

HAMILTON TOWNSHIP TRUSTEES

May 6, 2015

Mr. Weber called the meeting to order at 6:02 p.m. with Mr. Weber and Mr. Wallace present.

Mr. Weber noted Mr. Duvelius was absent due to being on vacation.

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

Mr. Weber made a motion and Mr. Wallace seconded the motion to adopt the proposed agenda for the May 6, 2015 meeting.

Roll call as follows:	Kurt Weber	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 April 15, 2015 meeting.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the withholding checks for checks numbered 74630 through 74644 as written.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the withholding checks for checks numbered 74613 through 74620 with Direct Deposit Vouchers 2015-651 through 2015-730 for the pay cycle March 29, 2015 through April 11, 2015.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the bills before the Board for checks numbered 74645 through 74694 as written for pay cycle May 4, 2015 through May 8, 2015.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the bills before the Board for checks numbered 74627 through 74629 as written for pay cycle April 27, 2015 through May 1, 2015.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the bills before the Board for checks numbered 74621 through 74626 as written for pay cycle April 20, 2015 through April 24, 2015.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber took the opportunity to introduce the new Hamilton Township Fire Chief, Brian Reese, who was in attendance this evening. Mr. Weber stated he is excited to have Chief Reese start in July and is ready to work with him.

Mr. Wayne Chapman, Management Partners, was in attendance to present the Hamilton Township Fire Department Organization Review. Mr. Chapman thanked the Board for the opportunity to work with Hamilton Township. Mr. Chapman reviewed the Township Background as to why he was asked to begin the review. The Methodology included conducting interviews with the Fire Department Command Staff, reviewed facilities and equipment, analyze land use and built service environment and lastly analyzed service demand. Management Partners also approached the study by surveying department employees and applying industry best practices and regulatory standards. For Service Demand, Mr. Chapman broke out the total runs and analyzed the department workload as manageable, the false alarm rate is not a cause for concern, mutual/automatic aid is given more than received, but is not a cause for concern and current minimum staffing configuration is appropriate as related to service demand. The Response Time Analysis for Fire NFPA standard is 90 percent of fire runs within five (5) minutes or less, the Fire Department performance is five (5) minutes or less only 56 percent of the time. It was important to note the NFPA standard is applicable to an urban area. The automatic/mutual aid protocols could result in other departments getting to the fire before Hamilton Township. The Response Time Analysis for EMS shows the NFPA standard is 90 percent of EMS runs in five (5) minutes or less; the Township's performance is five (5) minutes or less on only 44 percent of the runs. Automatic Aid protocol for EMS dispatches ambulance in the jurisdiction of the service call. The best practice policy for "nearest station" response goes out to the closest department irrespective of jurisdiction. Management Partners recommended initiating nearest station EMS protocol with partner jurisdictions. Implications for the Fire Department show the daytime population is likely to increase, commercial/industrial growth will likely require fire station relocation(s), "nearest station" EMS protocols will become more urgent resulting from low density residential growth and inspection workload will grow but remain manageable.

Mr. Chapman reviewed the buildings and stated Station 76 is 50 years old, it is landlocked, not configured to accommodate modern equipment, the living quarters are shabby and not appropriate for simultaneously housing male and female staff. Also the training facilities are out of date. Fire Station 77 is designed to accommodate modern equipment, but there are continuing maintenance issues with water penetration and mold formation due to faulty construction. The operations imbalance between stations indicates Station 77 was not appropriately located as Station 76 has 250 percent more apparatus operations than Station 77. The poor functionality, advanced age, high maintenance, less than optimal location and operations imbalance indicate the need for a new single station more appropriately located and designed for state-of-the-art operations. A new single station would replace the two (2) existing stations and would allow implementation of "dynamic positioning" of a second ambulance. Command Staff Considerations were listed as the Department is staffed with a Chief and a Part-time Assistant Chief. The current Assistant Chief is effective and is a stabilizing factor in the department. The new Chief recruitment should include a focus on demonstrated administration and management skills in addition to leadership ability therefore Management Partners suggest removing the Assistant Chief position within six (6) months of employing a new Chief.

