

HAMILTON TOWNSHIP TRUSTEES

February 4, 2015

Mr. Weber called the meeting to order at 5:30 p.m. with Mr. Weber, Mr. Duvelius and Mr. Wallace present.

The Special Work Session with the Hamilton Township Park Board was called to order. The meeting was called so the trustees could discuss the possibility of temporarily suspending the Park Board until monies are available to be spent on the Parks again. The Park Board members were given the opportunity to make comments and ask questions. The trustees also discussed the possibility of hiring a part-time Park Coordinator. The Concession Stand bid was brought up and the thought that maybe the \$500.00 up front deposit was keeping vendors from bidding.

Mr. Weber made a motion and Mr. Wallace seconded the motion to have an addendum to the Concession Stand Bid that changes the deposit to \$0.00.

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

At the end of the discussion Mr. Duvelius stated he would like to discuss this further in Executive Session before making a decision. The trustees agreed to this.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to have a five (5) minute recess at 6:20 p.m.

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 reconvene from the recess at 6:35 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. Weber noted former Trustee OT Bishop passed away over the weekend. Our thoughts and prayers go out to his family, friends and loved ones. A moment of silence was observed for all Mr. Bishop gave to the township and served the public. Mr. Wallace read a proclamation on behalf of the trustees and fiscal officer in recognition of OT Bishop and his service to Hamilton Township.

Mr. Wallace made a motion and Mr. Weber seconded the motion to approve Resolution #15-0204 the Proclamation to OT Bishop.

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

Ms. Ruth Phipps received the framed proclamation and will present it to the family.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to adopt the proposed agenda for the February 4, 2015 meeting.

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 dispense with the public reading of the minutes and approve as written for the January 21, 2015 meeting.

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 74270 through 74277 with check number 74273 and 74274 voided and payroll direct deposit vouchers numbered 2015-169 through 2015-253.

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 the bills before the Board for checks numbered 74278 through 74311.

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

Ms. Melissa Brock, Human Resources, asked the board to make a motion to approve a one (1) time carryover of vacation time for Ms. Michelle Tegtmeier of which 11.5 hours will be utilized on or before the end of calendar year 2015.

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

Mr. Gary Boeres, Administrator, presented the street certification of Road Mileage through ODOT needed certified and signed. The official mileage is at 96.407 miles. This is done on an annual basis.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve the ODOT Mileage Certification of 96.407 at the end of 2014.

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

Mr. Boeres stated 16 Fire Chief Applications were received at the closing of the posting. A complete listing and recommendation of the top (6) candidates from the Consultants has been received. The assessment center is set to begin on February 21, 2015. After the assessment center a summary will be given to the township and after a week a full summary will be given where the consultants choose the top three (3) to four (4) candidates that go to a panel interview. Hope to have the panel meeting in the beginning of March and have the trustee's interview possibly at their first meeting in March.

Mr. Boeres stated the Fire Study is moving forward. A verbal report has been given and a draft should be received in a week or two (2). It should be ready to publish at the end of February.

Mr. Boeres prompted discussion about a Then and Now Certificate. There were expenditures for waste collection that was in 2014 that were billed in 2015. The cost is \$135.01 to Republic Services because we over extended the Blanket Certificate due to the Quarterly setup.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve a Then and Now to Republic Services for \$135.01.

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

Mr. Boeres had a large purchase request from the Fire Department in the amount of \$11,844.00. This is for the extended warranty on the Zoll Defibrillators and a two (2) year maintenance period.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the purchase order for Zoll in the amount of \$11,844.00.

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

Mr. Boeres noted the township has money at National Bank & Trust from Impact Fees that were brought in. There is very little left in this account, but the bank was bought by Peoples Bank.

Mr. Boeres stated the Hopkins Commons and Modern Real Estate Sales LLC still wants to do a multi-family project on the vacant land behind the township building. The company is still trying to acquire state funding for housing credits and have sent the township official notice of their application.

Earlier this evening the trustees had mentioned a Parks Coordinator type of position and if the board wishes to move in that direction Mr. Boeres wanted Ms. Brock to develop a Job Description to have ready. Mr. Duvelius stated it could be discussed in Executive Session.

Mr. Ray Warrick, Fiscal Officer, presented Resolution #15-0204A. A Resolution establishing Financial Policies for the authorization of Blanket Certificates, approval of Purchase Orders, and revoking Resolution #15-0107A. An addition is Section 2 stating Blanket Certificates authorizing expenditures for natural gas, electric, cable, water, sewer, telephone, fuel, heating oil, trash collection and IT are to be approved on an annual basis so the bills can be paid without accruing late fees. Mr. Warren Ritchie, Law Director, had recommended everything establishing the policies would now be in one (1) Resolution. Originally he thought the Resolution could be amended, but the Auditor would then need two (2) when reviewing.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0204A, a Resolution establishing Financial Policies for the authorization of Blanket Certificates, approval of Purchase Orders, and revoking Resolution #15-0107A.

