

Pierce Township Trustees  
Meeting Minutes

June 8, 2016

The Board of Trustees of Pierce Township, Clermont County, Ohio met for their Regular Meeting at 5:30 PM, on Wednesday, June 8, 2016 at the Pierce Township Administration Building, 950 Locust Corner Road.

**CALL TO ORDER**

Chairman Robert W. Pautke, Trustee Bonnie Batchler and Trustee Allen Freeman were present at roll call. Mr. Keating, Attorney, Fire Chief Craig Wright, Police Chief Jeff Bachman, Service Department Director John Koehler and Fiscal Officer Debbie Schwey were also present.

**EXECUTIVE SESSION**

At 5:34p.m. Trustee Batchler made a motion, seconded by Trustee Freeman enter Executive session pursuant to ORC 121.22 ((G) (1) to consider the employment and compensation of public employees. Roll call: All aye.

At 6:30p.m. Trustee Batchler made a motion, seconded by Trustee Freeman to leave executive session, with no action being taken by the Board during the Executive Session.

**MEETING RECONVENED**

At 6:35p.m. Chairman Pautke asked everyone to stand for the Invocation to reconvene the Regular Meeting. Assistant to the Fiscal Officer, Claudia Carroll was in attendance.

**INVOCATION**

Capt. Gary Strunk led the meeting in prayer.

**PLEDGE OF ALLEGIANCE**

Trustee Batchler led the residents in reciting the Pledge of Allegiance.

**RESIGNATION OF ADMINISTRATOR TIM HERSHNER**

Chairman Pautke read the letter of resignation from Administrator Tim Hershner.

Chairman Pautke read the motion accepting resignation of township Administrator Timothy Hershner. Whereas, Timothy Hershner has served Pierce Township as its Administrator for two years, during which time he led the Township through numerous planning, zoning and development issues, and assisted the Township through financial and economic challenges. It is hereby moved by Trustee Freeman and seconded by Trustee Batchler that Pierce Township hereby accepts the resignation of Township Administrator, Timothy Hershner, as an employee in good standing effective July 2, 2016. The Township wishes him well in his future endeavors. Roll call: All aye.

Chairman Pautke presented the time line for hiring of a new administrator and who will be liaisons for the township during this transition. (See Attached)

**CELEBRATORY EVENTS**

Chief Bachman commented on the success of the first Citizens Police Academy this year. Sgt. Julie Poe was in charge and did an excellent job. She was commended on her

ingenuity, preparedness and enthusiasm in the running the first Pierce Citizens Police Academy.

Chief Bachman complemented Officer Schultz and Officer Tabar for their excellent work in apprehending a burglary suspect. The officers were commended for their quick action and superior teamwork that brought a convicted felon to justice after committing another felony.

### **MOTIONS FROM FIRE CHIEF WRIGHT**

A motion is made, based upon the recommendation of Fire Chief Wright, that the Board hire Alex Gregory Harper as full-time Firefighter/Paramedic at the established rate to fill one of the current vacant positions upon successful completion of a Ohio Police and Firemen's Pension Fund physical; psychological examination; polygraph; background check and a one(1) year probationary period noting that all associated expenses incurred with the above requirements be that of the Township. His starting date will be within the July 3, 2016 pay period. Trustee Batchler made the motion to approve and seconded by Trustee Freeman. Roll call: All aye.

A motion is made, based upon the recommendation of Fire Chief Wright, that the Board hire Adam Lee Deskins as full-time Firefighter/Paramedic at the established rate to fill one of the current vacant positions upon successful completion of a Ohio Police and Firemen's Pension Fund physical; psychological examination; polygraph; background check and a one(1) year probationary period noting that all associated expenses incurred with the above requirements be that of the Township. His starting date will be within the July 3, 2016 pay period. Trustee Batchler made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

A motion is made, based upon the recommendation of Fire Chief Wright, that the Board hire Michael Robert Welch as part time Firefighter/EMT at the established rate pending successful completion of all pre-employment requirements noting that all associated expenses be that of the Township and must complete a one year probationary period. Trustee Batchler made the motion to approve and seconded by Trustee Freeman. Roll call: All aye.

### **TRUSTEE UPDATES**

Attorney Keating updated the Trustees with the warning letters that were sent out about residential property complaints within the township. At this time there will be no law suits filed. Both properties are abiding by the warning letters.

Trustee Batchler commended Fire Chief Wright for writing two grants on behalf of Pierce Township and Ohio Township. Pierce did not get the grant but Ohio Township will receive \$100,000.00 from their grant for purchase of new life squad.

Trustee Freeman followed up with the residents on Nine Mile Rd. regarding their flooding issues. He stated he is working with the county engineer's office and is moving forward with their situation.

Trustee Freeman is meeting with the Union Township team regarding working together and looking for solutions to fixing the traffic situation on State Route 125.

Trustee Freeman and Service Department Director John Koehler are looking for ways to find funding for roads in Pierce Township.

