

Hamilton Township Trustees Meeting

September 2, 2020

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

The *Pledge of Allegiance* was recited by all.

Motion made by Mr. Cordrey with a second by Mr. Rozzi to make an amendment to page 10 and approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the August 19, 2020 Trustee Meeting.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve Payroll for pay cycle August 9, 2020 – August 22, 2020, Electronic Fund Transfer Direct Deposit Vouchers 1190532660 – 1190532728.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve the withholding payments for payment cycle August 9, 2020 – August 22, 2020, checks numbered 32456772 - 32456793.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve billing invoices for payment cycle August 24, 2020 – August 28, 2020, checks numbered 81875 - 81882.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve billing invoices for payment cycle August 31, 2020 – September 4, 2020, checks numbered 81883 - 81914.

Roll call as follows: Joe Rozzi Yes
Mark Sousa Yes
Darryl Cordrey Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:33pm.

Mr. Joe Walker submitted his public comment via email to Mr. Centers in reference to cadet programs in the Police and Fire Departments. Mr. Walker’s email is attached to these meeting minutes.

No additional comments were made therefore Mr. Cordrey closed public comments at 6:34 pm

Human Resources

Human Resources Manager, Ms. Kellie Krieger requested a motion to update the active Hamilton Township Employment Roster with the hiring of Mr. Ethan Sparks into the co-op program with a pay rate of \$12.00/hr effective September 1, 2020.

Mr. Cordrey made a motion with a second from Mr. Rozzi to make the above-mentioned roster update.

Roll call as follows: Darryl Cordrey Yes
Joe Rozzi Yes
Mark Sousa Yes

Ms. Krieger requested a motion to off-roll Seasonal Park Crew Member, Josh Davis, effective August 27, 2020.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above-mentioned roster update.

Roll call as follows: Joe Rozzi Yes
Mark Sousa Yes
Darryl Cordrey Yes

Ms. Krieger requested a motion to approve the following Deed within the Maineville Cemetery; Cynthia Testerman would like to purchase lot 157, grave 4; the deed number will be 2020-11.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above mentioned Deed purchase.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Ms. Krieger requested a motion to approve a Family Medical Leave (FMLA) for Mr. Richard Kraft with an effective date of approximately September 13, 2020. He will be out for 4 weeks, utilizing his sick time.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above mentioned leave.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

Finally, Ms. Krieger requested a motion to approve another FMLA for Mr. Gregory Watkins. His leave started on August 6th and at this time we do not have an estimated return to work date.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Mr. Watkins' Medical Leave.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

New Business

Mr. Cordrey mentioned that they will continue the hearing for the Hopewell Valley PUD.

Mr. Centers reminded that whenever this does come back before the Board, they will do the full hearing process that includes advertisement as well.

-Motion: *Creating the Delegation of Authority to Accept Resignations Policy*

This new policy will give the Township Administrator or designee the authority to immediately accept resignation of employment, with the exception of reporting this information to the Board of Trustees at the following Trustee meeting.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the Delegation of Authority to Accept Resignations Policy.

Roll call as follows: Darryl Cordrey Yes
Mark Sousa Yes
Joe Rozzi Yes

-Motion: Approving an *Approved Strength* authority delegated to Department Heads in order to maintain Township staffing levels

This allows for Department Heads to move forward with posting a job to fill an existing position for the same title, salary, and position description without requiring Board approval. This initiative is to maintain efficient staffing levels without waiting for scheduled Board meetings. This initiative was discussed during the August 19, 2020 Work Session.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 20-0902: Accepting the tax rates from Warren County Auditor for the 2021 Appropriations Budget

This is a Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

The Warren County Budget Commission has certified the rates and amounts to be received by Hamilton Township in 2021. This Resolution allows the Township to accept these revenues and prepare the 2021 Appropriation Budget.

Mr. Rozzi asked if there were any major changes?

Mr. Centers explained that the Auditor usually releases about 97% of funds due to some delinquencies; this year will be around 95% in anticipation of more delinquencies due to the pandemic.

Mr. Cordrey question what happens to the other 5% of the funds?

Mr. Centers stated that it gets to us eventually.

Mr. Sousa commented that the estimate does not change, we get what they collect essentially.

Mr. Centers stated that is correct.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0902.

Roll call as follows: Mark Sousa Yes

Joe Rozzi	Yes
Darryl Cordrey	Yes

-Resolution 20-0902A: Requesting the Coronavirus relief distribution funds from Warren County A Resolution requesting Hamilton Township’s share of funds from Warren County for Coronavirus relief distribution funds as legislated in the Coronavirus Aid, Relief, and Economic Security Act, and dispensing with a second reading.

This allows Hamilton Township to collect the funds set aside for our Township to accommodate for specific spending on Coronavirus relief and mitigation items in the amount of \$147,219.86.

Mr. Centers stated that his understanding is that we will show projects that we will be doing; anything that is Coronavirus mitigation or reimbursement. This is the first wave for the listed amount, there will be a second wave that has already been approved and today the State Senate released another Cares Act released that will go onto the House. If that is approved that will give us another \$855,000 however that will place us in another tier with the audit so we have not even discussed it yet.

