

BOARD OF TRUSTEES

Nicholas J. Kelly
Peter J. Kambelos, MD
Allen M. Freeman

Fiscal Officer

Debbie S. Schwey

Administrator

M. Tim Williams



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Pierce Township Board of Trustees Meeting
950 Locust Corner Road
Wednesday, July 12th, 2023
6:30pm

I. Call to Order

II. Pledge of Allegiance

III. Approval of Minutes

Regular meeting minutes:	June 14 th , 2023
Special called meeting minutes:	June 7 th , 2023

IV. Public Presentations & Actions:

1. Community Development Director Eddie McCarthy will recognize the citizen volunteers for the recently completed Pierce Township Land Use Plan and provide the thanks of the Board of Trustees and community for their significant volunteer time and service in the development of the adopted plan.

V. Public comment/Open Floor Discussion

VI. Departmental Updates:

- Police
- Fire/EMS
 - Hybrid CPR Class.
 - Ohio EMS Equipment Grant
 - Donation from Back the Heroes Rumble for firefighting hoods.
- Service/Streets/Cemetery
 - Recognition of Doug Painter completing the Ohio Road Scholar Program.
 - Update on roof repairs to the former Amelia Village office building.

- Parks/Greenspace Committee
 - Fourth of July Celebration recap
 - Joint Parks & Trustee Meeting w/Ice Cream – July 19th
 - National Night Out – August 2nd
 - Concert in the Park/Car Show – August 26th
 - Movie Night – September 16th
- Community Development
 - Update on current grant applications
 - Ongoing nuisance updates; Turnberry, East Legendary Run, Pond Run Road.
 - 100 Pond View Drive update (Legal Counsel)
- Administration
 - Meeting with Locust Hill Neighborhood HOA.
 - Recent sewage discharge at Nine Mile Creek.

VII. Old Business:

VIII. New Business:

1. Fiscal Officer, Debbie Schwey, requests a motion for approval of the payment of bills for the month of June 2023 in the amount of \$425,361.00.
2. Fiscal Officer, Debbie Schwey, requests a motion for approval of the payment of payroll for the month of June 2023 in the amount of \$479,995.25
3. Fiscal Officer, Debbie Schwey, requests a motion to make a payment to OPWC in the amount of \$5,381.27 for Bradbury Road Project.
4. Fiscal Officer, Debbie Schwey, requests a motion to approve Resolution 2023-022 approving the 2024 Tax Budget and authorization to file the budget with the Clermont County Auditor's Office.
5. Trustee Kelly, requests a motion to approve a letter of engagement with Flagel, Huber, Flagel CPA's to perform a forensic audit related to internet fraud detection and avoidance, and providing advice on policy development on Township internal controls.
6. Administrator, Tim Williams, requests a motion to approve Resolution 2023-016, authorizing the Township Legal Counsel to prepare all documents and the Township Administrator to execute all documents

necessary for the purchase of approximately 22 acres at 1481 Jenny Lind Road. The approved Ohio Public Works Commission N.R.A.C. grant for 77% of the purchase price will be utilized as well as a 23% Township grant match utilizing Kroger Tax Increment Financing funds.

