

Pierce Township Trustees  
Meeting  
Minutes

March 13, 2013 6:30 PM

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Regular Session at 6:30 PM, on Wednesday, March 13, 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 Employee John Koehler from the Public Works Department.

**Claudia Carroll - Appointed Acting Fiscal Officer**

Mr. Knoop made a motion, seconded by Mrs. Batchler to appoint Claudia Carroll as acting Fiscal Officer due to Karen Register's absence due to illness. Roll call on motion: All aye.

**PLEDGE OF ALLEGIANCE**

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

**Approval of Minutes – January 2, 2013 – Special Meeting**

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the January 2, 2013, Special meeting of the Board of Trustees as presented. Roll call on motion: All aye.

**Approval of Minutes – February 20, 2013 – Regular Meeting**

Mrs. Batchler made a motion, seconded by Mr. Knoop to approve the minutes of the February 20, 2013, Regular meeting of the Board of Trustees as presented. Roll call on motion: All aye.

**Presentation to Fire Chief Aaron Boggs**

Dave Elmer presented on the township's behalf a plaque of appreciation to Fire Chief Aaron Boggs who has tendered his resignation.

**Surplus the Fire Chief's Fire Helmet**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Assistant Fire Chief Scott Light; the Board authorizes the surplus of the Chief's white Carins fire helmet and the Chief's Blackington badge to Aaron Boggs for his years of service to the township. These items are determined to have no value. Roll call on motion: All aye.

## **EXECUTIVE SESSION**

At 6:48 PM, Mrs. Batchler made a motion, seconded by Mr. Knoop that the Board go into Executive Session to discuss Personnel Matters to include Appointment, Promotions, Compensation, and Employment. Roll call on motion: All aye.

At 8:05 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.

### **Appointment of Interim Fire Chief**

A motion was made by Mr. Knoop, seconded by Mrs. Batchler that based on Fire Chief's Boggs verbal and written notice of his intention to resign, to accept Mr. Elmer's recommendation to appoint Captain Craig Wright as Interim Fire Chief, with the Board agreement to conduct a formal interview process. 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 had no requests for the Board.

### **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 items:

#### **Fire Captain Connie Gravitt - Resignation Accepted**

A motion was made by Mr. Knoop, seconded by Mrs. Batchler that based upon the recommendation of Assistant Fire Chief Scott Light; the Board accepts the written resignation of full time Fire Captain, Connie Gail Gravitt effective retroactive to March 2, 1013. She is to be considered departing in good standing with the Township. Roll call on motion: All aye.

#### **Gary Randall Strunk – Promoted to Fire Captain**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Assistant Fire Chief Scott Light that the Board promote Gary Randall Strunk to the position of Fire Captain at the established 2013 Captain salary for one year probationary period effective April 1, 2013. Roll call on motion: All aye.

#### **Suzanne Lynn Owens – Promoted to Fire Lieutenant**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Assistant Fire Chief Scott Light that the Board promote Suzanne Lynn Owens to the position of Fire Lieutenant at the established 2013 Lieutenant salary for one year probationary period effective April 1, 2013. Roll call on motion: All aye.

**Eric Ralph Wehrum – Full Time Firefighter/Paramedic**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Assistant Fire Chief Scott Light that the Board hires Eric Ralph Wehrum as a full time Firefighter/Paramedic with all associated full-time benefits for a one year probationary period effective April 1, 2013 pending successful completion of physical examination, background investigation, polygraph and psychological examination at the Township's expense. Roll call on motion: All aye.

**PUBLIC WORKS DEPARTMENT BUSINESS**

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

**Acceptance of Sullivan Services Quote**

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of Co-Interim PW Director John Koehler, the Board accepts the quote for weeding, edging, mulching the administration grounds, the cemetery, the playground, the park, the flower beds and trees from Sullivan Services, LLC, not to exceed \$9,230.00. Roll call on motion: All aye.

Mrs. Batchler requested that the pothole on Arcadia be patched.

