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Pierce Township

Special

Meeting

November 24, 2014

Meeting Agenda

Department
Reports



950 Locust Corner Rd. Cincinnati, Ohio 45245 513-752-6262 – www.piercetownship.org



Pierce Township

Board of Trustees

Special Meeting @
6:30 pm

Public Hearing @
7:00 pm

November 24, 2014

Pierce Priorities:

- Culture
- Quality of Life
- Pierce 2035

Meeting Agenda	
Call Meeting to Order. Roll Call:	Chairman Batchler
Pledge of Allegiance:	Chairman Batchler
Approval of Minutes	Chairman Batchler
Approval of Motions and Resolutions:	Chairman Batchler
Public Hearing on Zoning Case Z2014-002 Merwin Ten Mile & White Oak Roads:	Chairman Batchler
Executive Session (sale of property and reviewing negotiations or bargaining sessions with public employees ORC 121.22 (G)(2)(4)):	Chairman Batchler
Adjournment:	Chairman Batchler
Monthly Report Available on Township website at least 24 hours before each Meeting	
http://piercetownship.org/administration/meeting-minutes/2014-meeting-minutes	

Pierce Township Trustees
Meeting
Minutes

September 25, 2014

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Special Session at 4:07 PM, on Thursday September 25, 2014 at the Pierce Township Administration Building, 950 Locust Corner Road.

CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chairman Bonnie Batchler called the meeting to order. Board members answering roll call: Mrs. Bonnie Batchler, and Mr. Robert Pautke. Mr. Richard Riebel joined the meeting at 4:13 PM. Also present were Township Administrator Tim Hershner, Public Works Manager, John Koehler, Fire Chief, Craig Wright and Assistant to the Administrator, Claudia Carroll.

PLEDGE OF ALLEGIANCE

Mrs. Batchler asked everyone to join the Board in the Pledge of Allegiance.

Claudia Carroll Appointed Acting Clerk

Mr. Pautke made a motion seconded by Mrs. Batchler appointing Claudia Carroll acting Clerk for the meeting. Roll call on motion: All aye

Mr. Batchler stated that the purpose of the meeting is to go over the OGSM and to assign responsibilities.

After some discussion it was decided that each Trustee would take one objective and oversee that objective.

Township to Join Clermont Chamber Board of Advisors

Mr. Pautke made a motion seconded by Mr. Riebel to authorize Administrator Tim Hershner to apply for membership in the Clermont Chamber Advisory Committee at a cost this year not to exceed \$1500.00. Roll call on motion: All aye

ADJOURNMENT

At 5:42 PM, Mr. Pautke made a motion, seconded by Mr. Riebel to adjourn the meeting. 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

Mrs. Batchler, Chairman
Pierce Township Board of Trustees

Pierce Township Trustees
Meeting
Minutes

November 3, 2014

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Special Session at 6:30 PM, on Monday, November 3, 2014 at the Pierce Township Administration Building, 950 Locust Corner Road.

INVOCATION

Chairman Bonnie Batchler asked Trustee Richard Riebel to lead the meeting in prayer.

PLEDGE OF ALLEGIANCE

Mrs. Batchler asked everyone to join the Board in the Pledge of Allegiance.

CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Chairman Bonnie Batchler called the meeting to order. Board members answering roll call: Mrs. Bonnie Batchler, and Mr. Robert Pautke and Mr. Richard Riebel. Also present were Fire Chief Craig Wright, Assistant Fire Chief Scot Light, Police Chief Jeff Bachman, Township Administrator Tim Hershner, Public Works Manager, John Koehler, and Assistant to the Administrator, Claudia Carroll and Legal Counsel, Tom Keating.

Meeting Date Cancelled

Mr. Pautke made a motion, seconded by Mr. Riebel to cancel the regular November Trustee's meeting that had been scheduled for November 6, 2015 since the Special Meeting on November 3, 2014 has most of the agenda items. Roll call on motion: All aye.

Celebratory Events / Trustee Updates

Mrs. Batchler requested any Trustee or Supervisor updates and/or celebratory events. The following items were noted:

- Public Works was congratulated by the Board of Trustees for extending the hiker-biker trail in front of the cemetery and for saving money by not outsourcing this extension.
- Trustee Bob Pautke thanked Chief Jeff Bachman for his continued efforts during the Police Union negotiations.
- Trustee Bob Pautke apologized to George Carpenter for not yet completing the opinion survey which had been provided him.
- Trustee Bob Pautke alerted the Board that the Chamber of Commerce after reviewing the Fire Levy had endorsed the levy.
- Trustee Richard Riebel informed the Board and the residents that the project was finished with the Wagner Rod retaining wall project.

