

# HAMILTON TOWNSHIP TRUSTEES

## July 2, 2014

Mr. Weber made a motion and Mr. Duvelius seconded the motion to call the meeting to order at 6:03 p.m.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	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 July 2, 2014 meeting.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to dispense with the public reading of the minutes and approve as written for the June 18, 2014 meeting.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes
	Kurt Weber	Yes

Mr. Weber made a motion and Mr. Duvelius seconded the motion to pay the bills before the Board with check numbers 73025 through 73061.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Duvelius seconded the motion to pay payroll with check numbers 72941 through 73024 and withholding checks with check numbers 73062 through 73081.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Ms. Michelle Tegtmeier, Community Development Coordinator, was present to discuss the Stage 3 PUD Site Plan Review for Rivers Bend Plaza. Ms. Tegtmeier presented a PowerPoint presentation with the project site of Lot 7 in the Shoppes of Grandin. Ms. Tegtmeier also showed the proposed signage and landscaping plan. Staff does recommend approval of the plan as all recommendations have been met.

Mr. Duvelius asked what the timeline for completion was and Mr. Sreenivasa Echuri, Owner, stated December 31, 2014.

Mr. Weber asked if any other tenants were lined up at this time. Mr. Echuri stated not yet.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve Resolution #14-0702 approving the Final Site Plan Review/Request for Lot 7, Shoppes of Grandin, Rivers Bend.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Ms. Tegtmeier presented properties with high grass to be declared a nuisance. Those properties are:

- Vacant Lots on Acorn Trail
- 482 Crossbow Drive
- 10425 Elizabeth Street
- 10465 Elizabeth Street
- 538 Misty Dawn
- 7673 O'Hara Drive
- 9691 Swigert Road
- 7833 Sycamore Street

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve Resolution #14-0702A, 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
	David Wallace	Yes

Mr. James McMican, Acorn Trail Resident, asked about the mowing and when the township would take responsibility as far as mowing the property and the residents not having to call each year to complain. There are small animals on the property and the grass is so high it is covering the fire hydrant. Ms. Tegtmeier and Mr. Duvelius explained the process of placing a lien on the property for grass cutting. Mr. Warren Ritchie, Law Director, stated it is a legal process to address a public nuisance. If the township does have to fight against a nuisance, it is better to have record of neighbors/residents calling in stating it is a nuisance.

Ms. Melissa Brock, Human Resources, asked the board to make a motion to remove Mr. John Desotelle from the active Hamilton Township employee roster and withdraw the Ohio Commission as a Hamilton Township part-time Police Officer effective July 9, 2014.

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

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Chief Jon Wheeler, Police Department, presented Mr. Ted Ciesla who has completed the part-time process successfully and would be a replacement for Mr. Desotelle's position.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to hire Mr. Theodore Ciesla as a part-time Police Officer at the current hourly rate of \$11.00 per hour with a probationary period of six (6) months. Mr. Ciesla will begin on or after July 13, 2014.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber administered the Oath of Office to Mr. Ciesla. A round of applause was given by all in attendance.

Ms. Brock asked the board to make a motion to approve a Federal Medical Leave of Absence (FMLA) to Ms. Rebecca Locke for a qualifying event that is related to a non-work related injury beginning June 22, 2014.

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

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock stated Ms. Locke has requested per her physician to do a transitional type light duty. This is to be reviewed on a case by case basis since it is not related to a Workers' Compensation claim. Ms. Brock has spoken with Chief Mark Greatorex, Fire Rescue, and he gave her a list of approximately nine (9) items she could do. Ms. Locke could not take any pain medications at this time that may impair her judgment or abilities to operate a vehicle.

Mr. Wallace asked Chief Greatorex if he had enough work to keep her busy, because if not we could try and see if another department would have work for her to do.

Mr. Weber asked if there wasn't enough work would she not come in. Chief Greatorex stated that is correct. Ms. Brock stated this is how most cases are viewed and after four (4) weeks she will have to bring another note from her physician in.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve Career Member Captain Rebecca Locke a transitional light duty assignment for a non-work related injury permitted through August 8, 2014. It is noted the transitional light duty will be a maximum 12 hour shift per the discretion of Chief Greatorex. In addition, no holiday premium pay or overtime will be permitted during this transitional duty assignment. Ms. Locke is expected to return to a non-restricted duty on or before August 9, 2014 in the current role of Career Fire Captain.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Ms. Brock presented the board with a Fiscal Analyst job description on a volunteer basis.

