

Pierce Township Trustees
Meeting Minutes – Year End Clean up Meeting

December 28, 2012 9:00 AM

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Special Session at 9:00 AM on Thursday, December 28, 2012, at the Pierce Township Administration Building, 950 Locust Corner Road.

CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chairman Chris Knoop called the meeting to order. Board members answering roll call: Mr. Christopher Knoop, Mr. Rich Riebel and Mrs. Bonnie Batchler. Also present was Township Administrator David Elmer.

The meeting began with the Pledge of Allegiance. *Please note the meeting was not recorded.

ADOPTION OF A TEMPORARY APPROPRIATION RESOLUTION 012-028

Mrs. Batchler made a motion, seconded by Mr. Riebel to adopt a temporary 2013 appropriation resolution in all necessary line items to pay January, February and March 2013 bills. Roll call on motion: All aye.

Authorization – Intra Fund Transfers

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Township Fiscal Officer is hereby authorized to make all necessary intra-fund transfers during the year 2013. Roll call on motion: All aye.

Health Care Resolution

Mr. Riebel moved for the adoption of the following resolution:

WHEREAS, Pierce Township does pay the approved premium at the same level for all employees for Health Insurance for it's Elected Officials; namely Rich Riebel, Bonnie J. Batchler, Christopher Knoop and Karen Register,

THEREFORE, be it resolved that should there be premium increases for said insurance during the terms of the Elected Officials named above, Pierce Township will assume payment of said increases (except where the increases result from increases in benefits).

Mrs. Batchler seconded the resolution and the roll call for adoption was as follows: Mr. Knoop – aye, Mrs. Batchler - aye, Mr. Riebel – a

Adopted December 28, 2012, Karen Register, Township Fiscal Officer

2013 Expense Authorizations

Mr. Riebel made a motion, seconded Mrs. Batchler by that the mileage rate which the Township Officials and designated employees be paid for the use of their personal

vehicles in the performance of their duties outside the boundaries of Pierce Township be set for the current IRS rate established for business mileage. It is noted that it was the intention of the Board to take this action so that as this mileage rate fluctuates, the approved reimbursement will reflect the IRS established rate for 2013. Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded Mr. Riebel that the Elected Officials, and designated employees be reimbursed for their necessary expenses, including parking while in attendance at the 2013 Winter, Summer and National Conventions through the Ohio Township Association or any other such meetings where attendance by the Elected Officials, and designated employees would be beneficial to the Township. Roll call on motion: All aye.

Mr. Riebel made a motion, seconded by Mrs. Batchler that \$2,000.00 more or less be appropriated in 2013 for gravel for the unimproved roads in Pierce Township. Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded by Mr. Riebel that \$650.00 be appropriated in 2013 for Memorial Day Services for the two Pierce Township Cemeteries. Roll call on motion: All aye.

Insurance Coverage

Mr. Riebel moved for the adoption of the following resolution:

WHEREAS, O.R.C. Section 505.60 as amended by Amended House Bill No. 288 effective May 18, 1988 provides for the purchase of Health Insurance, Life Insurance for Township Officials to a maximum of \$50,000.00 (O.R.C. Section 505.60) (B), AD&D Insurance, Disability Insurance or any combination of these or other coverage for Township Officials and full time employees and WHEREAS, the Board of Trustees of Pierce Township desires to provide this benefit to it's Township Officials and full time employees and any new full-time employees in an amount within the amount provided by Law (specifically \$50,000.00 Life and AD&D, Long Term Disability Insurance), therefore

BE IT RESOLVED, that full time employees are eligible for these insurance benefits and that all Pierce Township Officials are eligible for these insurance benefits, and

BE IT FURTHER RESOLVED that the actual amount of Life Insurance to be provided for Township Officials and full time employees, specifically those listed above, would be within the \$50,000.00 maximum.

The Resolution was seconded by Mrs. Batchler and the roll call for the adoption was as follows: Mrs. Batchler – aye, Mr. Knoop – aye and Mr. Riebel – aye.