The Leadership study included an employee survey that indicated a lack of confidence in command staff with the exception of the Assistant Chief. Management Partners suggested the Department adopt a command staff code of behavior. There was no evidence of a daily duties regimen and also suggested the Department develop and adopt a written daily duties schedule. Advanced Life Support (ALS) certification is now a basic requirement for employment in the department. There was no operational value gained from requiring the captain to acquire ALS certification. Analysis indicated it would cost the Department \$120,000.00 for the two (2) non ALS certified Captains to gain the accreditation. Management Partners recommends the Township not require the current Captains to become ALS certified, but require such certification as a condition of future promotion to Captain. There was also a section on Purchase of Service where the status of labor relations and new Fire Chief search indicate that it would be timely to analyze advantages/disadvantages of purchasing Fire/EMS protection from another jurisdiction. Also the Township should develop an analysis of cost of operations and capital costs over next 10 to 15 years and compare with cost to purchase services. Additionally, recommendations are to develop a strategic plan for Fire Department, implement a

management system, initiate a practice of meeting minimum staffing by using part-time personnel, develop and implement a written policy for procedural review of medical run reports by Captains, use emergency medical service run reports to identify group and individual training needs and finally implement a planned and structured relationship with the Medical Services Director and ensure it is being followed.

Mr. Wallace thanked Mr. Chapman and Management Partners for performing the analysis and stated he planned on sitting down with the new Chief to discuss it. Mr. Weber asked for clarification about the ALS Certification for Captains being required for those being promoted not the current Captains. Mr. Wallace thanked the Fire Department for their honesty and participation and noted this is a good foundation to move forward.

Ms. Lisa Wilson, 572 US Route 22/3, asked about some of the statistics, for example page one (1) stated there is a college in Hamilton Township and there is not. On page 10 it states the department has over 20 full time members and we only actually have 14 full time members and asked if that would change the financial aspect. Mr. Chapman stated no, the position and number information was received from the Fire Department. The financial aspect was not the focus of the study. Ms. Wilson asked about the volunteers and where the money would come from to pay for their training and certifications. Mr. Chapman asked to speak with Ms. Wilson after the meeting, she agreed.

Mr. Royce Goodpaster, Hamilton Township Firefighter, asked how deeply the group looked into staffing for response from neighboring departments. Mr. Chapman stated some are volunteer departments and some are career service departments, but an in depth analysis was not done. Mr. Goodpaster was concerned with the Township being bordered by departments that rely more on volunteers and wondered if because they are closer does that mean they can provide the same standard care. Mr. Goodpaster stated if the department did do nearest station response, would it be reciprocated? Mr. Chapman stated that is typically what would happen, but would be worked out in the contract.

Mr. Dan Wilson, 572 US Route 22/3, stated on the first page it talks about saving over \$100,000.00, but Mr. Chapman stated they did not look into financials. Mr. Chapman stated this savings would come from not having an Assistant Chief. Mr. Wilson stated has been a part time firefighter for over 17 years and the reason the part-time personnel does not pick up shifts to help cover mandation, it is because they all work other jobs full-time usually. Mr. Wilson stated the graph shown in the study has Battalion Chiefs which Hamilton Township does not have. Mr. Chapman stated the Fire Department provided the organizational chart. Mr. Wilson stated this is being put out to the public and if the Board did not look at it before it was sent, then shame on them. Transparency and truth is what the Department is counting on from the Board and they depend on them to take care of them and it is disappointing.

Ms. Michelle Tegtmeier, Community Development Coordinator, was present to discuss the Doucette swimming pool PUD review. The Aquamarine Company is performing the work and does not have a representative present, but the homeowner is. The property is located in Willow Pond. The location of the pool changed from the time the application was submitted to when the pool started construction. Staff does recommend approval for a 10 foot reduction in setback for 811 Jewelweed Court.

Mr. Doucette, 811 Jewelweed Court, stated the location was changed for the safety of his grandchildren. He also had written consent from all the adjoining property owners to allow the current location.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the 10 foot reduction from the minimum pool setback from the north property boundary line at 811 Jewelweed Court for a swimming pool.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Bill Dowden, Police Levy Committee, was present to ask for support from the Board in placing a renewal levy on the ballot in November 2015. Mr. Dowden stated the committee is made up of Hamilton Township citizens, tax paying residents. Mr. Dowden