7. Administrator, Tim Williams, requests motion to approve a contract with Brandstetter/Carroll, Inc. not to exceed \$3,500 to assist the Township in completion of the park projects at Groh and Pierce Parks.
8. Administrator, Tim Williams, requests a motion to approve a contract with Prus Construction, Inc. for the completion of the planned park improvements project at Groh Park.
9. Administrator, Tim Williams, requests a motion to approve Resolution 2023-017 establishing a special events policy for the Township. Note the effective date for the new policy would be September 1st, 2023.
10. Administrator, Tim Williams, requests a motion to approve an agreement with Baker-Tilly for the development of a pay and classification system for Township positions in the amount of \$12,100. Note that three proposals were received for this study.
11. Administrator, Tim Williams, requests a motion to provide a one-time salary adjustment for Police Technician, Adam Curtis, from \$22.88 per hour to \$27.50 with the understanding that the Board of Trustees has just approved a contract for the development of a formal pay and classification system and any further non-contractual salary adjustments will not be considered until the new pay and classification has been adopted to guide the Township's compensation program.
12. Police Chief Paul Broxterman requests a motion to purchase three Panasonic Toughbook MDC's from Bizco Technologies for \$8,007. This purchase is part of a three-year plan to replace the mobile data computers in the Department's 10 marked police vehicles. The current MDC's are ten years old and are unable to efficiently process the data from the Department's new records management system. The purchase is included in the Department's six-year capital improvement plan (CIP).
13. Police Chief Paul Broxterman requests a motion to pay the tuition expense of \$2,600 to the Law Enforcement Foundation, Inc. for Lieutenant Phillip Gammon to attend the Police Executive Leadership College's Class 86, which runs from September through November, 2023.

14. Fire Chief Craig Wright requests a motion to accept the Full-time resignation of Firefighter / EMT Morgan Haynie and re-classify her as a Part-time Firefighter / EMT at the established rate effective June 20, 2023, at 0600 hours.
15. Fire Chief Craig Wright requests a motion to accept the resignation of Part-time Firefighter / Paramedic Gary Ballard effective June 21, 2023.
16. Fire Chief Craig Wright request a motion to accept the resignation of Part-time Firefighter / EMT Garrett Cole Mousir effective June 27, 2023.
17. Service Department Director, John Koehler, requests a motion to approve the purchase of new cemetery software in the amount of \$11,850.00 to Lazarus Map to transfer our data, aerial satellite mapping, and memorial photography of each headstone/marker. The yearly cost will be \$599.00. (A grant will be submitted for up to \$2,500.00 from Ohio Division of Real Estate & Professional Licensing to offset the cost of the new software).
18. Community Development and Planning Director, Eddie McCarthy, requests a motion to set the date for a public hearing regarding Zoning Commission recommendation for zoning text amendments. The text amendments will establish new regulations for certain uses within the Pierce Township commercial zone.
19. Community Development and Planning Director, Eddie McCarthy, requests a motion to approve Resolution 2023-018, declaring a nuisance action in accordance with the Pierce Township Zoning Resolution, Article I, Section 8 for excessive vegetation at 53 South Kline Road.
20. Community Development and Planning Director, Eddie McCarthy, requests a motion to approve Resolution 2023-019, declaring a nuisance action in accordance with the Pierce Township Zoning Resolution, Article I, Section 8 for excessive vegetation at 3351 Michelle's Whisper.
21. Community Development and Planning Director, Eddie McCarthy, requests a motion to approve Resolution 2023-020, declaring a nuisance action in accordance with the Pierce Township Zoning Resolution, Article I, Section 8 for excessive vegetation at 3646 Merwin Tenmile.
22. Community Development Director, Eddie McCarthy, requests a motion to approve Resolution 2023-021, authorizing the Township Administrator to

execute the sub recipient agreement for Community Development Block Grant program (CDBG) funds and enter into any necessary contracts for the expenditure of the CDBG grant funds.

23. Administrator, Tim Williams, requests a motion to move the regular September 13th, 2023 Board of Trustee meeting to Wednesday, September 20th at 6:30 pm at the Township offices.

IX. Executive Session

1. Motion to adjourn into Executive Session as permitted by Ohio Revised Code Section 121.22(G)(3) to discuss imminent or pending litigation.
2. Motion to adjourn into Executive Session as permitted by Ohio Revised Code Section 121.22(G)(8) to discuss confidential information related to an economic development prospect.
3. Motion to adjourn into Executive Session as permitted by Ohio Revised Code Section 121.22(G)(1) to consider the employment, dismissal, discipline, or compensation of a public employee.

X. Other Business

XI. Adjournment

Next Regular Meeting: August 9th, 2023 at 6:30pm

Joint Meeting with Pierce Parks & Greenspace Committee: July 19th at 6:30 pm at Spencer-Shank Park.