September 10, 2014 – Minutes Approved

Mr. Riebel made a motion, seconded by Mr. Pautke to approve the minutes of September 10, 2014 Regular Meeting as presented. Roll call on motion: All aye.

October 01, 2014 – Minutes Approved

Mr. Pautke made a motion, seconded by Mr. Riebel to approve the minutes of October 1, 2014, Regular Meeting as presented. Roll call on motion: All aye.

Chemical Equipment Labs – Salt Bid Accepted

Mr. Riebel made a motion, seconded by Mr. Pautke that based upon the recommendation of the John Koehler, Public Works Manager to accept and approve the lowest and best bid from Chemical Equipment Labs, Inc. to purchase 800 tons of salt at the cost of \$100.00 per ton for the 2014/2015 Winter season. Roll call on motion: All aye.

Rose Truck – Salt Hauling Bid Accepted

Mr. Riebel made a motion, seconded by Mr. Pautke that based upon the recommendation of the John Koehler, Public Works Manager to accept and approve the lowest and best bid from Rose Trucking for hauling of road salt at the cost of \$7.65 per ton for the 2014/2015 Winter season. Roll call on motion: All aye.

Carryover of Vacation Time - John Koehler Approved

Mr. Riebel made a motion, seconded by Mr. Pautke that based upon the recommendation of the Township Administrator to approve the carryover of sixteen (16) vacation hours for John Koehler from 2014 to 2015. Roll call on motion: All aye.

Changing of Claudia Carroll's Job Title

Mr. Riebel made a motion, seconded by Mr. Pautke that based upon the recommendation of the Township Administrator to change Claudia Carroll's job title from Assistant to the Administrator to Assistant to the Fiscal Officer effective November 4, 2014. Roll call on motion: All aye.

Kathy Menhouse – Employed as Full Time

Mr. Pautke made a motion, seconded by Mr. Riebel based upon the recommendation of Administrator Tim Hershner to employ Kathy Menhouse, effective November 4, 2014 as the Township's full time non-exempt Administrative Assistant continuing half time working and reporting to Police Chief Bachman and then working the other half time in a position as the Assistant to the Fiscal Office at her current hourly rate of \$16.96 based upon successful completion of the State of Ohio CPIM training within one year of employment. Mrs. Menhouse's accrued vacation is to commence as of April 3, 2006 in accordance with the Ohio Revised Code 9.44. Roll call on motion: All aye.

Limited Warrant Deed - Approved

Mr. Pautke made a motion, seconded by Mr. Riebel based upon the recommendation of Administrator Tim Hershner that the Board approve the Limited Warrant Deed for the consolidation of the Lewis and White Oak parcels 282807A104. And 282807A146. Roll call on Motion: All aye

Special Meetings Date Set

Mr. Riebel made a motion, seconded by Mr. Pautke to set a Special Meeting on November 24, 2014 at 6:30 PM to review October Monthly Reports and then to set a 7:00 PM Special Meeting to hold a Public Hearing for Zoning Case Z2014-002 Merwin Ten Mile and White Oak Roads. Roll call on motion: All aye.

Renovation of the Administrative Waiting Area - Approved

Mr. Pautke made a motion, seconded by Mr. Riebel based upon the recommendation of the Township Administrator to authorize Mr. Hershner to execute a contract for the renovation of the administrative waiting area as an office in the amount of up to \$4,750.00. Roll call on motion: All aye.

Hike & Bike Trail – Additional Engineering Fees - Approved

Mr. Riebel made a motion, seconded by Mr. Pautke based upon the recommendation of Administrator Tim Hershner to approve the additional amount of \$7,835.00 in engineering services by McGill Smith Punshon, Inc. for the relocation plans of the Hike & Bike Trail. Roll call on motion: All aye.

Fiscal Office Reports and Motions

The fiscal office included and provided a cash summary by fund, a bank reconciliation report, receipt account status report and an appropriation status report to the Board of Trustees and requested the following motions.