appreciated all the work the committee had done. Mr. Dowden read a letter to the Board of the Policy Levy Committee's recommendation "In view of the expiration this year of the 1 mil levy for the Hamilton Township Police Department, this committee has extensively reviewed the operation and the budgetary needs of the Department. In order to maintain the high quality of police service expected by the residents of Hamilton Township and consistently provided by the Department, and considering the future needs of this growing community, we recommend and request that the Board approve the following: The renewal of the 1 mil levy for five (5) years and consistent with the Board's April 15th action regarding the termination of the TIF, increasing the budget of the police Department by the amount reverting back to its original tax flow beginning in 2016." Mr. Dowden stated this is not an increase in taxes, reflects what is needed to keep this Department going to keep the community well served. Mr. Wallace thanked Mr. Dowden and the committee then stated he fully supports the levy, but wanted to be fair to Mr. Duvelius and allow him to have an official vote at the next meeting. Mr. Dowden stated the committee is only looking for an agreement from the Board to continue to move forward. Mr. Weber stated he was in support of the 1 mil renewal levy as well. Mr. Warren Ritchie, Law Director, stated at the 2nd meeting in May he can have the preliminary Resolution prepared for consideration by the Board which essentially requests the Warren County Auditor to work on the anticipated fund generation by the renewal. As soon as that is received, the next step would be to vote to place the levy on the ballot and a certified copy is taken to the Board of Elections. The ballot language is sent to the Secretary of State for approval and then would be placed on the November 2015 ballot.

Mr. Weber made a motion and Mr. Wallace seconded the motion to move forward with the renewal of the 1 mil, 5 Year Police Levy and to proceed as needed so the Committee can move forward.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Melissa Brock, Human Resources, asked the Board to make a motion to remove Mr. Tim Berchem from the active Hamilton Township Employee roster effective May 9, 2015. Tentative last day of service will be Friday, May 8th, 2015.

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

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock thanked Mr. Berchem for his tenure and his service to Hamilton Township and wished him all the best in his future endeavors.

Ms. Brock asked the Board to make a motion to provide a payout of all non-utilized accumulated vacation and compensatory leave hours for a total dollar amount not to exceed \$1,227.36 payable upon or before May 18, 2015.

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

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock asked the Board to make a motion to approve the purchase of a cemetery lot to Roger and Carolyn Barton within the Murdoch Cemetery – New Section - Lot 30, Grave 1 & 2 at the rate of \$300.00 each because of the 2004 purchase time. The deed number is #2015-03.

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

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock asked the Board to make a motion to approve the purchase of a cemetery lot to Linda Mason within the Maineville Cemetery – Old Section - Lot 520, Grave 4 at the rate of \$600.00. The deed number is #2015-04.

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

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock prompted discussion about Cemetery Consulting Services to get the files fully digital with mapping. This format will be available online for not only internal employees, but to the residents as well. Mr. Weber stated this is for software as well as GPS mapping. Ms. Brock stated yes and you can also get an app for smartphones that can lead you directly to a location or family member. Mr. Gary Boeres, Administrator, stated this combines everyone's records as there are three (3) sets now. Mr. Boeres stated the purchase order amount is \$11,630.00 for Burrows Consulting allowing the database work to begin.

Mr. Weber made a motion and Mr. Wallace seconded the motion to move forward with the purchase order for \$11,630.00 with Burrows Consulting.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber asked about the money to cover the cost. Mr. Boeres stated it was appropriated at the beginning of the year.

Mr. Weber made a motion and Mr. Wallace seconded the motion to amend the previous motion to include the Board authorizing the Township Administrator to enter into contract with the consultant.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres asked the trustees to approve a Resolution in regards to El Picante who is expanding their business. Mr. Weber asked how they were able to expand, Mr. Boeres responded they purchased the empty store next to them and created additional seating.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0506 Proclaiming May 17, 2015 as El Picante Day.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres stated Mr. Tony Shrenk has volunteered to work at Mounts Park to help clean up the lake area and pick up trash. Mr. Boeres wanted to make sure this was ok with the Board as he would be questioning licenses and enforcing the rules as well.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Mr. Tony Shrenk as a volunteer to work at Mounts Park.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Boeres noted he received a request from Mr. Dennis Riddle for help putting up flags at the Veteran's graves in the cemeteries before Memorial Day. The board agreed to allow this.

Mr. Boeres announced OpenGov is now up and running on the website to show the Township's financial information on the website. It is a very easy to read format and shows the checkbook as requested by the Ohio Treasurer for all government agencies. Everything can be sorted by date, amount, department or account codes. It posts information about budget revenues and audits.

Mr. Weber asked for an Executive Session to discuss the Fire Chief position.

Chief Jon Wheeler, Police Department, stated there was an accident with a police car responding to a structure fire. No one was injured, but after review of the car, he believes the car should be dead-lined and scrapped.

