

HAMILTON TOWNSHIP TRUSTEES

December 16, 2015

Mr. Weber called the meeting to order at 6:01 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 December 16, 2015 meeting.

Roll call as follows:	Gene Duvelius	Yes
	David Wallace	Yes
	Kurt Weber	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 December 2, 2015.

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 for checks numbered 75536 through 75545 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 75552 through 75608 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 withholding checks numbered 75546 through 75551 with Direct Deposit Vouchers 2015-1970 through 2015-2048 as written.

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

Mr. Wallace noted he would need to leave at 6:40 p.m.

Mr. Ray Warrick, Fiscal Officer, presented the 2016 Appropriations for approval. The revenue is a total of \$8,787,000.00. This revenue has been certified by the Warren County Auditor. All budgeting has been done by the department heads as well. A goal is to never overspend the revenue in any one (1) department and that was achieved in this budget. There will be about a \$200,000.00 overflow that would go into reserve funds. The expenses shown represent daily operating expenses, salaries, fuel, etc. The capital items are budgeted separately and show \$253,000.00. These will come right out of the reserves. The jump in revenue from this year was because the TIF money was released and that won't show in 2016. Mr. Warrick asked the Board to approve Resolution #15-1216 adopting the annual appropriations budget.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-1216, a Resolution adopting the Annual Appropriations Budget.

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

Mr. Warrick presented Resolution #15-1216B. This is in regards to adopting a schedule of the final appropriations of 2015.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-1216B, a Resolution adopting the schedule and final 2015 appropriations.

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

Mr. Warrick provided Resolution #15-1216A, a clarification of the EMS Billing Fund. Chief Reese noticed the language in regards to the fund currently was too vague and wanted to be more specific as to what the monies could be used for. Chief Reese said this would also follow the Ohio Revised Code. Mr. Warren Ritchie, Law Director, noted when the fund was set up, the purpose was limited to Emergency Medical Services and the Chief had mentioned expending to Fire Rescue.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve Resolution #15-1216A, a Resolution amending Resolution #15-0218B regarding EMS Billing Fund #2284.

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

Mr. Warrick presented the monthly review. With 92% of the year through, 104% of the revenue has been collected and only 86% of the budget has been spent. He also showed a comparison of November 2014 versus November 2015 with spending.

Chief Jon Wheeler, Police Department, presented his department awards. Officer Rande Rigby was given the RID Award (Removal of Intoxicated Drivers). A round of applause was given. Officer Darcy Workman was awarded the Frank Richardson Award for Outstanding Service. Officer Workman has shown leadership and an attitude of leadership and dedication not only to the department, but to the residents of Hamilton Township. This year she participated in Click it or Ticket, Drunk Driving Prevention Program, and Coffee with a Cop. A round of applause was given.

Ms. Melissa Brock, Human Resources, asked the board to make a motion to remove Ms. Amanda Jacobs from the active Hamilton Township employee roster effective December 24, 2015. Ms. Brock thanked Ms. Jacobs. The board also thanked her and stated she will be missed.

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 for an Executive Session to discuss Contract Negotiations.

Chief Brian Reese, Fire Department, stated he had met with Dr. Locasto and his assistant as they were recommended. They will come out to the department and do question and answer sessions and training. The contract comes in less than what is being paid now. They are with UCPC (University of Cincinnati Physicians Company, LLC). They also do

not only onsite training, but skype classes and video conferencing and share with Deefield Township. Dr. Locasto is available to the department 24/7.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to authorize the administrator to sign and Mr. Warrick counter-sign the contract with UCPC and Dr. Locasto.

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

Mr. Gary Boeres, Administrator, noted the previous medical director had been billing the township monthly. In June no other invoices were received. A few weeks ago a bill was received for the third and fourth quarter of 2015, but the service has been all year long making the bill a Then and Now.

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve the Then and Now request to Dr. Huff in the amount of \$2,500.00.

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

Mr. Boeres asked the board to approve the 2016 Zoning Fee Schedule as there are no changes since 2015.

Mr. Duvelius made a motion. Mr. Wallace asked this discussion be tabled and revisited at a later date.

Mr. Weber made a motion and Mr. Duvelius 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:	Kurt Weber	Yes
	Gene Duvelius	Yes
	David Wallace	Yes

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to re-appoint Mr. David Lipson to the Board of Zoning Appeals and Mr. Bill Ruschman to the Zoning Commission.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to have Mr. Boeres as the representative for the Executive Committee for the Regional Planning Commission and having Ms. Tegtmeier as his alternate.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to have Mr. Boeres and Ms. Tegtmeier appointed as the representatives for the Quarterly Meeting of the Regional Planning Commission.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to follow the Holiday Schedule per the Ohio Revised Code including the day after Thanksgiving.

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

Mr. Duvelius made a motion and Mr. Wallace seconded the motion to approve half a day off if compensatory time or vacation time is used on Christmas Eve and New Year's Eve.

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 allow the elected officials to attend the OTA Winter Conference in 2016 and the Township will pay for personnel, but elected officials can pay their own way.

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

Mr. Boeres noted the State of Ohio has approved the Historic Preservation Tax Credits for the Peters Cartridge Plant. Some development should start in the summer of 2016 to get the project moving forward.

Mr. Boeres asked about posting the Front Desk Assistant position. Mr. Wallace asked if this discussion could be tabled until January 6, 2015. Mr. Weber asked how this would affect staff. Mr. Boeres stated everyone would have to cover and stated it would take over a month to find someone and thought maybe a temporary person until someone is hired.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to authorize the Administrator to hire a temporary person, if needed, for the Front Desk Assistant at the same salary as before.

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

Mr. Warrick stated there have been some problems with the IRS since 2013 from the previous Fiscal Officer. The township paid everything that was due to the IRS, but there is still interest and penalties. The township was trying to fight the penalties and lost. It could still go to tax court if the board so wished. The total due is \$18,936.14. A CPA (Certified Public Accountant) was hired to handle this and suggested paying the fee even if the township goes to tax court and could always get the money back. This will be split between all the departments. Mr. Warren stated he does not practice in tax, but has always heard it is better to pay the amount to be able to get to the tax court. Mr. Warrick stated the good news was the interest and penalties were frozen some time ago and have not been accruing during the appeal.

Mr. Weber made a motion and Mr. Wallace seconded the motion to make a payment to the IRS for the reconciliation for \$18,936.14.

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 authorize a check to be cut to the IRS for \$18,936.14.

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

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. Weber recognized Mr. Duvelius for his eight (8) years of service to the township as a trustee. Mr. Weber stated it was a pleasure to serve with him and presented him with a plaque reading ‘Presented to Gene Duvelius, Trustee, in appreciation in your years of dedicated service to Hamilton Township, 2008-2015, from elected officials and staff of Hamilton Township, December 16, 2015.’ A round of applause was given. Mr. Duvelius stated he has seen a lot of growth and changes in the township and participated in a lot of that. He stated it was a pleasure serving the community and serving with everyone working at the township. A round of applause was given.

Chief Wheeler announced he was retiring in the future around March 2016. He has some personal goals he is working on and welcoming grandchildren this year so the time is right. Chief Wheeler thanked the trustees for the opportunity almost five (5) years ago now and it had been an incredible journey and pleasure. This is a phenomenal community and it has been a real pleasure. He will be here through the hiring process and will help in any way that he can.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to authorize staff to post the position announcement to the Ohio Chiefs Association.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes

Mr. Weber asked when the board might be interviewing candidates. Mr. Boeres stated it would be mid to late February 2016. There is a short period where there would be no acting Chief. Mr. Weber asked if a payment would need to be authorized to the Ohio Chiefs Association. Mr. Boeres stated a Purchase Order has been set up for the announcement and a Blanket Certificate will be set up at the beginning of the year to cover the additional expenses along the way. The total cost to hire a chief is \$6,665.00.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to move forward with the Ohio Chiefs Association for the hiring process of a new Police Chief.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Weber thanked Chief Wheeler for his service to the township and being a great ambassador for the township.

Mr. Weber made a motion and Mr. Duvelius seconded the motion to enter into Executive Session at 6:50 p.m. to discuss F.O.P Contract Negotiations with the board, Mr. Warrick, Mr. Ritchie, Ms. Brock and Mr. Boeres present.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Weber made a motion and Mr. Duvelius seconded the motion to reconvene from Executive Session at 7:15 p.m.

Roll call as follows:	Kurt Weber	Yes
	Gene Duvelius	Yes

Mr. Weber stated Executive Session was to discuss the F.O.P. Contract. No motions were brought forward.

Mr. Duvelius made a motion and Mr. Weber seconded the motion to adjourn the meeting at 7:16 p.m.

Roll call as follows:	Gene Duvelius	Yes
	Kurt Weber	Yes