

Pierce Township Trustees  
Meeting  
Minutes

February 20, 2013 6:30 PM

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Regular Session at 6:30 PM, on Wednesday, February 20, 2013 at the Pierce Township Administration Building, 950 Locust Corner Road.

**CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

Chairman Rich Riebel called the meeting to order. Board members answering roll call: Mr. Rich Riebel, Mrs. Bonnie Batchler, and Mr. Chris Knoop. Also present were Township Administrator, David Elmer, Township, Assistant Fire Chief Scott Light, Police Chief Jeff Bachman, Assistant Township Administrator for Planning, Zoning and Community Development, Tim Hershner and Public Works Employees Matt Smith and John Koehler who are both working together to help run the Public Works Department since Luke Mantle's departure..

**PLEDGE OF ALLEGIANCE**

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

**AGENDA ACCEPTED AS AMENDED - MODIFIED**

Mr. Riebel asked if there were any other items to add to the agenda. Mr. Elmer noted that there were personnel matters to discuss in Executive Session, which were added with no objections from the Board.

**Amended Minutes – November 14, 2012 – Regular Meeting**

Mrs. Batchler made a motion, seconded by Mr. Knoop to amend the minutes of the November 14, 2012 as presented. Roll call on motion: All aye.

**Approval of Minutes – January 9, 2013 – Regular Meeting**

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the January 9, 2013, Regular meeting of the Board of Trustees as presented. Roll call on motion: All aye.

**Approval of Minutes – January 11, 2013 - Special Meeting**

Mr. Knoop made a motion, seconded by Mrs. Batchler to approve the minutes of the January 11, 2013 (10:00 AM), Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

**Approval of Minutes – January 18, 2013 - Special Meeting**

Mr. Knoop made a motion, seconded by Mrs. Batchler to approve the minutes of the January 18, 2013 Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

**Approval of Minutes – February 8, 2013 – Special Meeting**

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the February 8, 2013, Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

The Board unanimously expressed appreciation to Mr. Elmer for the new meeting packets.

**RESIDENTS WISHING TO ADDRESS THE BOARD**

John Miller from Country Club Estates thanked the Fire Department for the recent CPR training and then specifically thanked Mr. Hershner and Police Chief Bachman for their recent assistance with a concern.

Mrs. Miller after her husband spoke expressed her appreciation for the improvements obtained for residents with waste and trash collection by Rumpke.

**POLICE DEPARTMENT BUSINESS**

Police Chief Jeff Bachman presented the monthly report. Chief Jeff Bachman provided the statistical report and covered notable activities. Chief Bachman said there was one request he had for the Board.

**Police Policy Manual – Approved**

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of Police Chief Bachman; the Board authorizes the Police Department to allow Lexipol to construct a comprehensive policy manual for the Police Department at a cost of \$6,507.50. This includes a 5% discount because the department is part of Ohio Township Association Risk Management Authority (OTARMA). The Board also authorized the annual update fee of \$2,650.00 billed every year and the option of the Police Department receiving Daily Training Bulletins for an additional \$2800.00 annually. Roll call on motion: All aye.

**FIRE DEPARTMENT BUSINESS**

Assistant Fire Chief Light presented the monthly report of the Fire Department to the Board and he requested approval for the following item:

**Donation of Surplus Equipment**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Fire Chief Aaron Boggs; the Board authorizes the surplus and donation of surplus gear to Monroe Township, Stonelick Township and Russellville, noting each department accepting the surplus equipment sign a waiver acknowledging that the surplus gear/equipment is outdated. Roll call on motion: All aye.

**Ryan Michael Payer – Resignation Accepted**

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of Chief Aaron Boggs that the Board accepts the resignation of part-time Firefighter/Paramedic Ryan Michael Payer effective immediately. Ryan is to be considered in good standing. Roll call on motion: All aye.

### **Authorization to Erect Sirens**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Chief Aaron Boggs that the Board authorize an expenditure not to exceed \$24,000.00 to erect three of the five refurbished sirens that were donated from Hamilton County in the void area currently present in Pierce Township. This expenditure will be incurred by the General Fund. Roll call on motion: All aye.

### **Sean Nicholas O'Neill – Resignation Accepted**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Chief Aaron Boggs that the Board accepts the resignation of part-time Firefighter/Paramedic Sean Nicholas O'Neil effective immediately. Sean is to be considered in good standing. Roll call on motion: All aye.

### **Cory Blake Sloas – Resignation Accepted**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Chief Aaron Boggs that the Board accepts the resignation of part-time Firefighter/EMT Cory Blake Sloas effective immediately. Cory is to be considered in good standing. Roll call on motion: All aye.