Chief Jon Wheeler, Police Department, presented the board with a Public Records Release Policy and how funds are accepted. Chief Wheeler gave an overview of the changes for the audience. Chief Wheeler noted this was read and approved by the State Auditor's Office.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve the Public Records Release Policy update for the Police Department.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Mr. Ray Warrick, Fiscal Officer, prompted discussion about the Fiscal Analyst Position and approving the Job Description.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the Fiscal Analyst Volunteer Position with the Hamilton Township Fiscal Office.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes
	Kurt Weber	Yes

Mr. Weber made a motion and Mr. Duvelius seconded the motion to appoint Mr. Russell Holman as the Volunteer Fiscal Analyst per the job description just approved.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Mr. Duvelius stated this position had a job description approved because it is a created position that exists within the township.

Mr. Warrick presented a PowerPoint presentation showing the 2015 year of the five (5) year plan. The budget for 2015 will need to be approved at the next meeting on July 16, 2014. Drafts of the budget are available at the Township Administration Office and copies were given to the audience members present. During 2015 the township is predicted to not spend more than the income like some accounts are doing now as things are still being corrected. The cash flow is strong, but the negative balance in the building fund needs to be erased. This work could be done by working with the Commission that will be working with the township during Fiscal Emergency. The Audits from the last four (4) years should be released next Tuesday or Thursday as the BCI Investigation is complete. Any findings or news will be discussed at the next meeting. The township is not behind on any payments and the Administration staff is working very hard to dig out from many problems. The payroll review of withholdings was completed today and the net is estimated at \$30,000.00 of extra money to pay as filings were not done correctly. Mr. Warrick stated a tally will be kept of all these types of charges or costs that came about from accounting errors or missed filing deadlines to see what the total adds up to. The trustees will then decide if there is anything they can or will do about those kinds of monies. After the Audits are released the Commission will call their first meeting, but so far there is no indication of when that will be.

Mr. Wallace asked if the Commission sat a member for the third seat yet. Mr. Warrick stated not that he is aware, but there is already a quorum.

Mr. Duvelius asked if after we find out the amount of penalties and cost of errors from the former Fiscal Officer if a recovery concept is not out of the question. Mr. Warrick stated no, he will not let the idea drop. We need to see the path of recovery and the amount of the number first.

Mr. Warren Ritchie, Law Director, stated he sent an email to the board about the audit findings and the board's response. Mr. Weber and Mr. Duvelius replied that the response was good. Mr. Ritchie stated nothing can be discussed publicly yet as the Audit has not been publicly released. Mr. Warrick stated the Auditor's come to the township and show what they have found and ask the township to respond. Mr. Ritchie had drafted the response and it will be released with the Audit.

Mr. Weber asked Mr. Warrick if the fund balances shown for 2015 are correct. Mr. Warrick stated no, because some of the fund balances shown for 2014 do not match up exactly and that is why they will be going back through and editing this before the next meeting. Adjustments are still being made and things are being done on the new software that has never been done before.

Mr. Weber read a public notice of a Public Budget Hearing. Mr. Weber stated: As required by the Ohio Revised Code, Section 5705.30, the Hamilton Township Trustees shall have a Budget Hearing at 6:00 p.m. on July 16<sup>th</sup>, 2014 at the Hamilton Township Administration Building, 7780 S. St. Rt. 48, Maineville, Ohio, 45039. At least two (2) copies of the budget shall be filed in the office of the Fiscal Officer for public inspection not less than 10 days before its adoption. The budget, after adoption, shall be submitted to the Warren County Auditor on or before the 20<sup>th</sup> day of July.

President Weber opened the floor to the public.

Chief Mark Greatorex, Fire Rescue, stated the EMS Division will be participating in a stemmy study at Bethesda North Hospital. This will help in relaying information to the hospital to get heart patients in sooner. They were also accepted into a stroke program as well.

President Weber closed the floor to the public.

Mr. Wallace stated he has obtained a copy of the known township contracts that was put together by Ms. Amanda Jacobs, Administration. A copy will be available in office to view. This is a process of trying to track down contracts.

There was some discussion about training with the Fire and Police Departments at Mounts Park and liability for other departments.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to adjourn the meeting at 7:10 p.m.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes
	Kurt Weber	Yes