Adopted December 28, 2012, Karen Register, Township Fiscal Officer

2013 COMPENSATION & PAYMENTS

Elected Officials

Mrs. Batchler made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer, that the trustees and clerk continue on the salary method per Ohio Revised Code Sections 505.24 and 507.09 for 2013 and that the compensation and benefits for the Trustees and Fiscal Officer be from the General Fund. Roll call: All aye.

Authorization to Pay Fire Truck Note

Mrs. Batchler made a motion, seconded by Mr. Riebel that based upon the recommendation of Township Fiscal Officer, Karen Register the Board authorizes the Township Fiscal Officer to request in writing that the Clermont County Auditor deduct \$18,978.37 from our first tax settlement and to make the first 2013 note payment for the Fire Truck no later than April 15, 2013, and that the County Auditor also be requested to deduct the second payment due in 2013 in the amount of \$18,978.23 from the second tax settlement for the note payment due no later than October 15, 2013. Roll call on motion: All aye.

Firefighter's Dependent Representatives

Mr. Knoop made a motion, seconded by Mr. Riebel to appoint Township Trustees Bonnie Batchler and Rich Riebel as representatives to the Volunteer Fire Fighter's Dependent Fund Board along with Captain Craig Wright as the Fire Department's representative. Roll call on motion: All aye.

CLERK'S BUSINESS

Cash Fund Balance Report

Mrs. Register provided a cash summary by fund report. There were no inquiries relative to the reports.

Payment of Bills – December 05, 2012

Mrs. Batchler made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 05, 2012 in the amount of \$109,885.45 as previously provided. Roll call on motion: All aye.

Payment of Bills – December 10, 2012

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 10, 2012 in the amount of \$12,643.17 as previously provided. Roll call on motion: All aye.

Payment of Payroll – December 14, 2012

Mrs. Batchler made a motion, seconded by Mr. Riebel to authorize the Township Fiscal Officer to approve the payroll for 12/14/12 in the amount of \$122,779.55 as previously provided. Roll call on motion: All aye.

Payment of Bills – December 17, 2012

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 17, 2012 in the amount of \$129,452.67 as previously provided. Roll call on motion: All aye.

Payment of Bills – December 21, 2012

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 21, 2012 in the amount of \$68,848.94 as previously provided. Roll call on motion: All aye.

EXECUTIVE SESSION

At 9:50 AM, Mr. Knoop made a motion, seconded by Mr. Riebel to go into Executive Session to discuss personnel matters, specifically promotion of an employee and employee compensation for 2013. Roll call on motion: All aye.

At 11:30 AM, Mr. Riebel made a motion, seconded by Mrs. Batchler to leave Executive Session and to return to Regular Session. Roll call on motion: All aye. No action was taken during Executive Session.

EMPLOYEE WAGES - 2013

2013 Police Department Wages

Mr. Riebel made a motion, seconded by Mrs. Batchler that all Police Department full time and part time employees wage rate for 2013 be increased by 2%. The 2% wage increase results in Police Chief Jeff Bachman's annual salary as \$84,585.60 and the following wages in 2013 as: Step 1 (Probationary 0-1) to be set at \$19.93 per hour. Step 2 (completion of 1 year) is \$20.91 per hour, Step 3 (completion of 2 years) is \$22.71 per hour; Step 4 (completion of 3 years) is \$24.98 per hour; Step 5 (completion of 4 years) is \$26.53 per hour; Step 6 (completion of 5 years) \$30.08 per hour. Detective 1 (0-1year) \$31.32 per hour; Detective 2 (completion of 1 year) \$32.27 per hour. Lieutenant 1 (0-1 year) \$32.95 per hour; Lieutenant 2 (completion of 1 year) \$35.82 per hour. Part-time Police Department Clerk/typist Nancy Larbes is set at \$19.57 per hour part-time, Police Department Clerk/typist Kathy Menshouse' is set at \$16.63 per hour, Part-time Police Department Property Room Clerk; John Dunigan is set at \$14.11 per hour, Part-time Patrol Officer; James Kellerher is set at \$21.33 per hour for the year 2013. Roll call on motion: All aye.