Mr. Rozzi asked for examples that this money could be used for.

Mr. Centers explained that there is a list; any automated system to make something touchless, including public sinks; entry doorways; anything to allow the public to maintain distance, etc. For parts, the list is pretty broad so anything that fits the criteria. If this is approved, we will get a list of projects to the Board to see what they would like to do with this money.

Mr. Sousa asked if we could look into an audio/video recording system to enhance having these meetings online due to COVID.

Mr. Centers responded that we can as other Townships are following that route as well.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-0902A.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes
	Joe Rozzi	Yes

Work Session

-Community Center

Mr. Cordrey mentioned that we have the parking situation taken care of which was a big step to get taken care of. This Board did budget approximately twenty thousand dollars to take care of repairs and what not.

Mr. Centers explained that is correct. We entered into agreement for a First Right of Refusal with the Church next to the Community Center which then gave us leverage to go back to the to purchase the building at a fair cost if they ever decide to sell. Now that we have an agreement with the Church next to the Community Center, the Presbytery will take the purchase request of the Community Center building to their next meeting. Once we have official ownership of the Community Center, we will bring a list of items to fix up.

Mr. Hickey explained that when we initially talked about doing this we met with a few different construction companies for estimates. To do the repair for the soffit, gutters and clean up, it will cost approximately \$1,274.15. Along with that is the foundation that is offsetting; to repair that and put it on a block foundation we are looking at approximately \$19,223.51. There are a few miscellaneous repairs such as screen repairs, the stairs and landscaping, we were estimating around \$10,000. With all repairs we are at approximately \$30,497.66 to get it back up to par. This is just a rough estimate so it could cost a little more.

Mr. Cordrey asked if any cost could be mitigated by keeping the work in house?

Mr. Hickey stated that they did not estimate the soffit repair due to timing and that would be easier for these construction companies. Screen repairs, stairs, those things we would handle ourselves. That \$10,000 may be on the high end but we would rather estimate high than to keep coming back to re-appropriate.

Mr. Cordrey asked what the biggest priority for repairs is right now.

Mr. Hickey replied that it is the foundation. It keeps settling and it's getting worse.

Mr. Rozzi asked if the foundation requires a building permit from the County?

Mr. Hickey replied no as there is no major modification; the building will be jacked-up to fix the foundation.

Mr. Sousa asked if we have funds allocated, can we make it a point to engage some of these contractors and get them on the calendar for later this year? Once it is ours, we know we have to address these issues. With pandemic restrictions for social gatherings, if we have this work done later this year, would we be in a position to even rent that back out to the public at the beginning of next year?

Mr. Centers stated that right now we probably do not want that liability. Legally, he will find that out. Once this comes back, we will be recommending to raise the rental rates as well.

Mr. Cordrey believes that we are stepping in the right direction. He is on board to meet with contractors to get this work scheduled. He asked how long the foundation repair would take.

Mr. Hickey stated that it will take a couple weeks as they have to jack it up a little at a time. If they do it all at once, it can make the foundation worse. This work can be done any time since it is all exterior.

Fiscal Officer's Report

Mr. Weber does not have anything to report at this time.

Administrator's Report

Mr. Centers explained that we deer began eating the sunflowers early on in this season. We thought we would get through it but they have done some damage. We are doing everything we can. It's a little slower to grow but we are working on it.

Two years ago Mr. Cordrey took the initiative on a cross walk on Stephen's Road; it is finally happening. It has taken a lot longer than we thought but it will be well worth it. This will be a solar panel sign with a touch button that flashes.

Finally, the 2021 Appropriations Budget will be brought to the Board at the next meeting.

Trustee Comments

Mr. Sousa asked Chief Reese and Chief Hughes to speak a little on Mr. Walker's public comment.

Chief Reese explained that the Warren County Career Center has a Fire/EMT program for juniors and seniors in high school; we do some training for them where they send their students to us and we co-op with them. Under those situations the County takes care of uniforms, liability insurance, gear and those types of things. If we were to run those kinds of programs, it would take a lot of time, liability and would be costly.

Mr. Sousa asked about the volume of kids that get exposed to something like this?

Chief Reese believes that we had 6 kids last year.

Chief Hughes commented that he does not know the parameters of the other Township's program but we do have High School and College Interns. We also had a children's academy planned for this year that was unfortunately cancelled due to COVID. Fortunately for us, we do not have recruiting issues.

Mr. Sousa thanked both Chief's for their responses.

Mr. Rozzi asked if the program in question is like an Explorer Program?

Chief Hughes elaborated that it is and referenced running a similar program at his previous place of employment where the age was higher than what is being discussed with the program Mr. Walker mentioned.

Mr. Cordrey thanked the Public Works Department with regards to Mounts Park, it looks great, keep up the good work. He also thanked the Police Department for the professionalism of the officers a few weeks ago when they responded to a chase through Maineville. Labor Day weekend is coming up, at your comfort level, get out and support our small businesses.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:02 pm.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes