

Pierce Township Trustees
Meeting
Minutes

January 9, 2013 6:30 PM

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Regular Session at 6:30 PM, on Wednesday, January 9, 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, Fire Chief Aaron Boggs, 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 filling in until a new Public Works Director is hired.

PLEDGE OF ALLEGIANCE

Mr. Riebel asked everyone to stand for the Pledge of Allegiance and then introduced the organization of the 2013 Board, announcing that he was selected as Chairman of the Board, with Mrs. Batchler as Vice Chairman and Mr. Knoop as Board member.

AGENDA ACCEPTED AS AMENDED - MODIFIED

Mrs. Batchler made a motion, seconded by Mr. Knoop to accept the meeting's agenda as amended. Roll call on the motion: All aye.

RESIDENTS WISHING TO ADDRESS THE BOARD

John Miller from Country Club Estates asked the Board to support stronger enforcement of our zoning regulations and those violators who do not follow the zoning regulations be cited for their violations. Mr. Miller also asked for a review of parking regulations, especially for people who park on cul de sacs or that park equipment trailers on the roads. He cited both situations as creating a hazard to pedestrians, drivers and that these parking issues may result in a possible delay of fire and ambulance services when an emergency occurs.

Amended Minutes – December 12, 2012 – Regular Meeting

Mr. Riebel made a motion, seconded by Mrs. Batchler to amend the minutes of the December 12 2012, Regular meeting of the Board of Trustees to note that Mr. Mantle was offered a position as the Road Superintendent for Campbell County Kentucky. Roll call on motion: All aye.

Approval of Minutes – December 12, 2012 - Special Meeting

Mr. Knoop made a motion, seconded by Mrs. Batchler to approve the minutes of the December 12, 2012, (5:30 PM) Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

Approval of Minutes – December 21, 2012 - Special Meeting

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the December 12, 2012 (3:00 PM), Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

Approval of Minutes – December 28, 2012 - Special Meeting

Mr. Knoop made a motion, seconded by Mrs. Batchler to approve the minutes of the December 28, 2012, Special meeting of the Board of Trustees as modified. Roll call on motion: All aye.

Approval of the Corrections of 2012 Minutes as Presented

Mr. Knoop made a motion, seconded by Mrs. Batchler based upon the recommendation of the Fiscal Officer Karen Register to correct the following minutes:

- February 17, 2012, second line should reflect "Friday", not Wednesday.
- February 22, 2012, second line should reflect "Wednesday" not Friday.
- March 12, 2012, @ 6:30 PM - second line should reflect "Monday" not Tuesday.
- March 12, 2012, @ 6:46 PM - second line should reflect "Monday" not Tuesday
- and the February 28, 2012 authorization for bills should read \$177,238.79, instead of \$177,238.09.
- July 23, 2012 meeting time should reflect 5:30 PM and not 5:30 AM
- November 14, 2012 meeting minutes should reflect the date of November 14th, not November 12, 2012.

Roll call on motion: All aye

Approval of Minutes – May 1, 2012 - Special Meeting

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the May 1, 2012, Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

Approval of Minutes – May 15, 2012 - Special Meeting

Mr. Knoop made a motion, seconded by Mrs. Batchler to approve the minutes of the May 15, 2012, Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

Approval of Minutes – May 24, 2012 - Special Meeting

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the May 24, 2012, Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

SOLID WASTE DISTRICT PLAN

Mr. Paul Braasch presented the Solid Waste District Plan and a resolution authorizing the approval of a revised draft Solid Waste Management Plan, dated 2012-2030 for the Adams-Clermont Solid Waste Management District for the Board's review and consideration. Mr. Braasch asked that the Board adopt this resolution.

Resolution 013-001 Adopted

Mr. Knoop made a motion, seconded by Mrs. Batchler to adopt Resolution 013-001 for the revised draft Solid Waste Management Plan, dated 2012-2030 for the Adams-Clermont Solid Waste Management District. 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 said there were no actions required by the Board. Chief Bachman shared that his department had solved the recent burglaries of air conditioning units.

Police Chief Jeff Bachman noted that his department had coordinated and ran the Shop with a Cop program with the support of Wal-Mart, his officers and staff and another Pierce Township business. Chief Jeff Bachman shared that the two children selected had each received money to shop for themselves and their families and that his officers.

FIRE DEPARTMENT BUSINESS

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

Donation of a Surplus Tactical Ladder

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 a tactical folding ladder to the Clermont County Narcotics Unit. Roll call on motion: All aye.

