

Pierce Township Trustees
Regular Meeting Minutes
December 11, 2023

The Board of Trustees of Pierce Township, Clermont County, Ohio met for their Regular Meeting at 4:00p.m., Monday, December 11, 2023 at 950 Locust Corner Rd. Cincinnati, Ohio 45245.

CALL TO ORDER:

Chairman Pete Kambelos called the meeting to order. Trustee Nicholas Kelly, Trustee Allen Freeman and Chairman Pete Kambelos were present at roll call. Attorney Katie Barbieri, Administrator Tim Williams, Fire Chief Craig Wright, Police Chief Paul Broxterman, Service Department Director John Koehler, Director of Community Development & Planning Eddie McCarthy and Fiscal Officer Debbie Schwey were also present.

PLEDGE OF ALLEGIANCE:

Mr. Adam Rolph led everyone in the Pledge of Allegiance.

REVIEW AND APPROVAL OF MINUTES:

Fiscal Officer Schwey requests a motion to approve the November 8, 2023 Regular Meeting Minutes and Special Meeting Minutes November 21, 2023. Trustee Freeman made the motion to approve and seconded by Trustee Kelly. Roll call: All aye.

PUBLIC PRESENTATIONS AND ACTIONS:

Police Chief Broxterman requests a motion to approve the appointment of Mr. Adam Rolph to the full-time, sworn position of Police Officer, effective January 7, 2024 at Step 4 of the current labor agreement (\$40.95 hourly). Mr. Rolph fills a vacancy due to Officer Tabar's medical retirement. Trustee Kelly made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

Chairman Kambelos then swore in Officer Adam Rolph.

DEPARTMENTAL UPDATES:

Police Chief Broxterman reported the police department will be doing shop with a cop this Friday.

Also reviewed with the Board a new noise resolution. It was decided to have the Resolution reviewed by the prosecutor's office. Several questions were asked by residents of the township regarding agricultural properties, multiple events, 2nd amendment and unreasonable shooting of fire arms. Trustee Kelly would like to reach out to more residents within Pierce Township and to see how it impacts everyone. If the prosecutor's office does not believe this noise resolution is legally of fencible then there is no use going forward.

Fire Chief Wright reported the department has received over \$6,000.00 in donations for Christmas Presents.

The department has a full-time vacancy for a firefighter/paramedic. There have been no applications received.

Also an additional donation of \$5,000.00 was received from Mr. Robert Full who owns property in Palestine.

Fire Chief Wright stated he talked to JD Vance's office and was forwarded to the Army Corp regarding items being dumped in the creeks on Pond Run Rd.

Service Department Director Koehler reported currently not a lot going on, gearing up for snow. The department would like to host a Touch a Truck event next year, sometime in September at Spencer Shank Park. This will be no expense to the township. Doug Painter is heading this up.

Parks & Greenspace- Administrator Williams reported the Lighting of the Christmas Tree and Christmas Parade went very well.

Director of Community Development & Planning McCarthy reported the Employee Christmas Luncheon will be December 19th at the Stone House Restaurant.

Will be advertising for 3 positions on the BZA committee.

Have received a grant for the Jenny Lind Connector.

Administrator Williams reported there may be a potential buyer for the Morse House. Administrator Williams stated there is no government use for this property.

PUBLIC COMMENT/OPEN FLOOR DISCUSSION:

Mr. Stan Shadwell asked about the administrative assistant position, why not bring Laura back up front. He also asked about the expansion of the township building and can be sold with concurrence from the Batavia Township Trustees. Trustee Kelly stated there is nothing set in concrete.

Mr. Rob McLelland asked about the retainer fee from Flagel Huber Flagel. If there were any more charges other than the \$7,500.00 retainer. Also discussed cyber training with the state and local government. Trustee Kambelos stated the balance was paid in full and no other monies are or will be due.

OLD BUSINESS:

Fiscal Officer Schwey ask for a motion from the trustees to approve the amended contract with Flagel Huber Flagel that was signed by Administrator Williams. The fiscal officer contacted the State Auditors Office and ask for their recommendations to correct this matter. Trustee Kelly motion to direct the law director to contact the State Auditor. Seconded by Chairman Kambelos. Roll call: All aye.

NEW BUSINESS:

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

Fiscal Officer Schwey requests a motion for approval of the payment of bills for the month of November, 2023 in the amount of \$734,235.17. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Fiscal Officer Schwey requests a motion for approval of the payment of payroll for the month of November, 2023 in the amount of \$453,541.16. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Fiscal Officer Schwey requests a motion for approval of the payment to the Ohio Public Works Commission, Bradbury Rd. Improvement Phase 1 loan in the amount of \$5,381.27. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Fiscal Officer Schwey requests a motion to approve the payment to Ohio Bureau of Workers Compensation in the amount of \$53,277.00 for the year 2024. (This payment is due December 21st.) Trustee Kelly made the motion to approve, seconded by Trustee Freeman.

