

Pierce Township Trustees
Meeting
Minutes

August 16, 2013 4:00 PM

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Regular Session at 4:00 PM, on Friday, August 16, 2013 at the Pierce Township Administration Building, 950 Locust Corner Road.

CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chairman Richard Riebel called the meeting to order. Board members answering roll call: Mr. Richard Riebel, Mrs. Bonnie Batchler, and Mr. Chris Knoop. Also present were Township Administrator, David Elmer, Township, Interim Fire Chief Craig Wright, Assistant Fire Chief Scott Light, Police Chief Jeff Bachman, Public Works Manager, John Koehler, Public Works Foreman, Matt Smith and Legal Counsel, Tom Keating.

PLEDGE OF ALLEGIANCE

Mr. Riebel asked everyone to stand for the Pledge of Allegiance.

Claudia Carroll – Appointed Acting Clerk

Mrs. Batchler made a motion, seconded by Mr. Knoop to appoint Claudia Carroll acting clerk until Mrs. Register arrived. Roll Call on motion: All aye.

Approval of Minutes – July 10, 2013 - Regular Meeting

Mr. Riebel made a motion, seconded by Mr. Knoop to approve the minutes of the July 10, 2013 Regular meeting of the Board of Trustees as presented. Roll call on motion: All aye.

Approval of Minutes – July 11, 2013 – Special Meeting

Mr. Knoop made a motion, seconded by Mrs. Batchler to approve the minutes of the July 11, 2013, Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

POLICE DEPARTMENT BUSINESS

Police Chief Jeff Bachman presented the monthly report. Chief Jeff Bachman provided the statistical report and covered notable activities. Chief Bachman noted that he had one officer commendation to report to the Board.

Commendation – Officer Erica Haught

Chief Bachman report that Officer Erica Haught should be commended for the arrest of a domestic violence suspect. Chief Bachman read the commendation before presenting it to Officer Haught officially.

FIRE DEPARTMENT BUSINESS

Interim Fire Chief Wright presented the monthly report of the Fire Department to the Board and shared that there were two items for approval to be presented to the Board.

Nicholas J. Guilkey – Employment status reclassified

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of the Interim Fire Chief Craig Wright; the Board reclassifies Nicholas J. Guilkey from Full time to Part time employment at \$12.50 per hour, effective August 24, 2013. Roll call on motion: All aye.

Nicholas T. Hultz – Promoted

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of the Interim Fire Chief Craig Wright; the Board promotes Nicholas Tyler Hultz to Full Time Firefighter/Paramedic to replace Nicholas Guilkey, effective August 26, 2013. Roll call on motion: All aye.

PUBLIC WORKS DEPARTMENT BUSINESS

Mr. John Koehler presented the monthly report for the Public Works Department. Mr. Koehler informed the Board there were three items requiring action.

Salt Purchase for the 2014 Winter Season

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of Matt Smith, the Public Works Foreman; the Board accepts and approves the lowest and best bid from North American Salt for the 2013-2014 season at \$48.19 per ton. Roll Call on motion: All aye.

Fan Purchase Approved

A motion was made by Mr. Riebel and seconded by Mr. Knoop that based upon the recommendation of John Koehler, the Public Works Manager; the Board authorizes the purchase of a 14' diameter fan from Big Fans for the mechanics shop for the sum of \$3,520.00 to be divided equally between the Fire, Police, and Public Works departments. Roll Call on motion: All ayes.

Hot Pack Dump Trailer Purchase Approved

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of John Koehler, the Public Works Manager; the Board approves the purchase of a Stepp 4 Ton Hot Pack Dump Trailer for the sum of \$36,828.00. Roll Call on motion: All aye.

ZONING & PLANNING BUSINESS

Mr. Elmer presented the Zoning and Planning report and covered notable activities in Zoning and Planning on behalf of Tim Hershner. After the report, Mr. Elmer, Mr. Luken and the Board discussed CIC Code Regulations. Both, Mr. Elmer and Mr. Luken asked the Board to review the topic of CIC's (Community Improvement Corporations) for further discussion.