2013 Fire Department Wages

Mrs. Batchler made a motion, seconded by Mr. Riebel that for 2013, all Fire Department full time salaried employees wage rate be increased by 2% with the Full-time Firefighter/Paramedic's hourly rate to be increased by 4% as follows; Fire Chief Aaron Boggs' annual 2013 salary will be \$88,881.84 and Assistant Fire/EMS Chief James Scott Light's annual 2013 salary will be \$73,570.08, Fire/EMS Department Captains: Connie Gravitt, Craig Wright, and Gary White's annual 2013 salaries will be \$59,933.76, Fire/EMS Department Lieutenants: Jeff Hill, Mike Masterson, Jeff Ashpaw, Gary Strunk, William Sefton, Tom Schenz annual salaries will be \$50,259.36 and Firefighters/Paramedics Don Gates, Suzanne Owens, Andrea Hickman and Zack Cranfill will be \$16.14 per hour. Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded by Mr. Riebel that all part-time fire department employees receive a \$.25 cent per hour increase to their currently hourly rate. This will allow the fire department to increase the starting pay for part time to the following: Part time Firefighter/Paramedic's compensation is set at \$11.50 per hour during the probationary period and \$12.50 per hour after the first year with an incremental \$.25 cents per hour increase added each year on the employee's anniversary date.

Part-time Firefighters/EMT's compensation is set at \$9.00 per hour during the probationary period and \$10.00 per hour after the first year, with incremental \$.25 cent per hour increase added each year on the employee's anniversary date. With Part-Time Firefighters compensation set at \$8.50 per hour. Roll call on motion: All aye.

2013 Public Works Department Wages

Mr. Riebel made a motion, seconded by Mrs. Batchler that all Public Works department employees hourly wage rate be increased by 2% for the year of 2013 except for the open position of Public Works Director. The 2% increase results in: David Bechtol, \$19.89 per hour; Matthew Smith, \$19.86 per hour; John Koehler, \$18.36 per hour; Chris Davenport, \$17.60; Troy Baker, \$24.42 and Dave Schneider, \$24.42. Roll call on motion: All aye.

2013 Administrative Wages

Mr. Riebel made a motion, seconded by Mrs. Batchler that Claudia Carroll's wage rate as Assistant to the Township Administrator be increased by 2% to \$45,390.00 for the year 2013. Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded by Mr. Knoop that Tim Hershner's wage rate as Assistant Township Administrator be increased by 2% to \$68,340.00 for the year 2013. Roll call on motion: All aye.

Mr. Riebel made a motion, seconded by Mrs. Batchler that David Elmer's wage rate as Township Administrator be increased by 2% to \$91,663.20 for the year 2013. Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded by Mr. Riebel that the foregoing salary and wage rates are payable the first pay period in January 2013, and retroactive as necessary. Roll call on motion: All aye.

It is noted that the 2013 compensation for members of the Pierce Township Zoning Commission remain at \$45.00 per hearing, \$15.00 per work session, with the compensation for members of the Pierce Township Board of Zoning Appeals to remain at \$45.00 per hearing.

Mrs. Batchler made a motion, seconded by Mr. Riebel to authorize payment of any utility and insurance related bills on a regularly occurring monthly basis as provided for in the 2013 Temporary Appropriations Resolution. Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded by Mr. Knoop to accept the recommendation from the Township Fiscal Officer to divide the workers compensation bill equally between the following five funds: General Fund, Road and Bridge Fund, Waste Fund, Police Fund and Fire Fund. Roll call on motion: All aye.

Special Meeting – January 2, 2013

Mr. Riebel made a motion, seconded by Mrs. Batchler to set an organizational meeting for January 2, 2013 for 10:00 AM to organize the Board, and for an Executive Session for Personnel matters, specifically to review David Elmer and to handle any other matters that may come before the board. Roll call on motion: All aye.

APPROVAL OF THE MINUTES

Approval of Minutes of December 7, 2012 – Special Meeting

Mr. Riebel made a motion, seconded by Mrs. Batchler to approve the Special Meeting minutes of December 7, 2012 as presented. Roll call on motion: All aye.

Approval of Minutes – December 12, 2012 – Regular Meeting

Mr. Riebel made a motion, seconded by Mrs. Batchler to approve the minutes of the Regular meeting minutes of December 12, 2012 as presented. Roll call on motion: All aye.

ADJOURNMENT

At 9:07 PM, A motion was made by Mr. Riebel, seconded by Mrs. Batchler that the meeting be adjourned. Roll call on motion: All aye.

ATTESTED;

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

Karen Register, Township Fiscal Officer

Chris Knoop, Chairman

DECEMBER 28, 2012 9am
BOARD OF TRUSTEE SPECIAL MEETING – MINTUES CONTINUED

Karen Register left the meeting at _____.

A **Motion** was made by Mr. Riebel, seconded by Mrs. Batchler, to appoint Administrator Elmer as Acting Clerk for the purpose of completing the meeting minutes. Roll call on Motion: All aye. The motion passed unanimously.

The Board discussed the Public Works Director position and the various options for fulfilling the multiple duties of the position. The Board agreed to advertise the open position to the general public. The Board also agreed that the duties of the Public Works Director would be shared by existing public works staff until such time the position was permanently filled.

A **Motion** was made by Mr. Riebel seconded by Mrs. Batchler to, in the absence of a Public Works Director, temporarily appointed Matt Smith, Maintenance Worker, as “Co-interim Public Works Director” performing the following duties in addition to his current Maintenance Worker duties: 1) management of winter operations (e.g. snow/ice removal planning, preparation and implementation, etc.) and, 2) management of cemetery services (e.g. sales, maintenance and upkeep, contractor management, funeral services coordination, etc.) effective December 21, 2012 for a period not to exceed 60 days thereafter unless approved by the Board of Trustees. In exchange for serving as the Co-interim Public Works Director, Smith’s hourly rate will be temporarily increased by \$1.00. Roll call on motion: All aye. The motion passed unanimously

A **Motion** was made by Mrs. Batchler seconded by Mr. Riebel to, in the absence of a Public Works Director, temporarily appointed John Koehler, Maintenance Worker, as “Co-interim Public Works Director” performing the following duties in addition to his current Maintenance Worker duties: 1) management of roadway maintenance operations, 2) management of parks and recreation services, 3) management of public facilities maintenance and upkeep effective December 21, 2012 for a period not to exceed 60 days thereafter unless approved by the Board of Trustees. In exchange for serving as the Co-interim Public Works Director, Koehler’s hourly rate will be temporarily increased by \$1.00. Roll call on motion: All aye. The motion passed unanimously

The Board discussed the branding/image of Pierce Township as it relates to employee and elected official attire. Administrator Elmer noted that he would assemble a collection of uniform and business casual options for the Board to consider for elected officials, administrative and public works staff.

The Board discussed appointing Trustee liaison’s to each Department for the purpose of maintaining positive employee relationships and open communication lines with Department Heads on township functions. The Board did not assign liaisons but agreed to contemplate the concept at a later public meeting.

The Board agreed to hold a Special meeting on January 2, 2013 at 10am for the purposes of conducting an organizational meeting to establish the Chair of the Board of Trustees for 2013; to set 2013 regular public meeting dates; to enter executive session to discuss personnel matters – employment/compensation – ORC 121.22(G)(1) and to discuss any other matter before the Board.

A **Motion** to adjourn was made by Mrs. Batchler seconded by Mr. Riebel. Roll call on motion: All aye. The motion passed unanimously. The meeting adjourned at 1:15pm.