Fiscal Officer Schwey requests a motion to approve Resolution 2023-038 amending Resolutions 2022-008 and 2019-003 that established a credit card policy for Pierce Township. The amendment would add two new positions to authorize cred card holders. Trustee Kelly made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

Fiscal Officer Schwey requests a motion to approve the reimbursement payment to Batavia Township 65% of the water bill on jointly owned property, formally leased by H&M Survey had their business. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Administrator Williams requests a motion to authorize the township administrator to sign the sales contract and any other related documents to effectuate the purchase of property from St. Bernadette Parish on Jenny Lind Rd. The motion would further authorize the Fiscal Officer to pay all costs for the purchase agreed to within the sales contract including any due diligence investigations. Trustee Kelly made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

Administrator Williams requests a motion to authorize a purchase order in the amount of \$8,058.00 to the alarm and door security vendor, Sonitrol for an additional access control and a purchase order in the amount of \$3,112.00 for installation of 3M safety film to Solar Tint, Inc. Fiscal Officer Schwey asked to hold off payment until first of year. **Motion tabled until December 22, 2023 clean up special meeting.**

Administrator Williams requests a motion to authorize the position of part-time Communications and Special Events Coordinator and approve the attached job description. The

new role will also provide administrative support for administrative offices. The creation of the position was included in the Board's Goals & Objectives for 2023-2024. Trustee Kelly made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

Administrator Williams requests a motion for Resolution 2023-039, a resolution amending the Pierce Township Employee Personnel Policies and Procedures to correct inconsistencies in language regarding overtime pay for non-exempt employees. The revision would be to Section 1.12-definitions and read as follows: Active work status-Hours worked. Active work status also includes vacation, holiday, sick and compensatory paid time off but it does not include sick leave (any other form of paid leave.) Trustee Kelly made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

Police Chief Broxterman requests a motion to accept the medical retirement of Police Officer Eric Tabar effective November 25, 2023. Trustee Kelly made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

Police Chief Broxterman requests a motion to purchase a 2024 white Chevrolet Tahoe police pursuit vehicle (PPV) from Ganley Chevrolet in Aurora Ohio for \$52,160.00. The delivery of this vehicle is expected sometime in the next several months and keeps the department on pace with its six-year capital project to replace one patrol vehicle per year. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Fire Chief Wright requests a motion to approve the annual payment for contracted services to New Richmond Fire and EMS in the amount of \$10,000.00 for fire and EMS coverage for the approved portions of Ohio Township pursuant to the previously approved contract noting Ohio Township has already submitted \$5,000.00 to Pierce Township to go toward this payment. Trustee Kelly made the motion to approve, seconded by Trustee Freeman. Roll call: All aye.

Fire Chief Wright requests a motion to approve the annual invoice to ESO Solutions Incorporated in the amount of \$4,439.20 for the fire department reporting software package. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Fire Chief Wright requests a motion to approve the annual invoice from the Clermont County Fire Chiefs' Alliance to include membership dues, access to the National Fire Protection Association Codes on line subscription and cooperative purchasing access to the Blaze Stack fire investigation software in the amount of \$3,850.00. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Fire Chief Wright requests a motion to accept the resignation of full-time Lieutenant Tyler Cahill effective on December 15, 2023 at 0600 hours and to reclassify him as a part-time firefighter/paramedic at the established rate effective December 16, 2023. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Community Development and Planning Director McCarthy requests a motion to establish a line item of \$179,000.00 to establish a reimbursement account to administer the St. Rt. 125

CDBG sidewalk extension project. Trustee Freeman motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Community Development and Planning Director McCarthy requests a motion to authorize staff to execute the subrecipient agreement for the receipt of funds in order to administer the Jenny Lind Trail Connector project. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Community Development and Planning Director McCarthy requests a motion to pay the American Structurepoint, Inc. invoice for \$5,400.00 for surveying services performed pertaining to the St. Rt. 125 CDBG Sidewalk Extension. Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

Community Development and Planning Director McCarthy requests a motion to authorize staff to execute the negotiated subrecipient agreement for the receipt of funds in order to administer the Jenny Lind Trail Connector Project with language added by Legal Counsel stating, “The subrecipient has the right to terminate this agreement by giving reasonable written notice of termination to the lead entity”; and, with additional language confirming that the existing township insurance levels are sufficient.” Trustee Freeman made the motion to approve, seconded by Trustee Kelly. Roll call: All aye.

EXECUTIVE SESSION:

No executive session.

OTHER BUSINESS:

No other business.

ADJOURNMENT:

Trustee Kelly motion to adjourn the meeting at 5:55p.m., seconded by Trustee Freeman. Roll call: All aye.

ATTESTED:

The Pierce Township Board of Trustees approved the foregoing minutes on January 10, 2023.

Chairman Pete Kambelos, Pierce Township Board of Trustee

Debbie Schwey, Pierce Township Fiscal Officer

