

# HAMILTON TOWNSHIP TRUSTEES

## May 20, 2015

Mr. Weber called the meeting to order at 6:04 p.m. with Mr. Weber, Mr. Duvelius and Mr. Wallace present.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to adopt the proposed agenda for the May 20, 2015 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 dispense with the public reading of the minutes and approve as written for the May 6, 2015 meeting.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Gene Duvelius	Abstain – Absent from this Meeting.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to pay the withholding checks for checks numbered 74695 and 74703 through 74709 as written.

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

Mr. Weber amended his previous motion to include Direct Deposit Vouchers 2015-731 through 2015-810 as written. This was seconded by Mr. Duvelius.

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 74696 through 74702 as written.

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 74710 through 74740 as written.

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

Mr. Ray Warrick, Fiscal Officer, presented Ms. Alexandra Swayne with Resolution #15-0520, a Resolution Proclaiming Wednesday, May 20, 2015 as Alexandra Swayne “Drive, Chip & Putt Girls 14-15 Age Division Champion.” A round of applause was given by all in attendance.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0520 as stated above.

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

Mr. Bill Barnhill was present to discuss the Kevin C. Barnhill Memorial Run for Fun 5k to help raise money for the Hamilton Township Parks and the Kevin C. Barnhill Memorial Fund. The race would be held on October 17, 2015. The idea is ‘making strides together for Hamilton Township Parks’ and is designed to be a self-sustaining event held annually. There will be a kids run and a 5k run/walk. This event will be marketed to all the surrounding communities and the running community. Mr. Barnhill would like the Board’s approval for the event and would like to start publicizing the event before June 30<sup>th</sup>. Mr. Barnhill asked the Trustees for the approval of the event, permission to use Township media tools to market and publicize the event and permission to contact Township vendors for corporate sponsorships. Mr. Wallace thought the 5k was a great idea and asked how the Police and EMS would be paid for event. Mr. Barnhill stated the cost would be covered through the proceeds of the race. Mr. Warrick asked if there were a certain number of participants needed to bring in money for the first year. Mr. Barnhill stated if 200 participants were signed up, it would make a great start for the first year.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the Barnhill 5k race to be held October 17, 2015 utilizing Testerman Park.

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

Mr. Weber thanked Mr. Barnhill for presenting the information.

Ms. Mandy Martinson, Park Advisory Committee, was present to discuss funding for Testerman Park which is in dire need of upgrades. Ms. Martinson has started a non-profit committee to lead an effort to upgrade the playground with the Trustees’ approval. She hoped in one (1) to two (2) years to get the equipment in better shape to compete with neighboring parks. Renovating the equipment as well as the surface of the playground is on the top priority of the organization. Eventually they would like to improve the tennis and basketball courts. The horseshoe pits are not being utilized and have thought about converting it to a corn-hole area. Some fundraising ideas the committee has talked about is a food truck rally, the Barnhill 5k and maybe some other type of carnival type event. As things improve in the Township, the committee would be asking for matching funds from the Township. Mr. Weber stated it would be private funding and Ms. Martinson stated yes, it would be private funding and the committee would like to direct the plans and regularly update the Board. The plan can change depending on what the Board wants to improve and how much money can be raised. Mr. Boeres stated there is clearing of trees presently in Munition’s Park and the Township will received money from a local logging company who is taking the timber. Mr. Wallace suggested using the tree harvesting money for the parks.

Mr. Wallace made a motion and Mr. Duvelius seconded the motion to use the money generated from the tree removal at Munitions Park for the renovation of the playground equipment at Testerman Park.

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

The money will go through the Township and not be turned over to the committee. The Board agreed.

Ms. Melissa Brock, Human Resources, asked the Board to make a motion to approve the re-purchase of a cemetery lot from Judith Bunnell within the Murdoch Cemetery – New Section - Lot 653, Grave 5 at the rate of \$200.00.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the re-purchase as stated above.

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

Ms. Brock asked the Board for Career Police Officer Richard Smith to be approved for Federal Medical Leave in addition to a BWC transitional light duty assignment for a work related injury. It is to be noted the transitional duty assignment will be for a maximum of 8 hour shifts per day, per the direction of Chief Wheeler/Major Carlton. In addition, no holiday premium pay or overtime will be permitted during this transitional duty assignment. Mr. Smith is expected to return to a non-restricted duty on or before July 17<sup>th</sup>, 2015 in the current role of Police Officer.

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 asked the Board to remove Mr. Dan Wilson from the active Hamilton Township Employee Roster effective May 20, 2015.

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

Mr. Duvelius thanked Mr. Wilson for his service in the Fire Company. Mr. Weber also thanked Mr. Wilson.

Ms. Brock stated Ms. Amanda Jacobs, Front Desk Assistant, will be taking FMLA time soon and the office was diligent in finding a temporary replacement for her while she is gone.

Ms. Brock asked the Board to hire Ms. Samantha Hall as a temporary employee to handle administrative duties as the Front Desk Receptionist - Entry Level at a pay rate of \$11.50 per hour upon successful completion of a background check for a maximum of 40 hours per week or a total of 800 hours (12-14 weeks) depending on what she would be needed for.