Mr. Weber made a motion and Mr. Wallace seconded the motion to deadline Unit 18 in the Police Department as requested.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Ray Warrick, Fiscal Officer, presented Resolution #15-0506A, which has to do with a transfer of funds from the General Fund and from the Police Fund in equal amounts of \$114,762.50. This is for the annual bond payment share of the two (2) departments that reside in this building.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0506A Authorizing the transfer of General Funds (Fund 1000) and Police Fund (2081) to the Building Bond Fund (Fund 3101) in equal amounts of \$114,762.50 for a total amount of \$229,525.00.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Warrick presented a second Resolution #15-0506B. On February 17th the Board authorized the Finance Coordinator to advance \$185,000.00 from the General Fund to the Road and Bridge Fund to help bridge the gap in revenues that come in from property taxes. Now that the first draw from the County has been received, the new resolution will authorize the Finance Coordinator to move funds from Road and Bridge back to the General Fund.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0506B Authorizing the repayment from the Road and Bridge Fund (Fund 2031) to the General Fund (Fund 1000) in the amount of \$185,000.00.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Warrick stated he spoke with Treasurer Josh Mandel at a dinner about OpenGov. Mr. Mandel is hoping to offer this free of charge, but we are paying for it as of now. The Treasurer’s Office asked him weeks ago about starting to use OpenGov and he informed him we were already working on it. Mr. Warrick commended Mr. Boeres and Mr. Rusty Holman, Volunteer Financial Analyst, for pushing for this to be done and getting it online.

Mr. Warrick stated the 2014 Audit is complete. An updated copy is now available online and in the office to view with the final numbers. There is a management meeting to discuss the findings on Friday, May 15th at 12:00 pm and is open to the public. The Auditor will be present at this meeting. The news is good and the audit looks to be clean. There were no material findings. Once the audit is turned in to the State Auditor, it goes through a few procedures. Mr. Warrick will call State Auditor the day it is turned in to help it go through the process quicker and get approved by the state and then the Township would be in a position to be released from Fiscal Emergency. The State Auditor will then come down personally and do a ceremony to release us. The amount of work that has been done by staff not only to comply, but all the investigations that had to go on, all the digging for records that were not kept in the best manor for years. It is almost remarkable that all this was assembled to get us to this point and to operate the Township under the new regulations and procedures that the Township employees put in place by working with Local Government Services. By following the procedures, the result is a clean audit. Mr. Weber thanked everyone for all their hard work on a good report.

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. Wallace wanted to discuss the portable restrooms at Testerman Park. There have been corrections put in place to make sure it does not happen again. Mr. Boeres stated there is an employee checking them every Friday and if there is an issue, it would be corrected before the weekend. Mr. Wallace stated it may need to be serviced more frequently depending on the schedule. Mr. Boeres stated for some reason the vendor did not show up to service the units and the park employee had left early due to Saturday games.

Mr. Wallace stated there was a tree at the intersection of McIntire Road and Morrow-Cozaddale Road that needed trimmed or taken down for a visibility issue. Mr. Kenny Hickey, Maintenance Supervisor, stated Warren County was contacted because the tree in question is located on Morrow-Cozaddale which is maintained by the County.

Mr. Weber appreciated Mr. Dowden for providing a copy of a Resolution the Governor's Office passed about May 7th being the National Day of Prayer. Mr. Weber encouraged everyone to attend a prayer ceremony and pray for our Nation and all governmental leaders.

Mr. Weber stated a check was issued to Allstate for payment and it was lost at the company. They have asked for a stop payment of the check in order to reissue a new check so the payment is not late. The original check is #74534.

Mr. Weber made a motion and Mr. Wallace seconded to approve the stop payment.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Wallace noted the Police Department had Coffee with a Cop at Winan's Chocolates and Coffees. He stated it was a big success and he received a lot of positive feedback. Also the Fire Department was at the High school and was passing out hats which had a big turnout also.

Mr. Weber made a motion and Mr. Wallace seconded the motion to enter into Executive Session at 7:46 p.m. to discuss the Fire Chief position and Mr. Weber invited Mr. Boeres, Ms. Brock, and Mr. Warrick along with the trustees.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber made a motion and Mr. Wallace seconded the motion to come out of Executive Session at 8:07 p.m.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Weber stated Executive Session was to discuss the Fire Chief Position.

Ms. Brock asked the Board to allow Chief Wheeler to step down as Safety Services Director position. Ms. Brock thanked Chief Wheeler for all he did in the interim. Mr. Weber thanked him for going the extra mile and helping.

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

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Ms. Brock asked the Board to make a motion to promote Assistant Chief, Debbie Walker to Interim Chief at a pay rate of \$25.00 per hour during this period until the new Chief begins work in July.

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

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Mr. Wallace thanked Chief Wheeler for his time in this position.

Mr. Weber made a motion and Mr. Wallace seconded the motion to adjourn the meeting at 8:09 p.m.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes