the grass so that was most likely a reason to leave the cost as is. The organization then brought up that they have put almost \$20,000.00 in improvements into fields D, E and F over the last few years.

Mr. Hickey explained that when this agreement was put into place in 2016, it was to take care of the backfields (D, E and F). The organization agreed they would put forth approximately \$16,000.00 to take care of those fields with the understanding that 2016 and 2017 would be paid for and we would not charge them a fee for each of those years. The amount that has been spent on improvements for those fields was agreed upon. Mr. Hickey had given a copy of an email with that agreement in it, to the Trustees for review.

Mr. Cordrey spoke about some of the improvement invoices that were given and stated that not all of the invoices were from parks in Hamilton Township.

Mr. Rozzi asked if they could guess at what proportion was for the township parks?

Mr. Cordrey mentioned that things have been purchased, such as the red clay, for a specific park but they have taken what was not used and distributed it to other fields.

Mr. Hickey confirmed that the \$11,000.00 invoice did take care of the fencing for the backfield. It was inspected to make sure that it was done the right way.

Mr. Rozzi asked if the maintenance we do with the fields is just as much work as it is in the spring?

Mr. Hickey acknowledged that it is. The only difference is that the fall ball season is shorter than spring. However, the fields are still maintained every Monday, Wednesday and Friday.

Mr. Rozzi wants to leave the fees the way that they are since we are still doing a proportional amount of work for these fields. Mr. Cordrey agreed with Mr. Rozzi's statement. Mr. Walker is also in favor of leaving the prices as they stand.

### **Jim Hunter, Fiscal Officer**

We are 58% of our way through the year. Our revenues to date are 60.8%. We anticipate that the revenue will go up next month, as we should be getting our next draw. Year to date expenditures are at 45.701% and looking through each department of the township, they are all in line with what was budgeted.

### **Administrator's Report**

Mr. Centers did not have anything to report at this time. Everything is going well in the Township.

### **Public Comments- General**

Mr. Cordrey opened the floor to public comments at 6:57 pm.

Becki Walker expressed concerns about CTC Fields and the conduct of the owner.

Mr. Cordrey asked Mr. Centers to reach out to Mr. Conley and remind him to be neighborly.

Becki Walker mentioned that the shooting range was being used at the park and the signs were up, but nothing was posted publicly to let people know ahead of time.

Mark Sousa asked if there are any kind of tax abatements or TIF's for the Abode and CTS developments that were approved at the last meeting?

Mr. Cordrey stated that there were neither tax abatements nor TIF's for those projects.

Ryan Ziemba discussed the multitude of public records requests and the costs associated with those requests. He then asked for details of how the costs of these requests are determined.

Mr. Cordrey explained that the costs are due to legal fees. Mr. Yoder then stated that there are no charges for our administrative staff or IT team to pull these requests. The charges are calculated after the law director and his associates review them. We have tried to cut the costs of these requests by township staff working on them in further detail before they are sent to the attorney.

Becky Ehling also addressed concerns about the CTC Ball Fields and the way that public records requests are being done.

Mr. Yoder responded and stated that it is becoming increasingly common for sensitive records requests to be reviewed by law firms.

Mr. Cordrey closed the floor to public comments at 7:19 pm.

### **Trustee Comments**

Mr. Walker commented on the great turn out for the Cardboard Boat Regatta.



Mr. Cordrey stated that the Chamber of Commerce did a great job with the regatta. He welcomed Alex to our staff. Reminder that the food truck rally is being held on August 24, 2019.

### **Executive Session**

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into Executive Session at 7:21 pm in reference to O.R.C. 121.22 (G) (1) and (8). (G) (1): To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual. (G) (8): To consider the confidential information related to the marketing plans, specific business strategy, production techniques, or personal financial statements of an application for economic development assistance, or to negotiate with other political subdivisions respecting requests for economic development assistance.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Joe Walker	Yes

Mr. Cordrey made a motion to come out of Executive Session at 8:18 pm. There was a second from Mr. Walker.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

### **Adjournment**

With no further matters to discuss, Mr. Cordrey made a motion with a second from Mr. Walker to adjourn the meeting at 8:19 pm.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes