



Proudly serving residents since 1893

Pierce Township

Regular Monthly
Meeting

February 4, 2015

Meeting Agenda

Department
Reports



Spring 2015 Baseball/Soccer Field Registration Complete

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

Pierce Township Trustees
Meeting
Minutes

January 14, 2015

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Regular Session at 6:30 PM, on Wednesday, January 14, 2015 at the Pierce Township Administration Building, 950 Locust Corner Road.

INVOCATION

Chairman Robert Pautke asked Trustee Richard Riebel to lead the meeting in prayer.

PLEDGE OF ALLEGIANCE

Mr. Pautke asked everyone to join the Board in the Pledge of Allegiance.

CALL TO ORDER

Chairman Robert Pautke and Mr. Riebel and Mrs. Batchler were all present at Roll Call. 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 Legal Counsel, Tom Keating.

Chairman Updates

Mr. Pautke provided an update on the Pierce Township 2020 Plan and utilized an overhead projector presentation so that the residents could follow the progress and accomplishments from the OGSM planning (Objectives, Goals, Strategies and Measures) to date.

December 29, 2014 – Records Commission Minutes Approved

Mrs. Batchler made a motion, seconded by Mrs. Register to approve the minutes of December 29, 2014 Records Commission Meeting minutes as presented. Roll call on motion: All aye.

December 29, 2014 – Clean Up Minutes Approved

Mr. Riebel made a motion, seconded by Mrs. Batchler to approve the minutes of December 29, 2014 Clean Up Meeting minutes as amended. Roll call on motion: All aye.

Correction – Noted

Mrs. Register alerted the Board that they had approved the correct amount for the Payroll of October 22, 2014 which was \$137,906.58 during the meeting of November 2, 2014, however, while checking the Minutes Book for 2014, she found a typo in the minutes which listed the amount as \$137,906.53, and this typo has been corrected.

December 10, 2014 – Meeting Minutes Corrected

Mrs. Batchler made a motion, seconded by Mr. Riebel to correct the amount to be transferred to the Agency Fund (for old/stale dated checks) to the correct amount of \$6030.39. Roll call on motion: All aye.

William Thomas Sefton – Employment Reclassification

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of Township Fire Chief Craig Wright, the Board accept the request of full time employee, William Thomas Sefton to be reclassified from full-time Lieutenant back to part-time Firefighter/Paramedic effective January 15, 2015 at the appropriate established part-time hourly rate based on his years of service with Pierce Township. Roll call on motion: All aye.

Bid Accepted from Safe-Way

Mr. Riebel made a motion, seconded by Mrs. Batchler based upon the recommendation of the Public Works Manager, John Koehler that the Board accept the bid from Safe-Way for a new light pole/fixture in the main Administration parking lot in the amount of \$2,950.00. Roll call on motion: All Aye.

Bid Accepted from Sullivan Services

Mr. Riebel made a motion, seconded by Mrs. Batchler based upon the recommendation of the Public Works Manager, John Koehler that the Board accept the bid from Sullivan Services for the 2015 mulching of the Administration complex in the amount of \$1,956.00. Roll call on motion: All Aye.

Purchase Approved – Virtual Surveillance

Mr. Riebel made a motion, seconded by Mrs. Batchler based upon the recommendation of the Police Chief, the Board approve the purchase of surveillance cameras from Virtual Surveillance to be mounted on the outside of the Police Department at a cost of \$6,175.29, noting this will provide a safer work environment for the members of the Police Department. Roll call on motion: All Aye.

Purchase Approved – 4 New Portable Radios

Mr. Riebel made a motion, seconded by Mrs. Batchler based upon the recommendation of the Police Chief, the Board approve the purchase of four new APX6000 portable radios and a multi unit charger from Motorola at an estimated cost of \$15,460.00. 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 Dispatch Calls

Mrs. Batchler made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer; the Board approves the payment of the Dispatch calls in the amount of \$61,345.18. Roll call on motion: All aye.

Payment of Bills – December 30, 2014

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 30, 2014 in the amount of \$218,578.67 as previously provided. Roll call on motion: All aye.

Payment of Bills – December 31, 2014

Mrs. Batchler made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer; the Board approves the bills from December 31, 2014 in the amount of \$168.99 as previously provided. Roll call on motion: All aye.

Salary Method Continued

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer that effective January 1, 2015, the Trustees and the Fiscal Officer continue on the salary method per the Ohio Revised Code Section 505.24 and 507.09 for 2015 and that the compensation and benefits for the Trustees and the Fiscal Officer be deducted from the General Fund. Roll call on motion: All aye.

Volunteer Firefighters Dependents - Named

Mrs. Batchler made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Fiscal Officer; the Board appoints Township Trustee Bonnie Batchler and Trustee Richard Riebel as representatives to the Volunteer Fire Fighter's Dependents Fund Board, along with Fire Chief Craig Wright as the Fire Department's representative. Roll call on motion: All aye.

Request for the Advancement of Taxes - Authorized

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of the Township Fiscal Officer the Board request for the Advances of Taxes collected in 2015 for the first half and second half of property taxes from the County Auditor's Office. Roll call on motion: All aye.

October 1, 2014 – Meeting Minutes Corrected

Mr. Riebel made a motion, seconded by Mrs. Batchler that based upon the recommendation of Township Fiscal Officer, that the Board correct the minutes of October 1, 2014 to reflect the Board approval of the correct amount Payroll in the amount of \$107,232.49 for the payroll from 9-10-14, thus striking the incorrect Payroll amount of \$127,532.92 currently listed in the October 1, 2014 minutes. Roll call on motion: All aye.

October 1, 2014 – Meeting Minutes Corrected

Mrs. Batchler made a motion, seconded by Mr. Riebel that based upon the recommendation of Township Fiscal Officer, that the Board correct the minutes of October 1, 2014 and rescind the motion listed in the October 1, 2014 minutes which lists approval for the Bills dated August 12, 2014 in the amount of \$107,232.49. Roll call on motion: All aye

Mark Cann – Presented Letter to the Board

Mr. Cann presented a letter to the Board of Trustees outlining his concerns regarding the recent sale of property located at White Oak and Lewis Roads. Mr. Cann then provided a copy of the letter outlining his concerns and asked the Township Fiscal Officer to include this letter in the record of this meeting. (See attached). General discussion then arose as to the how the sale price was determined and why the property that was sold was not placed out on the open market for bids, to see if the Township could have generated more than the \$75,000.00 price that was received. Attorney Tom Keating was asked about the validity of the sale due to the sale being by Board motion and not by a Board resolution. Mr. Keating replied that the sale was indeed legal. The Board agreed that future property sales will be reviewed to see if additional steps need to be taken.

Executive Session

At 9:04 PM, Mrs. Batchler made a motion, seconded by Mr. Riebel to enter into Executive to discuss personnel matters, candidate and interview schedule, and counsel with legal Attorney Tom Keating pursuant to ORC 121.22 (1). Roll call on motion: All aye.

At 10:52 PM, Mr. Riebel made a motion, seconded by Mrs. Batchler, to leave executive session, with no action being taken the Board during the Executive Session.

Position of Public Works Foreman - Vacated

Mrs. Batchler made a motion, seconded by Mr. Riebel that based upon the recommendation of the Township Public Works Manager, John Koheler, the Board vacate the position of Public Works Foreman and dismiss Matt Smith effective immediately. Roll call on motion: All aye.

Negotiation Agreement – Approved with Police Union

Mr. Pautke made a motion, seconded by Mr. Riebel that based upon the recommendation of Legal Counsel, Tom Keating that the Board approve the negotiated agreement between Pierce Township Board of Trustees and the Pierce Township Police Union as presented. Roll call on motion: All aye.

ADJOURNMENT

At 10:57 PM, Mr. Riebel made a motion, seconded by Mrs. Batchler 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

Mr. Robert Pautke, Chairman
Pierce Township Board of Trustees



Pierce Township

Board of Trustees

Regular Monthly Meeting

February 4, 2015

6:30pm

Pierce Priorities:

- Culture
- Quality of Life
- Pierce 2035

Meeting Agenda	
Call Meeting to Order. Roll Call:	Chairman Pautke
Pledge of Allegiance:	Chairman Pautke
Celebratory Events:	Chairman Pautke
Trustee Updates:	Chairman Pautke
Approval of Minutes:	Chairman Pautke
Approval of Motions and Resolutions:	Chairman Pautke
Open Floor Questions:	Chairman Pautke
Executive Session (to consider the employment and compensation of public employees, - ORC 121.22 (G)(1)):	Chairman Pautke
Adjournment:	Chairman Pautke
Department Reports Available on the Township website 24 hours before each Meeting	
http://piercetownship.org/administration/meeting-minutes/2014-meeting-minutes	

Celebratory Events
Regular Board of Trustee Monthly Meeting
February 4, 2015



- **Michael Phelps, Board of Zoning Appeals**
- **Police Commendations**

Motions and Resolutions

Regular Board of Trustee Monthly Meeting

February 4, 2015



A **Motion** is made, based upon the recommendation of the Public Works Manager John Koehler, that the Board accept the bid from Sullivan Service for the 2015 mulching of the Pierce Township Cemetery in the amount of \$3,494.50.

1st: _____ 2nd: _____

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

A **Motion** is made, based upon the recommendation of the Public Works Manager John Koehler, that the Board accept the bid from Sullivan Service for the 2015 mulching of the Playground complex in the amount \$4,020.00.

1st: _____ 2nd: _____

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

A **Motion** is made, based upon the recommendation of the Public Works Manager John Koehler, that the Board authorize Administrator Hershner to request the Board of County Commissioners to vacate a portion of Lewis Road on Parcel #272812C032., also known as 3443 Lewis Road, as requested by the property owner, Jeremy Mount, subject to the Clermont County Engineer's Office.

1st: _____ 2nd: _____

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

Motions and Resolutions

Regular Board of Trustee Monthly Meeting

February 4, 2015



A **Motion** is made, based upon the recommendation of the Clermont County Engineer, that the Board approve the 2014 Township Highway System Mileage Certification of 57.348 miles.

1st: _____ 2nd: _____

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

A **Motion** is made, based upon the recommendation of Administrator Tim Hershner, that the Board direct the Fiscal Office to account and pay for employee and material expenses of the Public Works Department from the respective budget line item as encountered rather than on a set percentage basis.

1st: _____ 2nd: _____

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

A **Motion** is made, based upon the recommendation of Administrator Tim Hershner, that the Board approve a 2% cost of living increase for unrepresented employees, effective for the current payroll period.

1st: _____ 2nd: _____

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

Motions and Resolutions

Regular Board of Trustee Monthly Meeting

February 4, 2015



A **Motion** is made, based upon the recommendation of Administrator Tim Hershner, that the Board approve a minor modification to the PGC Planned Unit Development permitting a 3 foot setback along the west property line of Parcel ID 272813E201., being Lot 191 in Legendary Run Subdivision, Section 2B, as applied for and approved by the Legendary Run Home Owners Association, also providing for a 20 foot easement area to provide access in the spirit of two 10 foot sideyard setbacks.

1st: _____ 2nd: _____

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

A **Motion** is made, based upon the recommendation of Fire Chief Wright, that the Board accept the resignations of the following part-time employees: *Allen J. Coley, William T. Sefton, Kathleen G. Thielmeyer, Ronald S. Whitaker and Hanson K. Workman* all in good standing with the Township effective immediately.

1st: _____ 2nd: _____

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

Motions and Resolutions

Regular Board of Trustee Monthly Meeting

February 4, 2015



A **Motion** is made, based upon the recommendation of Fire Chief Wright, that the Board hire Christopher Latham Hines and Kyle Michael Scales as part-time Firefighter/EMT's at the current established starting rate upon successful completion of a physical examination including drug screen, BCI background check and a 1 year probationary period noting that all related expenses of the above requirements be that of the Township.

1st: _____ 2nd: _____

Mrs. Batchler _____

Mr. Pautke _____

Mr. Riebel _____

Motions and Resolutions

Regular Board of Trustee Monthly Meeting

February 4, 2015



A **Motion** is made, based upon the recommendation of the Township Fiscal Officer, the board approve the bills from 1/29/2015 in the amount of \$318,958.36 as previously provided.

1st: _____ 2nd: _____

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

A **Motion** is made, based upon the recommendation of the Township Fiscal Officer, the board approve the payroll from 1/14/2015 in the amount of \$120,323.98 as previously provided.

1st: _____ 2nd: _____

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

Motions and Resolutions

Regular Board of Trustee Monthly Meeting

February 4, 2015



A **Motion** is made, based upon the recommendation of the Township Fiscal Officer, the board approve the payroll from 1/28/2015 in the amount of \$144,260.39 as previously provided.

1st: _____ 2nd: _____

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



Pierce Township

Police Department

Monthly Report

January 2015



Statistical Data	Month 2015/2014	YTD
Total Service Calls:	497/636	497
Offense Reports:	66/53	66
Offenses Closed:	68/42	68
Incident Reports:	6/20	6
Traffic Stops:	83/	83
Traffic Citations:	14/14	14
Juvenile Arrests:	9/3	9
Felony Arrests:	5/11	5
Misdmr. Arrests:	54/43	54
Minor Mis. Summons:	9/8	9
Adult Arrests:	50/54	50
Warrants Arrest:	17/12	17
Court Details:	4/0	4



Pierce Township
Police Department
Monthly Report
January 2015

Statistical Data	Month 2015/2014	YTD
Mediation Referral:	0/2	0
Traffic Accidents:	1/5	1
Traffic Warnings:	37/24	37
Vehicles Towed:	2/0	2
Assist other Jurisd.:	26/25	26
Service Requests:	1,758/983	1,758
Burglar Alarms:	50/88	50
Open Places Found:	5/3	5
Business Checks:	1,399/665	1,399
Miles Driven:	16,323/	16,323
Missing Reports:	0/0	0
Death Reports:	3/1	3

Pierce Township Police Department Monthly Report – January 2015



- January 9- Officers assisted New Richmond Officers with a suicidal/homicidal suspect that led to a pursuit into Pierce Township eventually ending in Hilltop Trailer Park with no injury.
- January 12- Meth lab located in the Locust Lake Subdivision. Pierce Township Officers assisted the Clermont County Narcotics Unit at the scene. Clean up of the scene was completed by the narcotics unit.
- January 14- Meeting with the administrator on accomplishments of 2014 and goals for 2015.
- January 22- Meeting to discuss improved communication methods for the township employees and the residents.



Pierce Township

Fire & EMS Department

Monthly Report

For

January 2015

Statistical Data	Month 2015/2014	YTD
Fire Details:		
EMS Details:		
Pierce Twp. Details:		
Ohio Twp. Details:		
Mutual Aid Given:		
Mutual Aid Received:		
Full Staffing:		
One-short Staffing:		
Minimum Staffing:		
Mandations:		
Hydrants Serviced:		
Gear Inspections:		
Trainings:		
Training Hours:		



Pierce Township

Fire & EMS Department

Monthly Report

For

January 2015

Statistical Data	Month 2015/2014	YTD
Qlty. Assurance Check:		
Inspections:		
Re-inspections:		
Violations:		
System Tests:		
Plan Reviews:		
Pre Plans:		
Public Education:		
Knox System Installs:		
Civil Defense Siren Tests:		
Public Records Req.:		
Website hits:		

Pierce Township Fire & EMS Department Monthly Report – January 2015





Pierce Township
Service
Department
Monthly Report
for
January 2015

Statistical Data	Month 2015/2014	YTD
Roadway Maintenance (minor):	16/9	16
Roadway Maintenance (major):	0/0	0
Roadway Patching Projects:	0/0	0
Resurfacing (linear ft.):	0/2	0
Culvert Pipe (repair, replace, new):	0/0	0
Catch Basin (repair, replace, new):	0/0	0
Curb-Gutter (repair, replace, new):	0/0	0
Roadway striping (linear ft.):	0/0	0
Roadside Mowing (hours):	56/0	56
Street Sign Install (replace, new):	242/0	242
Ditching (linear ft.):	0/0	0
Snow/Ice Events:	5/12	5
Salt Application (tons):	191/609	191
Cemetery Sales (# of lots):	6/1	6



Pierce Township

**Service
Department**

Monthly Report

for

January 2015

Statistical Data	Month 2015/2014	YTD
Cemetery Mowing/Maint. (hours):	6/2	6
Cemetery Instals. (footers, etc.):	0/0	0
Funeral Services:	4/5	4
Playground Inspections:	0/0	0
Mulching – All Facilities:	0/0	0
Park Maintenance (hours):	2/2	2
Cemetery		
Sales entered:	691	1,065
Burials entered:	1,070	1,549
Records reviewed:	10	85

Pierce Township Service Department Monthly Report - January 2015



- Attended the OTA Conference in Columbus.
- Called out by the Com. Center for 6 different events 5 for snow/ ice, and 1 for a stop sign that was ran over during a traffic accident on 1/25/2015.
- Installation of new signs and roadside mowing is our number 1 goal for the month of January.
- Collecting the OGSM information from peer jurisdictions.
- Cemetery program has been updated to 2015.