## **PUBLIC WORKS DEPARTMENT BUSINESS**

Mr. Matt Smith presented the monthly report for the Public Works Department, with Mr. John Koehler also in attendance. Mr. Smith asked the Board for action on the two following motions:

### **Purchase of Mulch**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Co-Interim PW Director Matt Smith, to purchase mulch for the Administration building, Cemetery and Playground and Park area at a cost not to exceed \$3,212.50. Roll call on motion: All aye.

### **Purchase of Sign Inventory**

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of Co-Interim PW Director Matt Smith; the Board approves the purchase of sign inventory software and computer from Master Mind Systems, Inc. in the amount of \$2,950.00. Roll call on motion: All aye.

## **ZONING & PLANNING BUSINESS**

Mr. Hershner reported to the Board that there were no motions or actions needed. Mr. Hershner updated the Board on his continued participation in the Strategic Planning meetings. Mr. Hershner noted the next planning meetings were set for March 1, 2013 and March 22, 2013 with both meetings set for 3:00 PM.

## **TOWNSHIP ADMINISTRATOR BUSINESS**

### **ODOT – Mileage Certification Accepted and Approved**

Mrs. Batchler made a motion, seconded by Mr. Knoop based upon the recommendation of Township Administrator Dave Elmer to accept and approve the Annual Township Highway System Mileage Certifications of 56.994 miles for the calendar year of 2012. Roll call on motion: All aye.

### **Easter Egg Hunt Date Set**

Mrs. Batchler made a motion, seconded by Mr. Knoop to set Saturday, March 30, 2013 as the date for the Pierce Township Easter Egg Hunt with signups beginning at 10:00 AM and the Easter Egg Hunt set to begin at 11:00 AM. Roll call on motion: All aye.

### **Fourth of July Parade- Date Set**

Mrs. Batchler made a motion, seconded by Mr. Knoop to set the 4<sup>th</sup> of July Parade for July 4, 2013. Roll call on motion: All aye.

### **Halloween/ Trick or Treat - Date Set**

Mr. Riebel made a motion, seconded by Mr. Knoop to set Trick or Treat for October 31, 2013 between 6:00 PM to 8:00 PM. Roll call on motion: All aye.

## **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 – January 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 January 15, 2013 in the amount of \$123,378.25 as previously provided. Roll call on motion: All aye.

### **Payment of Bills – January 16, 2013**

Mrs. Batchler made a motion, seconded Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from January 16, 2013 in the amount of \$153,735.34 as previously provided. Roll call on motion: All aye.

### **Payment of Bills – January 23, 2013**

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from January 23, 2013 in the amount of \$83,278.75 as previously provided. Roll call on motion: All aye.

**Payment of Bills – January 28, 2013**

Mrs. Batchler made a motion, seconded Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from January 28, 2013 in the amount of \$43,950.53 as previously provided. Roll call on motion: All aye.

**Payroll – January 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 January 31, 2013 in the amount of \$171,798.76 as previously provided. Roll call on motion: All aye.

**Payment of Bills – February 4, 2013**

Mrs. Batchler made a motion, seconded Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from February 4, 2013 in the amount of \$10,289.43 as previously provided. Roll call on motion: All aye.

**Payment of Bills – February 11, 2013**

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from February 11, 2013 in the amount of \$70,910.55 as previously provided. Roll call on motion: All aye.

**Payroll – February 15, 2013**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the payroll from February 15, 2013 in the amount of \$121,104.10 as previously provided. Roll call on motion: All aye.

**Resolution 013-003 Adopted**

Mrs. Batchler made a motion, seconded by Mr. Knoop to adopt Resolution 013-003, the Pierce Township Permanent Annual Appropriation for 2013. Roll call on motion: All aye. See attached Resolution 013-003.

**EXECUTIVE SESSION**

At 8:18 PM, Mrs. Batchler made a motion, seconded by Mr. Knoop that the Board go into Executive Session to discuss Personnel Matters to include Promotions, Compensation, Discipline and Dismissal with Township Attorney Tom Keating joining the Board in Executive Session. Roll call on motion: All aye.

At 8:58 PM, Mrs. Batchler 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.

**New Position of Probationary Sergeant 1 created**

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of Police Chief Jeff Bachman, the board accepts the pay raise to Officer Eric Pennekamp from \$62,566.40 to \$65,551.20 with his appointment to the new position of Probationary Sergeant 1, noting that with the completion of his first year, the position will become Sergeant 2, with an increase in salary to \$68,536.60. Roll call on motion: All aye.

**Part-Time Police Officer Position - Authorized**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of Police Chief Bachman; the board allows the Police Department to look into hiring one additional part time police officer to be paid \$13.00 per hour, not to exceed 24 hours per week or 1248 hours per year. Roll call on motion: All aye.

**ADJOURNMENT**

At 9:02 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

\_\_\_\_\_  
Rich Riebel, Chairman  
Pierce Township Board of Trustees