

Pierce Township Trustees  
Meeting  
Minutes

November 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 November 13, 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, Fire Chief Craig Wright, Assistant Fire Chief Scott Light, Police Chief Jeff Bachman, and Assistant Township Administrator for Planning, Zoning and Community Development, Tim Hershner, Public Works Foreman, Matt Smith, Claudia Carroll, Assistant to the Administrator and Legal Counsel, Tom Keating.

**Claudia Carroll Appointed Acting Fiscal Officer/Clerk**

Mrs. Batchler made a motion, seconded by Mr. Knoop to appoint Claudia Carroll as acting clerk due to the absence of Fiscal Officer Karen Register who was away on business. Roll call on motion: All aye.

**PLEDGE OF ALLEGIANCE**

Mr. Riebel introduced the Locust Corner Elementary 3<sup>rd</sup> Grade class and the class led the pledge of allegiance for the Board.

**Approval of Minutes – October 9, 2013 - Regular Meeting**

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

**OPEN FLOOR**

Mark Cann asked about the status on the property on Lewis & Whiteoak Road, Charlie Seipelt reported that Rumpke is not always picking up recycling bin, and Betty Council complained that she had received a post card informing residents to take in the trash cans as soon as they are emptied. A boy scout (Drew) asked what were some of the issues within the community which he could work on for a project and Stan Shadwell asked about the status of the Kroger noise issue.

**POLICE DEPARTMENT BUSINESS**

Chief Jeff Bachman presented the monthly reports, including the statistical report and reported there were no items requiring Board action.

## **FIRE DEPARTMENT BUSINESS**

Fire Chief Wright presented the monthly report of the Fire Department to the Board. He requested motions on the following two items:

### **Bryan William Busch – Resignation Accepted**

Mr. Knoop made a motion, seconded Mrs. Batchler that based upon the recommendation of Fire Chief Craig Wright that the Board accept the resignation of part time Firefighter/Paramedic Bryan William Busch effective November 13, 2013, noting that he is in good standing. Roll call on motion: All aye.

### **Carl Ryan Waterfield – Hired**

Mrs. Batchler made a motion, seconded Mr. Knoop that based upon the recommendation of Fire Chief Craig Wright that the Board hire Carl Ryan Waterfield as part-time Firefighter/Paramedic at the established rate upon successful completion of a back ground check, physical examination, including drug and alcohol screening with a one year probationary period. The Board noted that all related expenses to his hire will be the responsibility of the Township. Roll call on motion: All aye.

## **PUBLIC WORKS DEPARTMENT BUSINESS**

Mr. John Koehler presented the monthly report for the Public Works Department. Mr. Koehler informed the Board there were five items requiring action.

### **Lot 286, Grave 11 & 12 – Purchased by the Township**

A motion was made by Mrs. Batchler and seconded by Mr. Knoop that based upon the recommendation of Public Works Foreman, Matt Smith, that the Board agrees to purchase Lot 286, Grave sites 11 & 12 in section 2B above ground singles in Pierce Township Cemetery from Floyd and Edythe Souder in the amount of \$640.00. Floyd and Edythe Souder give up all rights to the said Lot. Roll call on motion: All aye.

### **Grounds Maintenance Contract Extended by the Township**

A motion was made by Mr. Riebel and seconded by Mrs. Batchler that based upon the recommendation of Public Works Foreman, Matt Smith, that the Board extends the 2013 Grounds Maintenance Contract for up to two additional cuttings in an amount not to exceed \$1066.66 to Sullivan Services. Roll call on motion: All aye.

### **JCM Equipment Maintenance Bid Accepted by the Township**

A motion was made by Mr. Knoop and seconded by Mrs. Batchler that based upon the recommendation of Public Works Manager John Koehler, that the Board accepts the bid from JCM Equipment Maintenance to replace the clutch in the Case International Tractor for the sum of \$3234.50. Roll call on motion: All aye.

### **Wm. Light Paving Co. Bid Accepted by the Township**

A motion was made by Mr. Riebel and seconded by Mr. Knoop that based upon the recommendation of Public Works Manager John Koehler, that the Board accepts the bid from Wm. Light Paving Co to patch defective area and place blacktop curb on Stone Hill Road for the sum of \$4200.00. Roll call on motion: All Aye.

**Wm. Light Paving Co. Bid Accepted by the Township**

A motion was made by Mr. Riebel and seconded by Mr. Knoop that based upon the recommendation of Public Works Manager John Koehler, that the Board approves a contract with Wm. Light Paving Co to replace a culvert and to make other roadway improvements to the intersection of Cole Road and Merwin Ten Mile Road with the amount not to exceed \$26,500.00. Roll call on motion: All Aye.