Pierce Township

Office of Planning, Zoning and Community Development

Monthly Report

January 2015



Statistical Data	Month 2015/2014	YTD
Zoning Permits Issued:	3/7	3
Single-Family Home Permit:	0/1	0
Accessory Structure Permit:	1/0	1
Strategic Planning Meetings:	0/0	0
Zoning Commission Meetings:	2/1	2
Board of Zoning Appeal Meetings:	0/1	0
Greenspace Committee Meetings:	1/1	1
Zoning Violation Notices Issued:	16/8	16
“Good Neighbor” Letters Issued:	0/0	0
Voluntary Compliance:	10/0	10
Mediation/Legal Action Taken:	0/0	0
Text Amendments Approved:	0/0	0
Rezones Approved:	0/0	0
Variances Approved:	0/0	0



Pierce Township

Office of Planning, Zoning and Community Development

Monthly Report

January 2015



Statistical Data	Month 2015/2014	YTD
Other Permits Issued		
Deck/Porches Permit:	0/2	0
Fence Permit:	0/1	0
Swimming Pool Permit:	0/0	0
Garage Sale Permit:	0/0	0
Sign – Free Standing Permit:	1/1	1
Sign – Wall Mounted Permit:	0/1	0
Commercial Change of Use:	1/1	1
Commercial-Industrial Bldg.:	0/0	0
Total Valuation Reported:	3,595/227,300	3,595

Office of Planning, Zoning and Community Development

Monthly Report – **January 2015**



- Prepare for public hearing and present to Zoning Commission on Hoodin/Hunt/Bradbury Farms zone change.
- Meeting with Mark and Donna Cann to review developing a CIC, zoning violations, and personnel changes.
- Meeting with Zak Williams regarding redevelopment along Ohio Pike.
- Introductory meeting with Ken Arbino, Maxim Commercial (development) regarding Ohio Pike development.
- Meeting with Fischer Development Company and Trustee Riebel regarding residential development in Pierce.
- Review and approve new address for Lewis Road residential development.
- Meeting with Patrick Welsh regarding minor amendment to Legendary Run PGC Plan.
- Meeting with Paul Houston and Tom Holdsworth regarding Legendary Run fence and landscaping compliance.

Office of Planning, Zoning and Community Development

Monthly Report – January 2015



3567 Lewis Road – Nuisance Property – Before & After Pictures





Pierce Township
Township
Administrator
And
Fiscal Office
Monthly Report
January 2015

Statistical Data	Month 2015/2014	YTD
Requests - Services/Information:	180/185	180
Trainings/Seminars Attended:	0/1	0
HR FLMA & Workers Comp. Claims:	N/R	
HR Personnel Actions (New Hires, etc.):	N/R	
Public Records Requests:	N/R	
Purchase Orders Processed:	N/R	
Invoices Processed:	N/R	
Payroll Checks Processed:	N/R	
News Releases:	2/0	2
Website updates:	12/7	12
Township Meetings:	1/1	1
Motions & Resolutions:	9/8	9
Policy Manual revisions:	N/R	



Pierce Township

**Township
Administrator**

And

Fiscal Office

Monthly Report

January 2015

Statistical Data	Month 2015	YTD
Social Media Activity		
Township - Facebook Post:	18	18
New Fans:	25	25
Likes Post:	86	86
People Reached:	2,863	2,863
Share:	3	3
Police Department - Facebook Post:	14	14
New Fans:	195	195
Likes Post:	90	90
People Reached:	8,105	8,105
Share:	83	83
Stories in newspaper:	2	2
Newsletter Subscribers:	13	13

Township Administrator's Monthly Report – January 2015



- Meeting with Chuck Tilbury and Karen Register to review Beckjord tax projections.
- Meet with Department Heads to discuss annual performance reviews and goals for 2015.
- Confirmed status for new location of All Hazards Siren with Tom Holdsworth, LRHOA
- OGSM review with Trustee Pautke and George Carpenter
- Attend Clermont County Affordable Housing Coalition meeting.
- Prepare for and present at Board of Trustees January meeting.
- Meeting with Cincinnati Bell to re-confirm new phone system proposal.
- Attend Chamber's Agenda for the Future
- Host Department Heads & Administrative staff at Cherry Grove Lanes for Team Building evening.
- Attend the Batavia to Williamsburg Hike and Bike Rock & Roast fundraiser at UC Clermont College.
- Department Head meeting to review OGSM goals with George Carpenter
- Meeting with Carl Hartman for an update on Young Road property.
- Meeting with Department Reps, Jenny Newcomb and Trustee Pautke to discuss Pierce Communication Plan.



"Welcome home! Proudly serving you since 1853"

Main Line – 513-752-6262

Robert Pautke, Board Chair
Rpautke@piercetownship.org

Richard Riebel, Vice Chair
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Bonnie Batchler, Trustee
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Karen Register, Fiscal Officer
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Tim Hershner
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PIERCE

Township