

Hamilton Township Trustee's Meeting

March 2, 2016

Trustee Board President Wallace called the meeting to order at 6:00 p.m. Mr. Wallace, Mr. Weber and Mr. Walker were present.

The *Pledge of Allegiance* was recited by all in attendance.

Motion was made by Mr. Wallace with a second by Mr. Weber to adopt the proposed agenda for the March 3, 2016 meeting.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve the withholding payments for payment cycle January 31 – February 13, 2016, checks numbered 75862 to 75874 indicating checks numbered 75849 to 75861n were voided due to misprint.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve Payroll for pay cycle February 14 to February 27, 2016, Electronic Fund Transfer Direct Deposit Vouchers 2016-339 to 2016-420.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve the billing invoices for payment cycle February 22 through February 26, 2016 checks numbered 75875 to 75878.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve the billing invoices for payment cycle February 29, 2016 through March 4, 2016, checks numbered 75879 to 75922.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Minutes of February 17, 2016 Trustee Meeting were discussed.

Motion made by Mr. Wallace with a second by Mr. Weber to dispense with the public reading of the minutes and approve as written for February 17, 2016.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Warren County Sheriff Larry Sims was present to provide an overview of the Warren County Sheriff's Office Year in Review for 2015, in addition to outlining future needs specific to the jail and housing of inmates. Currently, the inmate population remains consistently high, but has been well maintained with the great working relationship of the judges and court personnel within the County.

Warren County Major Steve Arrasmith was present to provide an overview of the Drug Task Force in relation to Year 2015, along with future needs and goals. Major Arrasmith stated that there is a growing problem with illegal drug usage – specifically heroin. The Major provided insight on avenues utilized within the Drug Task Force to assist in curbing the growing problem.

Both, Sheriff Sims and Major Arrasmith, acknowledged and answered questions from the public.

A presentation was made by Boy Scout Tommy McReynolds in relation to an Eagle Scout Service Project. Scout McReynolds requested the Trustee Board provide permission to build a bench and flagpole at the west end of Testerman Park. Scout McReynolds stated the total cost of the project is estimated to be approximately \$1,200.00 and that he has received donations for approximately ½ of the project. The last remaining item to purchase would be the flag pole– cost estimated at \$650.00. Scout McReynolds would like to begin the project in early April 2016. In addition, he asked the Trustee Board to consider providing the remaining funds of \$650.00 to assist with completion of the project if permitted to complete the Eagle Scout Service Project within Testerman Park.

Brief discussion regarding the Scout project ensued amongst the Trustee Board. The Board requested to review the project and to insure there are no insurance liability issues, along with confirming if the plan would be feasible within the area of Testerman Park as outlined. The Board indicated they would have an answer for Scout McReynolds at the next regularly scheduled meeting.

Boy Scout Michael Kilgore was present to provide a proposal to build a park arbor within the outlined area of Testerman Park. Scout Kilgore is asking for the townships approval to build the arbor. The Board requested to review the project for insurance liability issues and indicated they would have an answer for Michael Kilgore at the next regularly scheduled Board meeting. Scout Kilgore indicated he had received all the project funding for materials and permits.

Human Resource Manager Melissa Brock requested the Board make a motion to approve a non-work related leave of absence for a part time FF/ EMT Derek Roat February 19, 2016 through May 19, 2016.

Trustee Kurt Weber made the motion as stated above, and seconded by Trustee Dave Wallace.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Human Resource Manager Melissa Brock requested the Board make a motion to approve the payout of Police Chef Jon Wheeler for retirement in a lump sum payment that would be going into a deferred comp and processed through payroll. Ms. Brock is asking the Board for a motion to payout 480 hours of sick leave along with all non-utilized accumulated vacation and compensatory leave but not to exceed \$21,161.34 on or before March 14, 2015. Mr. Weber expressed concern if the amount had been budgeted within the line items. Ms. Brock indicated all Police department salary line items are within budget.