**ZONING & PLANNING BUSINESS**

**Authorization provided to Mr. Hershner**

Mr. Knoop made a motion, seconded by Mrs. Batchler to authorize Mr. Hershner, if the forfeiture of Parcel No. 27-28-02B-052 property upon inspection is acceptable that Mr. Hershner file with the County to acquire and selling the property. Roll call on motion: All aye.

Mr. Hershner presented the Zoning and Planning report. Mr. Hershner reported that the Luckey property has been sold and is being cleaned up and repaired. Mr. Hershner also reported that the text amendment for Zoning Commission will be going before the County Planning Commission March 26, 2013.

**TOWNSHIP ADMINISTRATOR BUSINESS**

**Proposed Organization Accepted and Approved**

Mr. Knoop made a motion, seconded by Mrs. Batchler based upon the recommendation of Township Administrator Dave Elmer to accept and approve the proposed change of the structure of the Public Works Department. See attached chart. Roll call on motion: All aye.

**Job Descriptions Modified**

Mr. Knoop made a motion, seconded by Mrs. Batchler to modify the job descriptions as presented. (See attached.) Roll call on motion: All aye.

**Authorization to Seek Candidates**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of Dave Elmer that the township seek candidates for one full time and one part time position in the Public Works Department. Roll call on motion: All aye.

**Policy Manual Changes Approved**

Mr. Knoop made a motion, seconded by Mrs. Batchler to accept the changes to Policy Manual presented by Mr. Elmer. (See attached memo for revisions) Roll call on motion: All aye.

**60 day Interim Period Extended**

Mr. Knoop made a motion, seconded by Mrs. Batchler to extend the 60 day Interim Period for the Public Works Department position for Matt Smith and John Koehler was extended through March 15, 2013. Roll call on motion: All aye.

**Acceptance of Estimate from J. Stine**

Mrs. Batchler made a motion, seconded by Mr. Knoop that based upon the recommendation of Dave Elmer that the township accept and approve the agreement for professional services from J. Stine with the amount not to exceed \$4900.00 for the improvements to the Maintenance Building to include a new toilet room in the maintenance building. Roll call on Motion: All aye.

**Resolution 013-005 – Adopted**

Mr. Knoop made a motion, seconded by Mrs. Batchler to adopt Resolution 013-005 to approve the contract for Fire and EMS Services for the Kroger Marketplace Development. Roll call on motion: All aye. See attached Resolution 013-004

**TOWNSHIP FISCAL OFFICER’S BUSINESS**

**Cash Fund Balance Report**

Mrs. Carroll 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 Bills – February 19, 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 19, 2013 in the amount of \$25,836.14 as previously provided. Roll call on motion: All aye.

**Payment of Bills – February 25, 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 25, 2013 in the amount of \$49,588.20 as previously provided. Roll call on motion: All aye.

**Payroll – February 28, 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 February 28, 2013 in the amount of \$155,788.07 as previously provided. Roll call on motion: All aye.

**Payment of Bills – March 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 March 4, 2013 in the amount of \$61,871.22 as previously provided. Roll call on motion: All aye.

**EXECUTIVE SESSION**

At 9:50 PM, Mr. Knoop made a motion, seconded by Mrs. Batchler that the Board go into Executive Session to discuss Personnel Matters to include Appointment, Promotions, Compensation, and Employment. Roll call on motion: All aye.

At 11:08 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.

**Appointment of Dave Elmer as Acting Clerk**

Mrs. Batchler made a motion, seconded Mr. Knoop to appoint Dave Elmer as acting clerk since Claudia Carroll had to leave the meeting. Roll call on motion: All aye.

**Position in Public Works Department – To be offered**

Mrs. Batchler made a motion, seconded Mr. Knoop to offer the exempt position of Public Works Manager to John Koehler @ \$50,800.00 with all associated benefits effective the next pay period. Roll call on motion: All aye.

**Position in Public Works Department – To be offered**

Mr. Knoop made a motion, seconded Mrs. Batchler to offer the exempt position of Public Works Foreman to Matt Smith @ \$50,800.00 with all associated benefits effective the next pay period. Roll call on motion: All aye.

**ADJOURNMENT**

At 11:10 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

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