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

Mr. Warrick presented Resolution #15-0204C. A Resolution authorizing the disbursement of checks for payroll, payroll related withholdings and expenses, and other expenses. This is for the bills to be paid like payroll and withholdings so the township does not accrue late fees for natural gas, electric, cable, water, sewer, telephone, fuel, heating oil, trash collection and IT.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0204C, a Resolution authorizing the disbursement of checks for payroll, payroll related withholdings and expenses, and other expenses.

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

Mr. Warrick presented Resolution #15-0204D, a Resolution authorizing the amendment of the 2015 Permanent Appropriations. The FEMA funds that were passed in a Resolution previously were not complete. The Funds were received and moved, but it was not appropriated once it was moved to the FEMA Account so it could be spent. This Resolution adds the appropriation of monies that was overlooked.

Mr. Weber made a motion to approve Resolution #15-0204D, a Resolution authorizing the amendment of the 2015 Permanent Appropriations by increasing the appropriations in the amount of \$1,781.51 for the FEMA Grant Fund 2905-910-910.

Mr. Duvelius noted the dates needed changed as it was the previous meeting date. Mr. Warrick stated Ms. Jacobs would change the date and have each trustee initial by the date changes.

Mr. Weber amended his motion to include the date change with today's date of February 4, 2015. Mr. Wallace seconded the motion.

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

Mr. Warrick stated the next Resolution #15-0204B had the same date issue that would need to be changed and initialed. This is a Resolution authorizing the Amendment of the 2015 Permanent Appropriations for the Police Department for accounting and legal fees in the amount of \$10,000.00 in Fund 2081-210-311. This is in regards to the lawsuit that is now over with South Lebanon.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to approve Resolution #15-0204B, a Resolution authorizing the Amendment of the 2015 Permanent Appropriations for the Police Department for accounting and legal fees in the amount of \$10,000.00 in Fund 2081-210-311 and changing the date to February 4, 2015.

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

Mr. Warrick noted he attended the Ohio Township Association Convention last week and thought there was some good information. Mr. Warrick stated after all the township has been through with the Fiscal Emergency, we may be the only township who actually does things right. There are many townships that don't do Resolutions. Mr. Warrick came away feeling confident the township is doing things right.

Mr. Warrick discussed the police levy and other levies that would be coming up this November. The Police Department Levy Committee is meeting currently and getting things started moving forward. Chief Wheeler stated the police levy committee is looking very closely at just renewing and not having to ask for more.

Mr. Warren Ritchie, Law Director, had nothing to report.

Mr. Weber opened the floor to the public.

Mr. Weber closed the floor to the public.

Mr. Rusty Holman, Volunteer Financial Analyst, stated the conversion of IT services is ongoing. Fiber optics is being run to the Fire Departments and Maintenance Department and should be completed by the end of February. A number of contracts are being reviewed now as well, for example Blackbox (telephone system), air and heating maintenance contract and the trash contracts.

Mr. Duvelius stated he saw many boy scouts in the audience and thanked them for being in attendance.

Mr. Duvelius wanted to clarify that he does not mind being quoted in social media as long as the quotations are correct. Mr. Duvelius clarified he never said traffic light camera he said traffic cameras. After seeing the opposition he will not further the discussion and drop the subject.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to enter into Executives Session at 7:15 p.m. for discussion of a possible new position of employee specifically a part-time park coordinator.

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

Mr. Duvelius made a motion and Mr. Weber seconded the motion to return from Executive Session at 7:47 p.m.

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

Mr. Weber stated in Executive Session it was discussed to have a part-time park coordinator.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to direct Mr. Boeres and Ms. Brock to develop a job description for the part-time parks coordinator position and have it ready at the next trustee meeting for approval.

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

Mr. Duvelius stated he would like to keep the Park Board in tact as a voluntary board at this point coordinating through the new position of park coordinator. Mr. Duvelius believes it is important to keep the board together. Mr. Duvelius stated the pay scale will be waived, but the meetings could be adjusted to quarterly or however they wanted to set up. Maybe even meet in just the summer months or just as needed. He strongly

encourages independent fundraising for park events such as the Easter Egg Hunt and the Christmas Party. The coordinator would be in communication with the Administrator on behalf of the Park Board. Mr. Boeres noted the bylaws would need adjusted. Mr. Wallace stated his concern was always about not having the funds, but if they are willing to stay on as volunteers and work any issues through the parks coordinator. Mr. Wallace asked about the time frame. Mr. Boeres stated he could have the job description and candidate present at the next trustee meeting for hire. Then Mr. Boeres could attend the Park Board meeting in March and present them with the information and go from there.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to have the Administrator reach out to the Park Board President and the prospective candidate for the parks coordinator position.

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

Mr. Boeres wanted to thank Mr. Kenny Hickey, Maintenance Supervisor, who lowered the trash bill for the department by \$500.00 per month.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to adjourn the meeting at 7:55 p.m.

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