Trustee Kurt Weber made the motion as stated above, and seconded by Trustee Dave Wallace.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Human Resource Manager Melissa Brock requested the Board make a motion to approve the purchase of Maineville New Cemetery Lot 97 Grave 1 and 2 to Pamela Strickland at the Hamilton Township resident coast of \$600 each for a total of \$1,200 reflective of Deed 2016-01.

Trustee Kurt Weber made the motion as stated above, and seconded by Trustee Dave Wallace.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes

Joe Walker Yes

Human Resource Manager Melissa Brock requested the Board make a motion to approve the purchase of Maineville New Cemetery Lot 12 Grave 1 to Ms. Elva Jane Grey at the Hamilton Township non-resident rate of \$1,200 reflective of Deed 2016-02.

Trustee Kurt Weber made the motion as stated above, and seconded by Trustee Dave Wallace.

Roll call as follows: Kurt Weber Yes
David Wallace Yes
Joe Walker Yes

Human Resource Manager Melissa Brock requested the Board make a motion to approve the purchase of Maineville Cemetery Lot 12 Grave 5 to Ms. Patricia Ensau at the Hamilton Township rate of \$600 reflective of Deed 2016-03.

Trustee Kurt Weber made the motion as stated above, and seconded by Trustee Dave Wallace.

Roll call as follows: Kurt Weber Yes
David Wallace Yes
Joe Walker Yes

Human Resource Manager Melissa Brock requested going to Executive Session to review the contract within the Police Department for the Administrative Assistants.

Mr. Ray Warrick Township Administrator reviewed the tree trimming specifications from the last meeting. Mr. Warrick requested the Board to make a motion to approve the tree trimming specifications and to start at the proper time.

Trustee Kurt Weber made the motion as stated above, and seconded by Trustee Dave Wallace.

Roll call as follows: Kurt Weber Yes
David Wallace Yes
Joe Walker Yes

Mr. Ray Warrick brought to the Boards attention that the Police Property Room Audit is complete. New software and scanning software was installed to bring everything up to date. Only one thing that was missing on the first look was a NIK kit but was later discovered when they looked into the destruction records. Audit is clean and everything is accounted for. Mr. Warrick and the Trustees expressed thanks to Major Carlton, Detective Quillan Short and Admin Assistant Carolyn Hunter for job well done.

Mr. Ray Warrick reviewed the 2016 Resurfacing Project outlined by Maintenance Supervisor Kenny Hickey. After brief discussion Mr. Warrick requested the Board to make a motion to approve the resolution for the Resurfacing Project 16-0302 with the County Engineers Office to participate in the bidding and payment for the 2016 construction season. Maintenance Supervisor Kenny Hickey has projects planned out for the 2016 season with an estimated amount set at \$598,000.98. Trustee Dave Wallace requested for the plans to be added to the website.

Trustee David Wallace made a resolution to authorize a contract with the Warren County Engineers Office for the Warren County 2016 Resurfacing Project, resolution #16-0302.

Trustee David Wallace made the motion as stated above, and seconded by Trustee Joe Walker.

Roll call as follows: David Wallace Yes
Joe Walker Yes
Kurt Weber Abstain

Mr. Ray Warrick advised the Board of the report for the 2015 Audit that was prepared by CPA Mark Hurst for the Township. Mr. Warrick requested to approve the prepared Audit and to send notice for the newspaper, post on the Township website and include an original copy for the

office. Overall very good news on how the Township preformed last year. Mr. Ray Warrick is confident the Audit will come out with no findings.

Mr. Ray Warrick requested the Board make a motion to approve the posting in the newspaper and releasing the Audit so it is available to the public.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Ray Warrick asked the Board to finalize a date for the fishing in Mounts Park. Prior to this year the park has opened the 3rd week of March. Board decided that the logistics still needed to be worked out, with a plan to possibly open the park daily. Board will discuss a plan at the next Township meeting.

Mr. Ray Warrick stated to the board that interviews for Front Desk Assistant were ongoing. Mr. Warrick requested the Board to make a motion of approval to proceed in interviewing and hiring for the Front Desk Assistant position to have the candidate to start prior to the next meeting. The hourly rate is listed as \$12.00 per hour.

