

**BOARD OF TRUSTEES**  
Nicholas J. Kelly  
Peter J. Kambelos, MD  
Allen M. Freeman

**Fiscal Officer**  
Debbie S. Schweg

**Administrator**  
M. Tim Williams



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**Pierce Township Board of Trustees Meeting**  
**950 Locust Corner Road**  
**Monday, December 11<sup>th</sup>, 2023**  
**4:00 pm**

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**I. Call to Order**

**II. Pledge of Allegiance**

**III. Approval of Minutes**

Regular meeting minutes:

November 8<sup>th</sup>, 2023

Special called meeting minutes:

November 21<sup>st</sup>, 2023

**IV. Public Presentations & Actions:**

1. Police Chief Paul 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.

**V. Public comment/Open Floor Discussion**

**VI. Departmental Updates:**

- Police
  - Noise/Nuisance Draft Resolution
- Fire/EMS
  - Presents from Pierce Program
  - Full-time Firefighter/Paramedic vacancies
  - Additional Donation received.
- Service/Streets/Cemetery
- Parks/Greenspace Committee
  - Christmas Parade/Tree Lighting Re-cap
  - Programs for 2024

- Community Development
  - Board of Zoning Appeals Upcoming Vacancies
  - Jenny Lind Connector Trail Technical Assistance Grant
- Administration
  - Potential Sale & Renovation of Morse House

**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 September 2023 in the amount of \$734,235.17.
2. Fiscal Officer, Debbie Schwey, requests a motion for approval of the payment of payroll for the month of September 2023 in the amount of \$453,541.16.
3. Fiscal Officer, Debbie Schwey, requests a motion to approve payment to the Ohio Public Works Commission, Bradbury Rd. Improvement Phase 1 loan in the amount of \$5,381.27
4. Fiscal Officer, Debbie 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.
5. Fiscal Officer, Debbie 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 authorized credit card holders, the Assistant and Deputy Fire Chiefs.
6. Administrator, Tim 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 Road. 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.
7. Administrator, Tim 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

additional access control and a purchase order in the amount of \$3,112.00 for installation of 3M window safety film to Solar Tint, Inc.

8. Administrator, Tim Williams, requests a motion to authorize the position of part-time Communications and Special Events Coordinator and approve the attached job description. This 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.
9. Administrator, Tim Williams, requests Resolution 2023-039, 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.
10. Police Chief Paul Broxterman requests a motion to accept the medical retirement of Police Officer Eric Tabar effective November 25, 2023.
11. Police Chief Paul Broxterman requests a motion to purchase a 2024 white Chevrolet Tahoe police pursuit vehicle (PPV) from Ganley Chevrolet in Aurora, Ohio for \$52,160. 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.
12. Fire Chief Craig Wright requests a motion to the appointment of Full-time Lieutenant Brain Sims effective December 24, 2023, at the established rate per the Collective Bargaining Agreement, and to serve a one (1) year probationary period.
13. Fire Chief Craig 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.
14. Fire Chief Craig 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.

15. Fire Chief Craig 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 online subscription, and cooperative purchasing access to the Blaze Stack fire investigation software in the amount of \$3,850.00.
16. Fire Chief Craig 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.
17. Community Development and Planning Director, Eddie McCarthy requests a motion to establish a line item of \$179,000 to establish a reimbursement account to administer the SR 125 CDBG Sidewalk Extension project.
18. Community Development and Planning Director, Eddie McCarthy requests a motion pay the American Structurepoint, Inc invoice for \$5,400 for surveying services performed pertaining to the SR 125 CDBG Sidewalk Extension project.
19. Community Development and Planning Director, Eddie 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.

**IX. Executive Session**

**X. Other Business**

**XI. Adjournment**

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**Next Regular Meeting: January 10<sup>th</sup>, 2024 at 6:30pm**

**Next Special Called Meeting: December 22<sup>nd</sup> at 5:15 pm**

**OFFICES CLOSED: Monday, December 25<sup>th</sup> (Christmas Day)  
Monday, January 1<sup>st</sup> (New Year's Day)**