

# HAMILTON TOWNSHIP TRUSTEES

June 18, 2014

Mr. Weber made a motion and Mr. Duvelius seconded the motion to call the work session to order at 5:41 p.m.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Weber stated prior to Mr. Duvelius being in attendance, there was discussion about the Five Year Plans for the different departments. Mr. Weber stated Mr. Wallace was unable to attend due to a work commitment.

Mr. Ray Warrick, Fiscal Officer, stated for the record that the numbers for the Five Year Plan are only for the four larger funds within the four township departments and they are nowhere near complete or completely accurate. There are also some conservative assumptions, especially the plan showing the Police Department not having an extension of the one mil levy. It makes the picture look very different when the mil is removed and almost \$600,000 of tax revenue is not renewed. Chief Jon Wheeler, Police Department, stated letting the mil expire is not part of their plan, but they wanted to show the worst-case scenario if the levy was not renewed or replaced.

Mr. Warrick stated some fiscal officers from other townships suggested appointing a finance committee or organizing citizens to help volunteer their time to help the financial situation. Mr. Warrick spoke with Mr. Rusty Holman, citizen, would like to donate his time to help. Mr. Weber stated he liked having Rusty involved whether it is a single person or a committee. Mr. Duvelius asked if the duties should be outlined. Mr. Warrick stated it might be easier to write something up and bring it to the next meeting for approval.

Mr. Warrick provided a recap of the Five Year Plans for Mr. Duvelius prior to his attendance. Mr. Warrick stated we first look at if we are going to spend more money in our plan than what is going to flow into that fund. The Police Department looks bleak until more is known about the future of the levy which is set to expire in 2016. The Road and Bridge Fund can move salary expenses to the motor vehicle and gas tax fund and he will ask the board to approve that resolution a little later in the evening. This will help the fund look better and will not be showing a negative fund balance at the end of the year. A positive is within the General Fund, the board agreed to split salaries of administrative employees between other departments as applicable. This would add money the General Fund balance. Mr. Gary Boeres, Administrator, wanted to point out that if the township had to save their way out of the Fiscal Emergency, the savings shown on the proposed plans over the next five (5) years would not cover even half the deficit. It would take nearly 25 years of savings before the township would emerge from Fiscal Emergency. Mr. Weber stated the projections on the revenue show an increase of 1% per year and a 2% per year increase for expenses, generally.

There was further conversation about salaries.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to recess for five (5) minutes.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Weber made a motion and Mr. Duvelius seconded the motion to call the meeting to order at 6:09 p.m.

Roll call as follows:           Kurt Weber           Yes  
  Gene Duvelius        Yes

The Pledge of Allegiance to the Flag was recited by all in attendance.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to adopt the proposed agenda for the June 18, 2014 meeting.

Roll call as follows:           Gene Duvelius        Yes  
  Kurt Weber           Yes

Mr. Weber noted Mr. Wallace is absent due to a work commitment.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to dispense with the public reading of the minutes and approve as written for the June 4, 2014 meeting.

Roll call as follows:           Kurt Weber           Yes  
  Gene Duvelius        Yes

Mr. Weber made a motion and Mr. Duvelius seconded the motion to pay the bills before the Board with check numbers 72895 through 72940.

Roll call as follows:           Kurt Weber           Yes  
  Gene Duvelius        Yes

Mr. Weber made a motion and Mr. Duvelius seconded the motion to pay and the payroll and withholding checks with check numbers 72797 through 72894.

Roll call as follows:           Kurt Weber           Yes  
  Gene Duvelius        Yes

Ms. Melissa Brock, Human Resources, asked the board to make a motion to approve the purchase of a cemetery lot within the Hopkinsville Cemetery, lot 147, grave 8, to Bill and Susan Burgess at the Hamilton Township resident cost of \$400.00 and the deed reflected would be #2014-7.