Payment of Bills – September 29, 2014

Mr. Pautke made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from September 29, 2014 in the amount of \$108,533.50 as previously provided. Roll call on motion: All aye

Payment of Payroll – October 8, 2014

Mr. Riebel made a motion, seconded by Mr. Pautke that based upon the recommendation of the Township Fiscal Officer the Board approve the payroll of October 8, 2014 in the amount of \$103,836.08 as previously provided. Roll call on motion: All aye

Payment of Bills – October 10, 2014

Mr. Pautke made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from October 10, 2014 in the amount of \$30,823.68 as previously provided. Roll call on motion: All aye

Payment of Bills – October 20, 2014

Mr. Pautke made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from October 20, 2014 in the amount of \$59,274.08 as previously provided. Roll call on motion: All aye

Payment of Payuoll – October 22, 2014

Mr. Riebel made a motion, seconded by Mr. Pautke that based upon the recommendation of the Township Fiscal Officer the Board approve the payroll from 10-22-2014 in the amount of 137,906.53 as previously provided. Roll call on motion: All aye

Payment of Case 580SNT4 Loader Backhoe – Approved

Mr. Riebel made a motion, seconded by Mr. Pautke that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment on the Case 580SNT4 Loader Backhoe in the amount of \$14,175.96. Roll call on motion: All aye

West Clermont School TIF Reimbursement – Approved

Mr. Pautke made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer; the Board approves the TIF 2014 fall School Reimbursement to West Clermont Schools in the amount of \$78,965.81. Roll call on motion: All aye

RESOLUTION 014-018 – Mutual Aid Agreement - Approved

Mr. Pautke made a motion, seconded by Mr. Riebel to adopt Resolution 014-018 to enter into a mutual aid agreement for the purpose of receiving and providing mutual aid, personnel and equipment in the event of emergency situations wherein the personnel and equipment of the affected jurisdiction are exceeded. See attached Resolution 012-018. Roll call on motion: All aye.

RESOLUTION 014-019 – LGS Contract for GAAP Reporting - Approved

Mr. Pautke made a motion, seconded by Mr. Riebel that based upon a recommendation of the Township Fiscal Officer to adopt Resolution 014-019 to authorize a two year contract with LGS with the maximum amount to not exceed \$5600.00 for 2014 and 2015 calendar year GAAP reporting. See attached Resolution 012-018. Roll call on motion: All aye.

Adopting a CIC – Discussed by the Board

Mr. Riebel spoke of shifting the development focus of Pierce Township and of Tim Hershner's time to a more commercial focus versus a residential focus and Mr. Pautke agreed with this priority statement and then of the ability of a CIC to use as a pass-thru by contract either through Clermont County or thru the use of the CIC in Union Township. Mr. Mark Cann spoke in support of a CIC and said it was a flexible tool that would allow the Township to speed the process of development and Mr. Cann agreed to sit on an investigative group to explore a CIC.

Executive Session

At 8:27 PM, Mr. Pautke made a motion, seconded by Mr. Pautke to enter into Executive to discuss personnel matters, candidate and interview schedule, real estate purchase, and sale and counsel with legal Attorney Tom Keating pursuant to ORC 121.22 (1), (2) and (3). Roll call on motion: All aye.

At 10:30 PM, Mr. Pautke made a motion, seconded by Mr. Riebel, to leave executive session, with no action being taken the Board during the Executive Session.

Lawrence E. Gross – Hired Retroactive

Mr. Riebel made a motion, seconded by Mr. Pautke that based upon the recommendation of the Township Administrator Tim Hershner to hire Lawrence E. Gross at \$15.00 per hour, with no benefits, at 20 hours maximum per week retroactive to October 20, 2014. Roll call on motion: All aye.

ADJOURNMENT

At 10:34 PM, Mr. Riebel made a motion, seconded by Mr. Pautke to adjourn the meeting. 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

Mrs. Batchler, Chairman
Pierce Township Board of Trustees

Motions and Resolutions
Special Board of Trustee Meeting
November 24, 2014



A **Motion** is made, based upon the recommendation of Police Chief , that the Board accepts the resignation of part time police officer James Kelleher, effective November 24, 2014. James Kelleher is to be considered in good standing.

1st: _____ 2nd: _____

Mrs. Batchler	_____
Mr. Pautke	_____
Mr. Riebel	_____



**Pierce Township
Police Department
Monthly Report
October 2014**



Statistical Data	Month 2014/2013	YTD
Mediation Referral:	1/3	28
Traffic Accidents:	2/6	36
Vehicles Towed:	0/1	10
Death Reports:	2/0	15
Assist other Jurisd.:	57/32	405
Service Requests:	1,325/828	9,082
Burglar Alarms:	78/55	531
Open Places Found:	15/1	73
Business Checks:	1,307/610	8,425
Miles Driven:	18,776/17,174	161,599
Missing Reports:	3/2	7
Missing Report Clos:	3/2	7

Pierce Township Police Department Monthly Report – October 2014



- October 1- Meeting with Clermont County Prosecutor Vince Faris on a “Cold Case” that may be re-opened. FBI has also offered assistance.
- October 6-10- Yearly Property Room Audit conducted internally.
- October 14- Attended luncheon held by The Domestic Violence and Sexual Assault Task Force.
- October 22- Meeting with Clermont County Fire Chiefs, Police Chiefs, doctors, nurses, State of Ohio Officials, Coroners Office, etc., on Ebola Preparedness.
- October 23&31- Reviewed Tri-State Robbery Response Plan with banks in Pierce Township.
- October 29- Donated 15 bicycles found and unclaimed by Pierce Township Officers to the Salvation Army.
- October 31- Halloween Night. Happy to report no accidents, injuries, or other issues related to Trick or Treat.





