

HAMILTON TOWNSHIP TRUSTEES

December 17, 2014

Mr. Weber called the meeting to order at 5:05 p.m. with Mr. Weber, Mr. Duvelius and Mr. Wallace present.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to enter into Executive Session to conduct interviews for the Road Foreman position at 5:05 p.m.

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

Mr. Weber made a motion and Mr. Wallace seconded the motion to return from Executive Session at 5:32 p.m. from the Road Foreman Interview.

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

Mr. Weber stated the Executive Session was for the interview of the candidate for the Road Foreman Position.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to recess until 6:00 p.m. for the regularly scheduled trustee meeting.

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

Mr. Weber re-opened the meeting at 6:05 p.m. and stated there was a prior Executive Session for the Road Foreman Interview.

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 December 17, 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 December 3, 2014 meeting.

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

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the bills before the Board for checks numbered 74070 through 74149.

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

Mr. Weber made a motion and Mr. Duvelius seconded the motion to pay the withholding checks for checks numbered 74063 through 74069 and payroll direct deposit vouchers numbered 2187 through 2269.

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

Police Chief Jon Wheeler presented the 2014 R.I.D Award to Officer Richard Smith for obtaining the most DUI's this calendar year. A round of applause was given by all. Chief Wheeler presented Officer James Schelldorf with the Frank Richardson Award for outstanding service. A round of applause was given by all.

Assistant Fire Chief Debbie Walker presented an award to Firefighter Derek Roat for his 10 years of service. A round of applause was given by all. Also Michael Burden was awarded Unit 2 Member of the Year and Officer of the Year was awarded to Captain Jim Conley. A round of applause was given by all.

Mr. Duvelius thanked the Fire and Police Departments for the services they provide and the sacrifices they make each day. A round of applause was given for all employees.

Mr. Ray Warrick, Fiscal Officer, prompted discussion about the Volunteer Firefighter Dependence Fund that requires a board. The cost is \$300.00 per year. Mr. Warrick stated the board currently consists of Assistant Chief Debbie Walker and Firefighter Justin Cormany.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to appoint Mr. Duvelius and Mr. Wallace to the Volunteer Firefighter Dependence Fund board.

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

The Volunteer Firefighter Dependence Fund Board needed to appoint a fifth person to their Board.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to appoint Ms. Melissa Brock, Hamilton Township Human Resource Manager, to the Board.

<i>Roll call as follows:</i>	<i>Gene Duvelius</i>	<i>Yes</i>
	<i>David Wallace</i>	<i>Yes</i>
	<i>Debbie Walker</i>	<i>Yes</i>

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to appoint Debbie Walker as Chair of the Board and Melissa Brock as Secretary of the Board.

<i>Roll call as follows:</i>	<i>Gene Duvelius</i>	<i>Yes</i>
	<i>David Wallace</i>	<i>Yes</i>
	<i>Debbie Walker</i>	<i>Yes</i>
	<i>Melissa Brock</i>	<i>Yes</i>

Mr. Warrick asked the Board to sign a letter to LCNB National Bank in regards to allowing Medicount, EMS billing service, to view their notices via email.

Mr. Warrick presented the Board with Resolution #14-1217 adopting a new fund that is needed for grant transactions. A grant was received from ODOT for street signs. There was no money that came to the Township from the grant, everything was handled by ODOT, but the township books have to reflect the grant.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to adopt Resolution #14-1217 adopting a fund for Hamilton Township Capital Projects Fund to account for financial resources to be used for capital projects in Hamilton Township.

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

Mr. Warrick presented Resolution #14-1217A authorizing the amendment of the 2014 Permanent Appropriations. There is an Exhibit A attached to the Resolution. In anticipation of the year end close, adjustments were made accordingly. This includes the Grant Fund that was just created.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve Resolution #14-1217A authorizing the Amendment of the 2014 Permanent Appropriations as per the attached Exhibit A.

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

Mr. Warrick noted Resolution #14-1217B would adopt a schedule of the 2014 Final Appropriations. This purpose of this Resolution is to make sure all the changes done throughout the year have been recorded properly. This covers transactions that may have been done and not brought before the Board.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to adopt Resolution #14-1217B adopting the schedule of the 2014 Final Appropriations.