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. Hall is expected to start June 29, 2015 to train with Ms. Jacobs, but is available if needed earlier.

Ms. Brock asked the Board to approve to provide a payout to Mr. Tim Berchem for all non-utilized accumulated sick-leave as outlined in the Teamsters Contract Article 34 for a total not to exceed \$2,954.57 payable on or before May 29, 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

Ms. Brock stated with Mr. Berchem leaving, this left an opening in the Road Department. Mr. Justin Thompson is currently in the Road Union, but is labeled as a Park Employee which would not allow him to be promoted beyond his current position. Mr. Thompson has expressed interest in becoming a Highway Worker I.

Ms. Brock asked the Board to make a motion to allow Mr. Justin Thompson to be a Highway Worker I member within the Road Department at the current hourly rate of \$13.91 as outlined in the Teamsters Union Contract. No pay increase at this time.

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 asked the Board to give permission to post job openings for two (2) seasonal park crew members, 20 hours per week at an hourly rate of \$11.00 per hour. Mr. Wallace asked what is considered a season. Ms. Brock stated from now until October 1, 2015 but not more than 20 weeks. Mr. Wallace asked if Mr. Thompson would be sure the fields are in good shape before moving to the Road Department. Ms. Brock stated it would be rotational. Mr. Boeres noted the full-time position of park employee would not be filled in the future.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to post the job opening for two (2) seasonal park employees starting as soon as possible and ending October 1, 2015 at \$11.00 per hour, 20 hours per week.

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

Ms. Brock stated she attended a Records Retention class last week offered through the State Auditor's Office. She was delegated previously by the Board to attend this class on their behalf and received certification.

Mr. Gary Boeres, Administrator, wanted to recognize Sergeant Lisa Elliott for graduating from PELC (Police Executive Leadership College). Mr. Duvelius and Mr. Weber congratulated her.

Mr. Boeres noted the Fire Department had been at Kroger over Mother's Day weekend helping anyone they could load their groceries in their car and gave out flowers to the mothers. The money used for the flowers was donated by crew members. The Trustees all stated great job.

Mr. Boeres reminded everyone that Thursday, May 21<sup>st</sup> the employees and any volunteers would be meeting at 10:00 a.m. at Mainville Cemetery to replace the American Flags on the Veteran's graves. He encouraged anyone to make it to attend.

Mr. Boeres presented properties with high grass to be declared a nuisance. Those properties are:

- 1210 Beargrass Way
- 1179 E. Eastman Lane

- 6663 Scarborough

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0520C, 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
	David Wallace	Yes
	Kurt Weber	Yes

Mr. Boeres stated Captain Wedding with the Township Fire Department has been active in putting together the bid specifications for the new SCBA's. They would like to replace all the sets, but because of the cost it must be put out to bid. Mr. Boeres would like authorization from the Board to place the bid out.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to allow Mr. Boeres to place the SCBA's out for bid.

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

Mr. Duvelius asked if any grants would cover this equipment. Mr. Boeres stated he would definitely find out.

Mr. Weber stated the Warren County Engineer opened the bids for the Road Resurfacing County wide. The estimate for the Hamilton Township portion was \$480,000.00; the actual bids came in at \$432,000.00. The Chip and Seal bid has not been bid out yet. Mr. Boeres noted the Chip and Seal bid was estimated around \$100,000.00 bringing the total road resurfacing expenditure to \$532,000.00. Mr. Boeres stated he would like to take the remaining \$68,000.00 from the Chip and Seal and apply it to Reclamite and black mat on some of the other Township roads. In order to do this, a BC would need to be created to allow for those expenditures for the Road Resurfacing projects this year.

Mr. Boeres noted the deadline for submitting pre-applications for the OPWC (Public Works Infrastructure Projects) funding is approaching and he wanted to make sure the Board did not have anything for him to submit.

Mr. Boeres stated Mr. Rick McHenry, who is the concession stand vendor, had to do a lot of work in the concession stand to get it up to code for the Board of Health and he is asking for the Township to reimburse him \$500.00 for materials bought for the upgrade. He had also asked if the Board would be willing to waive the \$200.00 monthly rent fee to \$100.00. Mr. Wallace asked about the condition of the concession prior to the work performed. Mr. Kenny Hickey, Maintenance Supervisor, stated he had taken pictures of the condition before and after the work and the concessions were in need of cleaning, painting and a new wash sink. Mr. Wallace asked why the Township did not help him with the work or if we were even aware the work was needed. Mr. Hickey stated Mr. McHenry took the initiative and did the work on his own. Mr. Wallace was ok with the reimbursement and the lowering of the rental fee. Mr. Duvelius suggested not paying the reimbursement for supplies, but waiving the rental fee for the season. Any future work that needs to be done, the Township needs to know beforehand. Mr. Weber asked how much we were owed from last year from Ms. Mason. Mr. Boeres stated \$600.00, notices were sent and no response was received.