**Pierce Township
Fire Department
Monthly Report
For
October 2014**

Statistical Data	Month 2013/2014	YTD
Fire Details:	38 / 54	514
EMS Details:	103 / 97	1,103
Pierce Twp. Details:	119 / 129	1,344
Ohio Twp. Details:	22 / 13	179
Mutual Aid Given:	13 / 9	94
Mutual Aid Received:	11 / 8	108
Full Staffing:	41 / 39	370
One-short Staffing:	19 / 16	150
Minimum Staffing:	2 / 7	79
Mandated OT:	2 / 1	47
Hydrants Serviced:	T.B.A.	353
Gear Inspections:	24	198
Trainings:	15	130
Training Hours:	47	605



**Pierce Township
Fire Department
Monthly Report
For
October 2014**

Statistical Data	Month 2013/2014	YTD
Qlty. Assurance Check:	163 / 151	1,602
Inspections:	18 / 17	114
Re-inspections:	23 / 18	227
Violations:	71 / 60	434
System Tests:	1 / 2	15
Plan Reviews:	1 / 2	25
Pre Plan:	0 / 8	162
Public Education:	10 / 1,328	1,389
Knox Box Installs:	3 / 1	2
Civil Defense Siren Tests:	12 Pass	76 Pass/6 Fail
Public Records Req.:	0 / 3	60
Website hits:	U.T.O.	28,866



Pierce Township
Service
Department
Monthly Report
for
October 2014



Statistical Data	Month 2014/2013	YTD
Roadway Maintenance (minor):	15/0	256
Roadway Maintenance (major):	0/1	5
Roadway Patching Projects:	1/0	58
Resurfacing (linear ft.):	0/0	2
Culvert Pipe (repair, replace, new):	1/1	26
Catch Basin (repair, replace, new):	0/1	3
Curb-Gutter (repair, replace, new):	0/0	137
Roadway striping (linear ft.):	0/3,288	120
Roadside Mowing (hours):	64/68	425
Street Sign Install (replace, new):	0/20	61
Ditching (linear ft.):	0/0	1,769
Snow/Ice Events:	0/0	21
Salt Application (tons):	0/0	1,025
Cemetery Sales (# of lots):	6/6	67



Pierce Township

Service Department

Monthly Report

for

October 2014



Statistical Data	Month 2014/2013	YTD
Cemetery Mowing/Maint. (hours):	72/64	750
Cemetery Instals. (footers, etc.):	0/0	27
Funeral Services:	4/5	51
Playground Inspections:	0/1	7
Mulching – All Facilities:	0/0	282
Park Maintenance (hours):	101/16	313
Cemetery		
Sales entered:	28	28
Burials entered:	112	112
Records reviewed:	67	67

Pierce Township Service Department Monthly Report - October 2014



- Started and completed basing in the Cemetery portion of the Hike/Bike Trail.
- Worked on securing more salt for this coming winter.
- Cleaned and organized the shop to get ready for this coming winter.
- Worked on logging signs into the computer program.



Pierce Township

Office of Planning, Zoning and Community Development

Monthly Report

October 2014

Statistical Data	Month 2014/2013	YTD
Zoning Permits Issued:	16/15	135
Single-Family Home Permit:	2/2	15
Accessory Structure Permit:	1/0	9
Strategic Planning Meetings:	0/0	0
Zoning Commission Meetings:	3/1	12
Board of Zoning Appeal Meetings:	1/1	2
Greenspace Committee Meetings:	1/1	8
Zoning Violation Notices Issued:	4/2	44
“Good Neighbor” Letters Issued:	0/3	1
Voluntary Compliance:	1/2	10
Mediation/Legal Action Taken:	0/0	0
Text Amendments Approved:	0/1	0
Rezoning Approved:	0/0	8
Variance Approved:	1/1	2



Pierce Township

Office of Planning, Zoning and Community Development

Monthly Report

October 2014

Statistical Data	Month 2014/2013	YTD
Other Permits Issued		
Deck/Porches Permit:	0/1	15
Fence Permit:	2/1	23
Swimming Pool Permit:	1/1	6
Garage Sale Permit:	2/1	13
Sign – Free Standing Permit:	0/2	9
Sign – Wall Mounted Permit:	0/1	7
Commercial Change of Use:	0/0	4
Commercial-Industrial Bldg.:	0/3	2
Total Valuation Reported:	701,607/552,700	5,091,982

Office of Planning, Zoning and Community Development

Monthly Report – October 2014



- Meeting with Jeff Barrow regarding Fulton Grove Road property.
- Discuss Garage Zoning Questions for 3382 Derby Drive.
- Respond to Zoning Violation of commercial temporary sign along Merwin Ten Mile Road.
- Stella Drive Property Dispute amongst neighbors.
- Teleconference with Donna Cann regarding pending zoning cases and violations.
- Meeting with Chris Collins and Sean Suder re: Bradbury Farm zone change process.
- Public Hearings (continued) for White Oak & Lewis Properties and Nobis/Hunt/Bradbury Farms LLC Properties.
- Discuss Board of Zoning Appeal process with Amy Weiskittel regarding temporary signage in residential zone.
- Meetings with Dan Griffin, Jeff Gendell and other potential developers/investors for large acreage parcels.
- Meeting with Michael McCarthy at Woodland Trails residence.
- Preparation for Board of Zoning Appeals hearing regarding State Route 132 & Ludlow Circle setback variance request and staff request regarding sign code interpretation.
- Tour Kensett Development and meet with Sun Homes.
- Meeting with Larry Gross and Laura Bassett to review Zoning Enforcement Officer tasks and tour problem properties.



Pierce Township
Township
Administrator
And
Fiscal Office
Monthly Report
October 2014

Statistical Data	Month	YTD
Requests - Services/Information:	152	2,165
Trainings/Seminars Attended:	1	9
HR FLMA & Workers Comp. Claims:		2
HR Personnel Actions (New Hires, etc.):		7
Public Records Requests:		8
Purchase Orders Processed:		172
Invoices Processed:		994
Payroll Checks Processed:		1,844
News Releases:	0	9
Website updates:	8	107
Township Meetings:	1	13
Motions & Resolutions:	17	114
Policy Manual revisions:	0	2



Pierce Township
Township
Administrator
And
Fiscal Office
Monthly Report
October 2014

Statistical Data	Month	YTD
Social Media Activity		
Facebook Post:	16	76
New Fans:	39	114
Likes Post:	81	279
People Reached:	3,084	6,215
Stories in newspaper:	0	5
Newsletter Subscribers:	29	157

Township Administrator's Monthly Report – October 2014



- Walk Through at Lewis & White Oak Property to inspect utilities. Meetings with H&M Surveying and pick up of approved Lot Split Plan at County Planning.
- Continue work on Hike Bike Trail resident lot easements.
- Economic Leader Day at Beckjord Power Plant
- Review Security Camera proposal for Police, Fire, Public Works & Admin Compound.
- Tour Melink representatives around Pierce Township for potential solar locations.
- Continued efforts in finalizing Hike/Bike Trail easements over three residential lots.
- Volunteer at Clermont Chamber of Commerce Membership Campaign
- Work with Chief Wright on response to Clermont Chamber inquiry regarding Fire Levy.
- Interview with Clermont Chamber for Fire Levy Endorsement.
- Hike Bike Trail review of leach field by maintenance building for trail realignment.
- Administration meeting to review trial period for part time work assignments for final recommendation to Board of Trustees on November 6.
- Review Canter appraisal for Clean Ohio Grant on Ferguson property.
- Inspect Legendary Run Golf Course (maintenance building) leach lines with original installer, discuss same with Trustee Riebel and John Koehler, meet with Cindy Dierkes for verbal approval, and meet with Evans Landscaping to confirm Hike Bike Trail route change.
- Attend Clermont Soil & Water District's annual Balanced Growth Banquet featuring Kirby Date presenting conservation development.
- Meet with Lyle Bloom & Asst. Chief Light at Inverness Lift Station to review possible All Hazards Warning Siren location.
- Tour Beckjord Ash Pits with Tammy Jett.
- Discuss Pierce Township with Dick Haglage at Greenacres Fleischmann Estate



“Welcome home! Proudly serving you since 1853”

Main Line – 513-752-6262

Bonnie Batchler, Board
Chair

Bbatchler@piercetownship.org

Robert Pautke, Trustee

Rpautke@piercetownship.org

Richard Riebel, Trustee

Rriebel@piercetownship.org

Karen Register , Fiscal
Officer Kregister@piercetownship.org

Tim Hershner
Administrator

Thershner@piercetownship.org