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

Roll call as follows:           Gene Duvelius        Yes  
  Kurt Weber           Yes

Ms. Brock asked the board to make a motion to approve the purchase of a cemetery lot within the Maineville Cemetery, New Section, lot 505, grave 5, 6, 7, 8, to Gus and Becky Bunnell at the Hamilton Township resident cost of \$400.00 each for a total of \$1,600.00 and the deed reflected would be #2014-8.

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

Roll call as follows:           Gene Duvelius        Yes  
  Kurt Weber           Yes

Ms. Brock stated information was given to the board at the last meeting regarding the OPEC Health Care Cooperative. Ms. Brock stated meetings were held for all Union Representatives that wanted information and no one attended, but it was presented in email. She would like to move forward with this if the board has no questions or concerns. Mr. Duvelius and Mr. Weber agreed it would be saving money and wished to move forward.

Ms. Brock asked the board to make a motion to agree to join the Ohio Public Entity Consortium Health Care Cooperative effective the first of August 2014 at the benefit level and cost structure as presented in the proposal. The board would authorize Ms. Brock via Mr. Frank Harmon, Ohio Insurance Representative, to act as our

Representative for the Ohio Public Entity Consortium Health Care Cooperative and execute any paperwork, proposals and/or documents.

Mr. Warren Ritchie, Law Director, asked if the coverage to be provided was substantially the same to be in compliance with the existing Union Contracts. Ms. Brock stated yes, it does not change the insurance itself, just change from being covered under the consortium to under a self-insured.

Mr. Weber asked Ms. Brock to provide a brief overview of the request again for anyone who was not at the last meeting. Ms. Brock stated with the Health Care Reform presented through Obama Care, there are some limitations. The current package the township has will no longer be able to offer this package as a total. Mr. Harmon has found out that we can obtain the same package by going to a self-insured group so the flexibilities would be the same. The cost would stay the same for the next 18 months. The only down fall in the big picture is if all 12,000 members of the group had a bad year, there could be an increase.

Mr. Duvelius made a motion and Mr. Weber seconded the motion as presented: trustees agree to join the Ohio Public Entity Consortium Health Care Cooperative effective August 1<sup>st</sup>, 2014 at the benefit level and cost structure as presented in the proposal. The board would authorize Ms. Brock via Mr. Frank Harmon, Ohio Insurance Representative, to act as our Representative for the Ohio Public Entity Consortium Health Care Cooperative and execute any paperwork, proposals and/or documents. Mr. Duvelius added that Mr. Weber as President can sign the necessary paperwork and Mr. Warrick as Fiscal Officer

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes

Mr. Gary Boeres, Township Administrator, presented a Resolution in regards to a policy for the Administrator to sign purchase orders and receipts in the absence of the Fiscal Officer. If an emergency situation came about, a call would be made to the Fiscal Officer for email authorization and the Administrator would then sign. The email would then be attached to the receipt or purchase order.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve Resolution #14-0618 establishing a policy for the Administrator to sign receipts of revenue, deposits and signing purchase orders when the Fiscal Officer is unavailable.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Boeres stated the board has asked for information on the cell tower. He sent them a report and the cell tower contract and revenue earlier via email. The township receives about \$1,500.00 monthly for the antennas totaling about \$18,000.00 for the year and an annual lease payment of \$19,166.00 for the tower itself for a grand total of \$37,000.00. A resident had offered to review the current agreement and find ways to possibly generate additional revenue for the township. Mr. Boeres suggested sending out an RFQ or an RFP to companies specializing in this area. The companies would then reply with comments on the current contract, possible ways to generate more funds and cost for services. Mr. Boeres stated he was given a copy of the trustee meeting minutes from 2012 where the board decided to use the proceeds from the cell tower and the cable franchise fees to fund the park system. The current Board may want to revisit this issue at some point in the future. Mr. Boeres asked the board if they were in agreement to send out an RFQ. The board agreed to send out the RFQ. All possibilities will be explored.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to put out a RFQ regarding the cell tower lease and explore all possibilities to generate more revenue.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Boeres stated the Village of Maineville sent a letter to him today. The Village of Maineville Board of Zoning Appeals will hear an appeal of the Zoning Inspector's disapproval of a zoning permit to Don Whitman regarding the property located 62 & 76 W. Foster Maineville Rd. The applicants proposed use is an alcohol and drug rehab center doing business as Breakthru Recovery Center. The public hearing will be June 30, 2014 at 7:00 p.m. at the Maineville United Methodist Church, 60 E. Foster Maineville Rd.

Mr. Gary Boeres, Township Administrator, presented three (3) properties with high grass to be declared a nuisance. Those properties are:

- 9831 Dallasburg Road
- 7759 O'Hara Drive
- 2775 Shamrock

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve Resolution #14-0618B, authorizing the abatement, control or removal of vegetation, garbage, refuse or debris pursuant to Section 505.87 of the Ohio Revised Code, dispensing with the second reading, declaring an emergency for the properties listed above.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes

Mr. Ritchie stated if there were some liens that were not assessed last year; he doesn't know why they could not be done this year. Mr. Boeres stated he would get with Ms. Tegtmeier, Community Development Coordinator, and see what hadn't been turned in.

Mr. Boeres prompted discussion in regards to the 2008 International Ambulance has a blown engine. The squad needs to be back in service as soon as possible. The cost of repair is not to exceed \$28,000.00. It was decided to use the fire levy fund 2283-220-323-0000. Chief Mark Greatorex, Fire Chief, was present and provided the background on the vehicle engine.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to replace the blown engine on the 2008 International Squad with a cost not to exceed \$28,000.00.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes

Mr. Boeres requested an Executive Session for an employee discipline and union contract discussion.

Mr. Ray Warrick, Fiscal Officer, discussed the May 2014 Report that included the bank reconciliation. The bank reconciliation statements are now done every month. All PO's are up to date and all receipts have been signed. No late fees are being accrued for bills, taxes or employee retirement plans. The second part of the report is the Appropriation Summary. The next report is the Fund Summary. The year-to-date expenditures are less than our year-to-date revenue. The blanket PO's are reviewed by the fiscal officer and Ms. Horman. Mr. Warrick said budgets will get tight as we move into the second part of the year and some of the blanket PO's will have to be brought into question. The 2015 blanket PO's will be done on a quarterly basis. The Revenue Summary details are included in the report. The payment listing shows the checks written for bills and the payroll. There were two (2) reports added which are the Appropriation Supplement Report which shows the listings of events when he or Mr. Boeres had to come before the board asking for more money for certain items. The other new report is the Fund Balance Adjustment Listing.

Mr. Weber asked a question about the bank reconciliation on page 2/3. It shows the calculated bank balance versus entered bank balance and the difference. Mr. Warrick stated the difference will relate to the notes and checks that are still out there and have not cleared.

Mr. Warrick presented the Resolution to the board to reallocate salary and insurance expenses from the Road & Bridge Fund into the Gas Tax and Motor Vehicle Tax Funds.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve Resolution #14-0618A authorizing the amendment of the 2014 permanent appropriations by the reallocation of salary and insurance expenses from Road & Bridge Fund to Gas Tax Fund and Motor Vehicle Tax Fund.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes

There are no increases to any of the budget items as part of this amendment.

Mr. Warren Ritchie, Law Director, wanted to clarify a point that the money is not being moved from the Gas and License Funds to the Road & Bridge Fund. It is just allocating expenses.

President Weber opened the floor to the public.

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Mr. Weber made a motion and Mr. Duvelius seconded the motion to enter into Executive Session at 6:59 p.m. to discuss an employee discipline and union contract negotiations.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Weber made a motion and Mr. Duvelius seconded the motion to reconvene from Executive Session at 7:45 p.m.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Weber stated Executive Session was to discuss a possible employee discipline as well as union contract negotiations. Those in attendance were Mr. Warrick, Mr. Boeres, Mr. Ritchie and the trustees.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to adjourn the meeting at 7:46 p.m.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes