

Pierce Township Trustees
Meeting
Minutes

June 12, 2013 6:30 PM

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Regular Session at 6:30 PM, on Wednesday, June 12, 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, Assistant Township Administrator for Planning, Zoning and Community Development, Tim Hershner, Public Works Manager, John Koehler, and Public Works Foreman, Matt Smith.

PLEDGE OF ALLEGIANCE

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

Approval of Minutes – May 8 – Special Meeting

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the May 8, 2013, Zoning Hearing of the Board of Trustees as amended. Roll call on motion: All aye.

Approval of Minutes – May 8, 2013 – Regular Meeting

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the May 8, 2013, Regular meeting of the Board of Trustees as presented (once it was determined that the word cemetery was correctly spelled). 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 a recent crime spree has been solved in the Castlebay area and he had one request for the Board.

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of the Police Chief, the Board permits the police department to purchase two Motorola portable radios and a six bay charger for the price of \$8,069.10. This price includes a \$450.00 rebate on each radio because the department traded in two broken radios. The broken radios were discontinued models. Roll call on motion: All aye.

FIRE DEPARTMENT BUSINESS

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

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of the Interim Fire Chief Craig Wright, the Board hire Julie Ann Davenport and Nicholas Jeffrey Guilkey as full time Firefighter/Paramedics at the established rate upon successful completion of the Ohio Police and Fire Pension Fund physical, polygraph, psychological examination and a probationary period of one (1) year. Roll call on motion: All aye.

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of the Interim Fire Chief Craig Wright; the Board accepts the written resignation of part time Firefighter/Paramedic Janet Ann Dreyer retroactive to May 1, 2013. It is noted that she left in good standing. Roll call on motion: All aye.

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of the of the Interim Fire Chief Craig Wright that the Board authorize surplus/trading in two inoperable, non-repairable Motorola XTS 3000 portable radios to Motorola Solutions, Inc. for an account credit of \$450.00 each. Roll call on motion: All aye.

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of the of the Interim Fire Chief Craig Wright that the Board authorize purchase of two (2) Motorola APX 6000 portable radios, associated equipment and services as quoted by Mobil Com per Ohio State Term Schedule in the total amount of \$7,815.00 upon submission of a purchase order. Roll call on motion: All aye.

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of the of the Interim Fire Chief Craig Wright that the Board authorize purchase of five new self contained breathing apparatus (SCBA) bottles from Vogelpohl Fire Equipment in the total amount of \$3,650.00 upon submission of a purchase order. Roll call on motion: All aye.

Interim Chief Wright and Assistant Chief Light presented badges to the two new Firefighters/Paramedics Nicholas Guilkey and Julie Ann Davenport and posed for pictures.

PUBLIC WORKS DEPARTMENT BUSINESS

Mr. John Koehler presented the monthly report for the Public Works Department. Mr. Koehler asked the Board for action for following motions.

New Lawn Mowers - Approved

A motion was made by Mrs. Batchler, seconded by Mr. Knoop that based upon the recommendation of Public Works Manager, John Koehler, the Board approve the

purchase of two new John Deere 997 commercial lawn mowers from Five Points Implement Co. Inc. for the total amount \$24,365.38 after trade-in of one Ford 1520 tractor and one John Deere F725. Roll call on motion: All aye.

Trees Removal - Approved

A motion was made by Mrs. Batchler, seconded by Mr. Knoop that based upon the recommendation of Public Works Manager, John Koehler, the Board approves the proposal from JR's Trees, LLC. in the amount \$2000.00 for the cutting and removal of selected dead trees and limbs from the park. Roll call on motion: All aye.

Cemetery Plot Buy Back - Approved

A motion was made by Mr. Knoop, seconded by Mrs. Batchler that based upon the recommendation of Public Works Foreman Matt Smith, the Board approves the buy back of Lot 232, Graves 7 & 8 in section 2B (above ground singles) in Pierce Township Cemetery in the amount of \$350.00 each from Mr. Robert M. McLaughlin with Mr. McLaughlin giving up all rights to said Lot. Roll call on motion: All aye.

ZONING & PLANNING BUSINESS

Mr. Hershner presented the Zoning and Planning report. He presented two proposed motions both geared towards providing direction to the Zoning Commission and to consider public meetings for updates to the Land Use Plan and to consider develop of concept plans for Mixed Use Planned Unit Development. The Board moved on the following item after lengthy discussion:

Special Meeting Set – June 25, 2013

Mrs. Batchler made a motion, seconded by Mr. Knoop to set a special joint work session with the Zoning Commission for June 25, 2013 at 6:30 PM. Roll call on motion: All aye.

TOWNSHIP ADMINISTRATOR BUSINESS

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

Updated Cost Estimate - Approved

Mr. Knoop made a motion, seconded by Mrs. Batchler based upon the recommendation of Township Administrator Dave Elmer to approve the updated and revised cost estimate not to exceed \$14,600.00 from McGill Smith Punshon, Inc. for the hike-bike trail design services Roll call on motion: All aye.

Updated Township Contribution – Approved

Mrs. Batchler made a motion, seconded Mr. Knoop based upon the recommendation of Township Administrator Dave Elmer to approve the updated necessary township contribution amount for the Upper Cole Road project OPWC grant in the amount of \$60,383.27. Roll call on motion: All aye.

Annual Health Care Plan - Approved

Mrs. Batchler made a motion, seconded by Mr. Knoop based upon the recommendation of Township Administrator Dave Elmer to renew the annual health care plan with the 50% match of the deductible, noting that Mr. Elmer reported an increase of less than 1% before the plan's debt amount is added which brought the total increase to 6.88%. Mr. Elmer was authorized to continue shopping around, but to proceed with the current plan with the 6.88% rate hike upon renewal if a lower cost alternative could not be located. Roll call on motion: All aye.

Jeff Stine Contract - Approved

Mr. Knoop made a motion, seconded by Mrs. Batchler based upon the recommendation of Township Administrator Dave Elmer to approve the contract with Jeff Stine to create plans for the Public Works building remodel in the amount of \$3500.00. Roll call on motion: All aye.

Jeff Stine Service Agreement - Approved

Mr. Riebel made a motion, seconded by Mr. Knoop based upon the recommendation of Township Administrator Dave Elmer to service agreement up to \$4400.00 for professional civil engineering services for possible alterations at the Township administrative office building with the invoice to be split between the Police Department and the General Fund with the percentage of contribution to be determined by Mr. Elmer and Karen Register. Roll call on motion: All aye.

Tim Hershner – Approved for Lead Clermont Classes

Mrs. Batchler made a motion, seconded by Mr. Knoop to nominate Tim Hershner as a candidate for the 2014 Lead Clermont class with his tuition to paid by Pierce Township, with the amount not to exceed \$2000.00.

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.

Payment of Annual Service Fee – Frank Gates

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the Annual Service Fee to the Frank Gates Service Company in the amount of \$5,596.00. Roll call on motion: All aye.

Payment of Bills – May 6, 2013

Mr. Knoop made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment of bills from May 6, 2013 in the amount of \$26,901.21 as previously provided. Roll call on motion: All aye.

Payment of Bills – May 9, 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 May 9, 2013 in the amount of \$142,510.58 as previously provided. Roll call on motion: All aye.

Payroll – May 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 May 15, 2013 in the amount of \$110,340.51 as previously provided. Roll call on motion: All aye.

Payment of Bills – May 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 payment of bills from May 15, 2013 in the amount of \$20,966.23 as previously provided. Roll call on motion: All aye.

Payment Correction

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the correction of checks from 5/21/13, which were already approved, but correcting the appropriation line from which the checks were deducted. (See attached) Roll call on motion: All aye.

Payment of Bills – May 23, 2013

Mr. Knoop made a motion, seconded Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment of bills from May 23, 2013 in the amount of \$51,980.07 as previously provided. Roll call on motion: All aye.

Payment of Bills – May 31, 2013

Mrs. Batchler made a motion, seconded Mr. Knoop that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment of bills from May 31, 2013 in the amount of \$49,723.92 as previously provided. Roll call on motion: All aye.

Payroll – May 31, 2013

Mr. Knoop made a motion, seconded Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the payroll from May 31, 2013 in the amount of \$145,677.76 as previously provided. Roll call on motion: All aye.

Stillmeadow Golf Club – 50 Year Celebration

Chuck Lane addressed the Board and he reminded the Board and community that Stillmeadow Golf Club was opened in 1963 and will soon be celebrating a 50th anniversary. The Board decided to provide an official proclamation to Stillmeadow Golf Club for their upcoming event on July 20, 2013.

EXECUTIVE SESSION

At 9:12 PM, Mr. Riebel made a motion, seconded by Mr. Knoop that the Board go into Executive Session to discuss Personnel Matters to include employment, discipline and dismissal, property purchases for public purposes and legal matters in conference with Attorney Tom Keating. Roll call on motion: All aye.

At 10:00 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 10:03 PM, Mrs. Batchler made a motion, seconded by Mr. Knoop 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