After Board discussion, Trustee David Wallace made the motion as stated above, and seconded by Trustee Joe Walker.

Roll call as follows:	David Wallace	Yes
	Joe Walker	Yes
	Kurt Weber	Yes

Work Session

Trustee Kurt Weber discussed the street sweeping/ storm water fee on all parcels within the Township. A portion of that fee goes toward the EPA phase 2 requirements and water quality. The fee is shown on the Tax Bill from Warren County. \$85,110 would come from the Hamilton Township fund. 20% which comes to \$17,000 could be a reimbursement to go towards street sweeping. Board will review and bring more information back at the next meeting.

Mr. Warrick began discussion on park rules prepared by Maintenance Supervisor Kenny Hickey. Doug Miller, Township Law Director, provided an overview for Park Rules. Mr. Miller stated that he had reviewed the rules and thought the rules were very thorough. The final draft of park rules will be discussed at the next meeting.

Mr. Ray Warrick brought to the Board a personnel matter for an Executive Session to consider of appointing of a Public Official, Compensation of Public Employees, Labor Agreement to consider and Imminent Court Action.

Jim Hunter Fiscal Officer brought up discussion about authorized signatures on an account at Peoples Bank. After Board discussion, Mr. Hunter requested the Board to make a motion to be approved as an authorized signer and to have access to the Township accounts at Peoples Bank.

Trustee David Wallace made the motion as stated above, and seconded by Trustee Kurt Weber.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Jim Hunter Fiscal Officer presented Resolution 16-0302A. This resolution authorizes and approves an increase in Township appropriations to reconcile budgets for the calendar year of 2016. General fund line item 1000-110-131-000 salary for the administrator in the amount of \$45,000 for a total of \$149,904.34

Trustee David Wallace made the motion as stated above, and seconded by Trustee Kurt Weber.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes

Joe Walker Yes

Public Comments

Ken Floss with Little Miami Youth Baseball reviewed the Boy Scout flagpole project. Mr. Floss would like to personally donate ½ of the projected amount of \$325.00 to Mr. Tommy McReynolds from the Little Miami Youth Baseball Organization.

Ruth Phipps of Cozzadale Ohio was concerned of the amount of fishing in Mounts Park. Ms. Phipps suggested a catch and release sign to be posted in Mounts Park. Ms. Phipps also wanted to personally donate the remainder of the Boy Scout flagpole project in the amount of \$325.00 to Mr. Tommy McReynolds

Trustees thanked Ruth and Dan Phipps and Ken Floss from the Little Miami Youth Baseball organization (and the audience applauded) for the donations for the Boy Scouts flagpole project.

Mr. Wallace closed the floor to the public at 7:15pm.

Trustee's Business

Mr. Wallace made a motion, and seconded by Trustee Kurt Weber to enter into Executive Session to consider appointment of a Public Official, compensation of Public Employees for consider legal agreement, and to discuss imminent court action. Included in Executive Session all Trustees, the Fiscal Officer, the Administrator, and legal counsel.

Roll call as follows: David Wallace Yes
 Kurt Weber Yes
 Joe Walker Yes

Motion made by Mr. Wallace with a second by Mr. Weber to return from Executive Session at 8:09 pm.

Roll call as follows: David Wallace Yes
 Kurt Weber Yes
 Joe Walker Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve the 2016-2018 union agreement between Hamilton Township Ohio and the FOP administrative assistant made effective as of March 2, 2016.

Roll call as follows: David Wallace Yes
 Kurt Weber Yes
 Joe Walker Yes

Motion made by Mr. Wallace with a second by Mr. Weber to approve the employment agreement with Mr. Scott Hughes for the position of Police Chef effective March 24, 2016 with the salary of \$83,000.00.

Roll call as follows: David Wallace Yes
 Kurt Weber Yes
 Joe Walker Yes

Motion made by Mr. Wallace with a second by Mr. Weber to adjourn at 8:10pm.

Roll call as follows: David Wallace Yes
 Kurt Weber Yes
 Joe Walker Yes