Commendations by Chief Boggs

Fire Chief Aaron Boggs commended Lt. Bill Sefton for repairing the window trim on the Precision at his own expense. Chief Boggs also commended Lt. Schenz and Lt. Ashpaw for the work in completing pre-plans and inspections that he had requested for 2012. Chief Boggs also commended Assistant Chief Scott Light for rebanding all of the hazard alerting sirens.

PUBLIC WORKS DEPARTMENT BUSINESS

Mr. Elmer presented the monthly report for the Public Works Department. Mr. Elmer asked the Board for action on the following action:

Letter of Intent Authorized to Clermont County Engineer's Office

Mr. Knoop made a motion, seconded by Mrs. Batchler to authorize Mr. Elmer to send a letter of intent to the Clermont County Engineer's Office acknowledging Pierce Township's intent to use the Engineer's Office for road resurfacing bidding in 2013 per the attached proposal for up to \$70,000.00. 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 that Pierce Township's application to the Clean Ohio Grant Fund has been submitted, and that he had toured Bristol Village and continued participation in the Strategic Planning meetings. Mr. Hershner also noted that he continues to work on the Ferguson property, the Kroger Marketplace development, the Pommert property and that he was placing a greater effort to enforce zoning regulations and to resolve, and mediate violations and that his stated 2013 plans coincide with Mr. Miller's expressed concerns earlier in the meeting.

TOWNSHIP ADMINISTRATOR BUSINESS

Mrs. Batchler made a motion, seconded by Mr. Knoop based upon the recommendation of Township Administrator Dave Elmer to authorize the OTARMA invoice for \$90,899.00. Roll call on motion: All aye.

Mr. Knoop made a motion, seconded by Mrs. Batchler to authorize and adopt Dave Elmer's recommended salary distribution method as presented effective next payroll. (See attached). Roll call on motion: All aye.

Mrs. Batchler made a motion, seconded by Mr. Riebel to authorize the increase in cemetery rates retroactive to January 1, 2013. Roll call on motion: All aye.

Mr. Elmer noted that an Executive Session will be needed after the Fiscal Officer's items are taken care of.

TOWNSHIP FISCAL OFFICER'S BUSINESS

Cash Fund Balance Report

Mrs. Register informed the Board that the 2012 Financial Report is available for inspection and that her office had reconciled 2012 financial reports to the penny. Mrs. Register also provided a cash summary by fund, December bank reconciliation report, 2012 YTD receipt account status report, and 2012 YTD appropriation status report to the Board for their review. There were no inquiries relative to the reports.

Payroll – December 31, 2012

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 December 31, 2012 in the amount of \$174,643.24 as previously provided, which included a vacation payout for Luke Mantle. Roll call on motion: All aye.

Payment of Bills – December 31, 2012

Mrs. Batchler made a motion, seconded Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 31, 2012 in the amount of \$21,395.76 as previously provided. Roll call on motion: All aye.

Correction Vouchers – December 31, 2013

Mr. Knoop made a motion, seconded Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the correction vouchers from 12/31/12 in the amount of \$15,846.46. Roll call on motion: All aye

LGS Contract – Resolution 013-002 Authorized

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves a contract in the maximum amount of \$2800.00 with the Local Government Services to prepare the 2012 OCBOA statements for Pierce Township GAAP compliant reporting at \$50.00 per hour for fifty-six hours allotted to prepare the report. Roll call on motion: All aye.

Mrs. Register asked Mr. Tom Keating if the Township needed to continue paying for the publications of updates to the Ohio Revised Code installments. Mr. Keating shared that the updates to the ORC are now available on line and that ordering these updates are no longer needed.

Karen Register announced to the Board that the audit for 2010 and 2011 is now complete and that there were no citations. The State Auditor's Office had made recommendations, and she shared that Mr. Elmer was working on both notifying the employees of the Fraud Hotline and also developing a policy for maintaining the confidentiality of personal information for employees. She asked the Board if they wanted a post-audit meeting, and the Board agreed that a post-audit meeting would not be required.

EXECUTIVE SESSION

At 8:29 PM, Mr. Knoop made a motion, seconded by Mrs. Batchler that pursuant to 121.22 G (1), the Board go into Executive Session to discuss Personnel Matters, Dismissal, Discipline and Pending Legal matters with Township Attorney Tom Keating. Roll call on motion: All aye.

At 9:58 PM, Mr. Knoop made a motion, seconded by Mrs. Batchler to leave Executive Session with no action being taken by the Board while in Executive Session. Roll call on motion: All aye.

ADJOURNMENT

At 9:59 PM, Mr. Knoop made a motion, seconded by Mrs. Batchler 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