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

Mr. Warrick had provided the Board with their November Bank Reconciliation packet and reviewed the packet with them. Ninety two percent of the year has passed. The Township has taken in 104 percent of the revenue. The Township has spent 87 percent of its Final Appropriations.

Mr. Warrick noted Mr. Mark Hurst, Hurst & Kelly, will be helping the Township prepare the year-end statement of financials. The work should be completed quickly in January 2015.

Mr. Warrick spoke with the Local Government Services about picking the third party for the 2014 audit. They promised to speed up the process and pick someone in a timely manner. Mr. Warrick asked for Mr. Wayne Bastin to be considered seriously as he already knows the Township's financial background and how we got to where we are today.

The Oversight Commission will hold their next meeting on February 23, 2015. It was delayed due to the anticipation of the year-end being closed, the audit being started and hopefully the accounting methods review is finished.

Mr. Rusty Holman, Volunteer Financial Analyst, provided an update regarding cost reductions the township made this year. There are 31 vendors we have paid more than \$10,000.00 to and the amount to \$1.3 million dollars. Programs have been put together in four (4) areas, Fuel, Energy, Communications and Insurance. The Fuelman program has been implemented and we now get a better cost and a tax rebate. In Energy, Mr. Boeres challenged the rate we pay with Duke Energy and found out the township is paying 6.21 cents per kWh in the Lighting District. The rate was renegotiated down to 4.5 cents kWh, which is about a \$60,000.00 savings across the township. In the communications, the township has spent \$131,000.00 between Time Warner Cable, AT & T, Verizon, Mind Shift Technologies, etc. The IT Committee was established and they came up with \$35,000.00 in savings at least, probably more. The Insurance rates were dropped from \$195k to \$178k with Berry Insurance Group. The township has \$11,000.00 in claims to Glatfelter Insurance in which everyone will be watching how they handle incidents before calling in claims.

Mr. Wallace thanked Mr. Holman for putting the presentation together. Mr. Weber thanked everyone who has helped with saving the township money.

Mr. Gary Boeres, Administrator, prompted discussion regarding the Rat Race. The Coordinator, Ms. Cindy Bryant, was present to answer any questions or concerns the trustees might have. This is the 14th year for the Rat Race. She wants to change the course as the amount of participants has increases and is too big for Loveland. Ms. Bryant stated there are more than 1,000 participants. The race will be held the third Saturday in April. It starts in late afternoon and all proceeds go to local charities, Kids R 4 Kids, Ripp Foundation, and Girls on the Run. Mr. Weber asked about the proposed course. Ms. Bryant stated the race will start on Cones Road and go up Adams Road. There is a 5k and a 10k race. If the roads can't be closed they will have police officers at the major intersections and at the start. There are volunteers all along the trail as well. Ms. Bryant stated the group is willing to drop off notices to those residents affected by the race and road detours. Mr. Weber wanted to be sure emergency vehicles could still access the route. Mr. Duvelius asked about the closure window. Ms. Bryant stated she would like to see the 5k start at 5:00 p.m. and the 10k start at 6:00 p.m. The closure would be from 4:30 p.m. at the earliest to 7:30 p.m., no more than 3 hours. Mr. Weber asked if the 5k and 10k could start at the same time. Ms. Bryant stated if that is a deal breaker yes, but she would like them to start at stagger times as people like to run in each race which would be the big cheese challenge. Mr. Wallace asked how busy the roads get. Chief Wheeler stated the biggest inconvenience would be to the residents on those roads because there is not a lot of through traffic. It was estimated about 50 residents in that area. Mr. Duvelius asked if Loveland would not let them expand and that was the reason they are coming further into the township. Ms. Bryant stated there is not a lot of area to expand to. Mr. Joe Walker, Resident, asked where the race would start. Ms. Bryant stated it would start on Cones Road and the runners would wait at Nisbet Park until 10 minutes before the race is to start. Mr. Duvelius asked about medical staffing along the race route. Ms. Bryant stated Loveland and Symmes Township EMS have previously been present. Assistant Chief Walker stated they could have a squad present. Mr. Weber asked if Ms. Bryant was aware of the condition of the road and how rough it is. Ms. Bryant stated they are. Mr. Duvelius asked what liability insurance the race carries. Ms. Bryant stated she obtains insurance through Speedy Feet and presented a copy to Law Director Warren Ritchie.