Mr. Warrick asked Mr. Warren Ritchie, Law Director, if this voided the contract. Mr. Ritchie stated it does not render the contract worthless, they are providing a service to the community and we are providing them with the use of the space. Mr. Bruce Scott, Parks Coordinator, stated Mr. McHenry hasn't lived up to his lease agreement. The hours are not great and they simply are not there sometimes. He opens too late on the weekends for games. Ms. Lisa Wilson, Resident, suggested maybe Ms. Martinson would be interested

in taking over the concession next year to help raise money if they had enough volunteers. Mr. Wallace stated it is hard to ask someone to work the hours if they are losing money by being there. Mr. Weber stated Mr. McHenry was the only person interested in opening the concession and there were no other bids received when the work was posted.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to waive the monthly rental fee for the concession stand and not allow the reimbursement and give permission to Mr. Boeres to amend the contract.

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

Mr. Wallace made a motion and Mr. Duvelius seconded the motion to waive the \$600.00 owed from last year's concession vendor.

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

Mr. Ray Warrick, Fiscal Officer, presented Resolution #15-0520A, which is a Resolution appropriating the money in the TIF Fund so it can be transferred out to the General Fund and will then be appropriated to a Blanket Certificate for the Road Resurfacing. The amount is \$600,000.00.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0520A, A Resolution Authoring the Transfer of TIF Funds to the General Fund.

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

Mr. Duvelius made a motion and Mr. Weber seconded the motion to allow the Administrator to generate a Blanket Certificate in the amount of \$600,000.00 for the road resurfacing.

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

Mr. Warrick presented a second Resolution #15-0520B which is a part of the audit. There were no findings, but there were some suggestions, one of the suggestions being the closing of the smaller funds. This Resolution pertains to the Fire House Fund with a balance of \$810.62. The fund will be closed and the money will be transferred to a checking account Firehouse 76/77.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0520B, A Resolution Authorizing the Closing of the Fire House Fund 9001.

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

Mr. Warrick gave the Board a spreadsheet showing the Appropriations, Funds and Revenue status for the year. We are through four (4) months which is 33 percent of the year and the Township has collected 46 percent of estimated revenue due to the recent property tax settlement that was a little higher than expected. On the spending side only 23.8 percent has been spent. The other spreadsheet he had copied for the Board showed a comparison of April 2014 to April 2015. In the General Fund, \$157,000.00 less was

collected this year than last year through April. It was found that some estate tax money was received in 2014 that was not received in 2015. The TIF Fund also collected \$37,000.00 less this year, but probably has to do with a closing of a business in the district or tax money that had not yet been collected. The spending for month-to-date shows \$757,000.00 less than last April, \$554,000.00 of it is TIF spending. Last April the school districts were paid their share and that has not been paid yet this year. The left over amount shows the Township spending less than last year in several places on a month to month basis. Over time the comparisons will provide more learning opportunities for Department Heads. The Township has brought in \$149,000.00 more than last year on the year to date and have spent \$120,000.00 less spending. Mr. Weber had questions about the Motor Vehicle License Tax, and the revenue difference. Mr. Warrick stated he could take a look back to explain it at the next meeting.

Mr. Warrick stated the Management Meeting for the 2014 Audit was last Friday. The audit came out great, there were no findings. It was submitted Friday afternoon to the State Auditor's Office. Mr. Warrick had spoken with Mr. Dave Yost prior to the submitted date who asked Mr. Warrick to let him know when it was submitted and he hopes it will get expedited. There are three (3) styles of reporting, last year the Township was using the lowest level and moved to mid-level OCBOA this year. Mr. Warrick stated he has changed his mind in wanting to go to the top level because the Township does not have a lot of borrowing or complicated assets; the mid-level of reporting would suffice moving forward. The Change in Net Position handout shows \$1.2 million in reserves. This does set off the need for further discussion moving forward. The back of the handout shows the prior year's audit findings and they have all been fully corrected and there are no findings outstanding. The next Financial Planning and Supervision Commission meeting is June 29, 2015.

Mr. Warren Ritchie, Law Director, presented Resolution #15-0520D. This is the first step in moving forward with the renewal of the Police Tax Levy for the unincorporated areas of Hamilton Township. This is a request to the Warren County Auditor to certify the funds that will be generated by the \$1 mill renewal. A draft was given to Mr. Nolan over a week ago and he liked the form of it. The annexed areas will not be included and the existing levy does not cover those areas. The next Resolution will be for the Board to vote to place the levy on the ballot and move forward. Mr. Wallace stated he would be out of town at the next meeting and asked it be moved to the agenda for June 17<sup>th</sup>.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-0520D, A Resolution Declaring it Necessary to Renew a Tax Levy in Excess of the Ten Mill Limitation and Requesting the County Auditor to Certify Matters in Connection Therewith Dispensing with the Second Reading and Declaring and Emergency.

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

Mr. Weber opened the floor to the public.

Mr. Weber closed the floor to the public.

Mr. Weber stated the Salt Bid opening will be opened on June 9<sup>th</sup> at Warren County.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to adjourn the meeting at 7:30 p.m.

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