At 5:25 PM – Karen Register arrived and replaced Claudia Carroll as acting clerk.

TOWNSHIP ADMINISTRATOR BUSINESS

Mr. Elmer presented the Pierce Township Administration's Monthly report and requested action on the following item:

Resolution 013-010 – Legendary Light District

Mrs. Batchler made a motion, seconded by Mr. Knoop to adopt Resolution 013-008 authorizing the levy and assessment of \$60.00 per 6 months on the parcels of land in Legendary Run and legendary Trails identified in Attachment C for the lighting improvements, effective January 1, 2014 through December 31, 2014. Roll call on motion: All aye. See resolution attached.

Internal Fire Chief Search - Approved

Mr. Riebel made a motion, seconded by Mrs. Batchler based upon the recommendation of Township Administrator Dave Elmer to approve and authorize Mr. Elmer to proceed with an internal Fire Chief Selection search. Roll call on motion: All aye.

Xavier Leadership Program - Approved

Mr. Riebel made a motion, seconded by Mr. Knoop based upon the request of Township Administrator Dave Elmer to approve and authorize Mr. Elmer to participate and attend Xavier Leadership Program for a Public Sector Leader Certificate Program at a total cost for \$2,950.00 to be paid to Mr. Elmer for reimbursement of his class expenses upon successful completion of the course. Roll call on motion: All aye.

Resolution 013-011 – Commending Stillmeadow Country Club for 50 Years

Mrs. Batchler made a motion, seconded by Mr. Knoop to adopt Resolution 013-011 to commend Stillmeadow Country Club on its 50th Anniversary. Roll call on motion: All aye. See resolution attached.

TOWNSHIP FISCAL OFFICER'S BUSINESS

Cash Fund Balance Report

Mrs. Register provided a cash summary by fund, bank reconciliation report, Receipt Account status report, and Appropriation status report to the Board for their review. There were no inquiries relative to the reports.

Payroll – July 15, 2013

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the payroll from July 15, 2013 in the amount of \$116,004.98 as previously provided. Roll call on motion: All aye.

Payment of Bills – July 19, 2013

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment of bills from July 19, 2013 in the amount of \$45,826.64 as previously provided. Roll call on motion: All aye.

Payment of Bills – July 24, 2013

Mr. Knoop made a motion, seconded by Mrs. Batchler that based recommendation of the Township Fiscal Officer; the Board approves the payment of bills from July 24, 2013 in the amount of \$22,459.70 as previously provided. Roll call on motion: All aye.

Payment of Bills – July 29, 2013

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment of bills from July 29, 2013 in the amount of \$57,051.16 as previously provided. Roll call on motion: All aye.

Payroll – July 31, 2013

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the payroll from July 31, 2013 in the amount of \$150,911.36 as previously provided. Roll call on motion: All aye.

Payment of Bills – July 31, 2013

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment of bills from July 31, 2013 in the amount of \$1,000.00 as previously provided. Roll call on motion: All aye.

EXECUTIVE SESSION

At 7:13 PM, Mr. Knoop made a motion, seconded by Mrs. Batchler that the Board goes into Executive Session to discuss imminent pending legal matters in conference with Attorneys Tom Keating. Roll call on motion: All aye.

At 7:29 PM, Mr. Riebel made a motion, seconded by Mr. Knoop to leave Executive Session with no action being taken by the Board while in Executive Session. Roll call on motion: All aye.

ADJOURNMENT

At 8:10 PM, Mr. Knoop made a motion, seconded by Mr. Riebel that the meeting be adjourned. Roll call on motion: All aye.

ATTESTED:

The Pierce Township approved the foregoing minutes of the Board of Trustees on:

Karen Register, Township Fiscal Officer

Richard Riebel, Chairman
Pierce Township Board of Trustees