## **APPROVAL OF MINUTES, MOTIONS & RESOLUTIONS**

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.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the May 11, 2016 Board of Trustees meeting minutes. Trustee Freeman made the motion to approve, seconded by Trustee Batchler. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the board approve the May 23 Board of Trustees Special Meeting and Public Hearing meeting minutes. Trustee Freeman made the motion to approve, seconded by Trustee Batchler seconded the motion. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the bills from May 5, 2016 in the amount of \$118,492.30 as previously presented. Trustee Freeman made the motion to approve, seconded by Trustee Batchler. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the bills from May 9, 2016 in the amount of \$15,601.38 as previously presented. Trustee Freeman made the motion to approve, seconded by Trustee Batchler. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the bills from May 17, 2016 in the amount of \$147,504.32 as previously presented. Trustee Batchler made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the bills from May 25, 2016 in the amount of \$74,764.50 as previously presented. Trustee Batchler made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the bills from May 31, 2016 in the amount of \$21,640.36 as previously presented. Trustee Batchler made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the payroll from May 4, 2016 in the amount of \$120,669.87 as previously presented. Trustee Freeman made the motion to approve, seconded by Trustee Batchler. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the payroll from May 18, 2016 in the amount of \$119,430.63 as previously presented. Trustee Freeman made the motion to approve, seconded by Trustee Batchler. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the purchase of the State Accounting/Payroll System (UAN) for the Fiscal Office starting August 2016 in the amount of \$4,800.00 a year. Trustee Batchler made the motion to approve, seconded by Trustee Batchler. Discussion followed. Roll call: All aye.

A motion is made, based upon the recommendation of Trustee Freeman, that the Board direct legal counsel to draft language allowing the Board to hire an Engineer Firm on an 'as needed' basis. Trustee Freeman made the motion to approve, seconded by Trustee Batchler. Discussion followed. Roll call: All aye.

A motion is made, based upon the recommendation of Fire Chief Wright, that the Board accept the request to full time employee, Ethan A. Watren to resign from his full time position and to be reclassified from full time Firefighter/Paramedic back to part time Firefighter/Paramedic at the appropriate established part time hourly rate based on years of service with Pierce Township retroactive back to May 21, 2016. Trustee Batchler made the motion to approve, seconded by Trustee Freeman. Discussion followed. Roll call: All aye.

A motion is made, based upon the recommendation of Fire Chief Wright, that the Board declare 7 sections of 1.75 inch, 17 sections of 2.5 inch, and 2 sections of 5 inch fire hose of no value authorizing the Fire Chief to surplus said hose (see attached list of hose). Trustee Batchler made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

A motion is made, based upon the recommendation of Fire Chief Wright, that the Board approve the amended job descriptions for full time Captain and full time Lieutenant to reflect the changes per the collective bargaining unit agreement (see attached). Trustee Batchler made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

A motion is made, based upon the recommendation of Police Chief Bachman, that the Board approve Detective Haught to use sick time to care for her mother-in-law who is sick. This would be an exception to the Union contract on sick use. Detective Haught is the power of attorney for her mother-in-law because her husband is on active duty with the military in the country of Georgia, and upon approval of the police union. Discussion followed. Roll call: All aye.

A motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board approve the health care renewal with the Center for Local Governments Benefit Pool at 8% increase for the year beginning August 1, 2016. Trustee Batchler made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

Attorney Keating discussed with the Board, the anti-solicitation laws for Pierce Township. Attorney Keating stated he has gotten calls from businesses who want to solicit their business in the township. Attorney Keating reported the township follows the solicitation laws of Ohio.

### **OPEN FLOOR DISCUSSION**

Mr. Pete Kay discussed the Economic Development Committee, waiting on reports from them. Wanting to know information on the Economic Development Plan. Also discussed time line on hiring of new administrator.

Ms Jen Chamberlain thanked the new fire fighters.

Mr. George Carpenter updated how the July Park Fest '16 is coming along. Still looking for volunteers. Also Mr. Carpenter complimented John Koehler and his department on how well the cemetery looked over Memorial Day weekend.

**ADJOURNMENT**

At 7:45p.m. Trustee. Batchler made a motion, seconded by Trustee Freeman to adjourn the meeting. Roll call: All aye.

**ATTESTED:**

The Pierce Township approved the foregoing minutes of the Board of Trustees on: July 13, 2016

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Debbie Schwey, Township Fiscal Officer

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Robert W. Pautke, Chairman  
Pierce Township Board of Trustees

The following transition actions and plans are underway:

1. Timeline to hire new Administrator
  - a. Job opening posted with the Ohio Township Association (OTA) -done
  - b. Develop interview questions & scoring protocol – June 24<sup>th</sup>
  - c. Preliminary candidate interviews expected end-of-June through mid-July
    - i. Trustees reduce candidate pool to final 2-3
    - ii. Special meeting for public to meet and ask questions of the final candidates
  - d. Target selection vote at August 10, 2016 Trustee meeting
  
2. Leadership during this transition
  - Admin leadership: Debbie Schwey
    - Support Admin staff
    - Continue to lead fiscal office
  - Zoning leadership: Allen Freeman
    - Contact for requests
    - Agenda for Zoning Board & BZA –Tom Keating & Allen Freeman
    - Research for interim contractual help
  - Liaisons:
    - Fire/EMS: Bonnie Batchler
    - Service Dept: Allen Freeman
    - Police: Bob Pautke
    - Parks & Greenspace, Economic Development, Finance committees –Allen Freeman
    - Facilitate weekly staff meeting: Bob Pautke
      - Scheduled for: Jun 14, 21, 28, Jul 5, 12, 19, 26, Aug 2, 9, 16, 23, 30
    - Communications (web, social media, etc.) –Bob Pautke
  - Trustee & special meeting preparation, announcements/posting & agenda: Bob Pautke
    - 1<sup>st</sup> meeting with Laura June 6<sup>th</sup>
    - Meetings scheduled for Fri prior