**ZONING & PLANNING BUSINESS**

Mr. Hershner presented the Zoning and Planning report and covered the notable activities for his department. Mr. Hershner requested action on the following motions:

**Minor Modification to the Legendary Run PUD - Authorized**

Mr. Knoop made a motion, seconded by Mrs. Batchler, based upon the recommendation of the Assistant Administrator Tim Hershner, that the Board approve a minor modification to the Legendary Run PUD requiring a minimum 20' building separation between 3559 Royal Steward Court (Applicant property) and 3557 Royal Stewart Court (Adjacent property) in keeping with the minimum side yard building set back of 10' per lot. Roll call on motion: All aye.

**Land Donation From Ann Witte - Accepted**

Mrs. Batchler made a motion, seconded by Mr. Knoop, based upon the recommendation of the Assistant Administrator Tim Hershner and the recommendation of the Greenspace Committee, the Board accept a donation of land to Pierce Township from Ann B. Witte into the Greenspace program without any restrictions allowing the said land to be sold in the future with proceeds benefiting the Greenspace program. Roll call on motion: All aye.

**Pierce Township Land Use Plan Update - Approved**

Mr. Riebel made a motion, seconded by Mr. Knoop, based upon the recommendation of the Assistant Administrator Tim Hershner, the Pierce Township Zoning Commission and the Clermont County Planning staff, the Board approve the Pierce Township Land Use Plan Update as a living document whereas the mapping and data can be regularly updated annually to reflect development activity with an annual review to be determined by Mr. Hershner or the current Planning, Zoning and Community Development Director. Roll call on motion: All aye.

**TOWNSHIP ADMINISTRATOR BUSINESS**

Mr. Elmer presented the Pierce Township Administration's Monthly report and discussed about the new meeting format and requested motions on the following two items:

**Reimbursement for Appraisal - Approved**

Mr. Knoop made a motion, seconded by Mrs. Batchler to authorize the reimbursement to the County in an amount not to exceed \$1,000.00 for appraisal services performed by Russ Canter, certified appraiser, for the County owned property located at the intersection of Lewis Road and White Oak Road, . (parcel # 282807A104 and 282807A146). Roll call on motion: All aye.

**Clermont County Community Investment Corporation**

Mrs. Batchler made a motion, seconded by Mr. Knoop to agree to the following conditions set forth by the Clermont County Commissioners in executing an appraisal of the County owned property at the corner of Lewis Road and White Oak.

1. Russell Canter is to perform an update to his 2011 appraisal of the same property. No other appraisers are to be used.
2. The Clermont County Community Investment Corporation (CIC) is the client for whom Mr. Canter will perform the updated appraisal.
3. Pierce Township will reimburse the CIC for the cost of the appraisal regardless of the outcome of the update.
4. A purchase and sale agreement between the Clermont County CIC and Pierce Township to convey the County owned property, approximately 1.82 acres at the corner of Lewis Road and White Oak Road. (Parcel # 282807A104 and 282807A146) should be executed within 60 days of receipt of an updated appraisal provided 60 days is adequate time for all parties to reach and agreement on the final sale price.

Roll call on motion: All Aye.

**TOWNSHIP FISCAL OFFICER'S BUSINESS**

**Cash Fund Balance Report**

Ms. 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 – October 8, 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 October 8, 2013 in the amount of \$70,930.50 as previously provided. Roll call on motion: All aye.

**Payment of Bills – October 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 payment of bills from October 15, 2013 in the amount of \$66,345.51 as previously provided. Roll call on motion: All aye.

**Payroll – October 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

October 15, 2013 in the amount of \$115,455.70 as previously provided. Roll call on motion: All aye.

**Payment of Bills – October 21, 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 October 21, 2013 in the amount of \$59,228.72 as previously provided. Roll call on motion: All aye.

**Payment of Bills – October 29, 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 October 29, 2013 in the amount of \$27,857.23 as previously provided. Roll call on motion: All aye.

**Payroll – October 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 October 31, 2013 in the amount of \$155,766.60 as previously provided. Roll call on motion: All aye.

**Executive Session**

At 8:48 PM, Mr. Knoop made a motion, seconded by Mrs. Batchler to enter into Executive to discuss personnel matters, employment, promotion, and compensation, pursuant to ORC 121.22 (G) (1). Roll call on motion: All aye.

At 10:15 PM, Mr. Knoop made a motion, seconded by Mrs. Batchler to leave Executive Session. It is noted that no action was taken by the Board during the Executive Session.

**ADJOURNMENT**

At 10:16 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