Chief Wheeler stated financially it shouldn't affect the Police Department, but it is more about closing the roads and not making it an inconvenience to residents. Assistant Chief Walker stated the Fire Department has the utility and can be ready to go if needed. Supervisor Hickey stated the Maintenance Department would have no issues, but wanted to make sure he got the exact times because of lighting that would be needed if it got too dark. Ms. Bryant stated the race part of the event would be done well before dark. Mr.

Hickey proposed putting cones down the middle of the roadway so when a resident does go through there is a clear separation from the traffic and runners.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to allow the Rat Race with limited access to residents with the stipulation half the roadway remains open for resident traffic and strategic placement of law enforcement to effectively make that happen. Also runners will maintain the right side of the roadway so the other half stays open.

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

Mr. Warrick asked if when the money is donated to the charity if Hamilton Townships name could be named with the donations.

Mr. Boeres thanked all the Administration staff. It has been a trying year and they have done an exceptional job and he appreciates all the work they have done. This included Ms. Jacobs, Ms. Brock, Ms. Tegtmeier and Ms. Horman. A round of applause was given by all. The Board also thanked the staff.

Mr. Boeres asked the Board approve the 2015 Fee Schedule for the Zoning Department. It is the same pricing as 2014.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to approve the 2015 Fee Schedule for the Zoning Department.

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

Mr. Duvelius made a motion and Mr. Weber seconded the motion that Trustee's salaries are at an annual amount and to do away with the per diem book.

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

Mr. Boeres state the mowing bid for the Cemeteries is up for renewal for the 2015 and 2016 seasons.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to allow the Administrator to place a Cemetery Mowing bid for the 2015 and 2016 season.

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

Chief Wheeler stated the Fire Department purchased a new medic recently and it has been received. Mr. Hickey would like to keep the chassis from the old medic and sell the box. Mr. Hickey has been in contact with Emergency Mobile Technologies who has offered to remove the module and all the work associated with it and give the chase back in working order if we transfer the module to them. Chief Wheeler is going on Mr. Hickey's recommendation to do this and likes the idea as well.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to allow Emergency Mobile Technologies to remove the module and all the work associated with it and give the chassis back in working order, then transfer the module to them.

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

Ms. Melissa Brock, Human Resources, asked the board to make a motion to approve the Road Foreman process candidates as for the open position and next in line as the crew leader.

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 asked the Board to make a motion to approve the offer of promotion to the top candidate, Mr. Joe Wood, for the position of Road Foreman with a probationary period of six (6) months. The hourly rate will be \$21.29 until successful completion of probation at which time the hourly rate would raise to \$22.87. Mr. Wood will begin the position on January 8, 2015 with a promotional ceremony on January 7, 2015. This is not a new position, but the filling of a vacancy within the department. This is a non-union, non-exempt status position.

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

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

Ms. Brock stated the Ohio Fire Chief's Association will be accepting application until Friday and then reviewed.

Ms. Brock requested an Executive Session to discuss the Fire Union Negotiations.

Mr. Weber opened the floor to the public.

Mr. Weber closed the floor to the public.

Mr. Weber noted he did not have a chance to follow up on the manhole covers on Nunner Road with the Warren County Water and Sewer Department and apologized.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to enter into Executive Session for employee contract, employment regarding Park Board and Fire Union Negotiations at 7:16 p.m. with the trustees, Mr. Warrick, Mr. Boeres, Mr. Ritchie and Ms. Brock.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to return from Executive Session at 8:30 p.m.

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

Mr. Weber stated in Executive Session there was discussion regarding IAFF Fire negotiations and personnel items in regards to an employee contract and employees with the Park Board.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to adjourn the meeting at 8:31 p.m.

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