

Held

April 24, 2012

**OPENING OF MEETING**

Mr. Ritter called the meeting to order at 5:32 pm. Mr. Deters, Ms. Rinehart and Mrs. Harlow were in attendance.

**EXECUTIVE SESSION**

Mr. Reuter requested the Board enter Executive Session for the purpose of review matter related to pending and imminent litigation as well as the employment and compensation of public employees or officials.

At 5:33PM, Mr. Deters made a motion to enter Executive Session and Ms. Rinehart offered the second. No discussion and the roll was called:

- Mr. Deters. "Aye"
- Ms. Rinehart. "Aye"
- Mr. Ritter. "Aye"

Mr. Ritter reconvened the meeting at 6:07 PM. Mr. Reuter said no decisions or actions were made in Executive Session.

**GENERAL BUSINESS**

**POLICE**

**Reserve Appointments**

Chief Meloy presented three candidates for approval as reserve officers.

The first candidate for Board approval is Ray Buxsel.

- Reserve Officer candidate Ray Buxsel graduated from the Great Oaks Police Academy in 2009
- He is currently employed full-time with the Hamilton County Sheriff's Office as a Corrections Officer.
- He is married and lives in Delhi Township

The second request for "reserve officer" appointment is Christopher Goldschmidt.

- Reserve Officer candidate Christopher Goldschmidt graduated from the Butler Tech Police Academy in 2011.

The third request for "reserve officer" appointment is Roger Mitchell.

- Reserve Officer candidate Roger Mitchell graduated from the Butler Tech Police Academy in 2009
- He is currently employed as a part-time police officer in Hamilton County, but will separate from them and commit to Colerain Township.

All three candidates successfully completed the required phases of the selection process and accepted a "Conditional Offer of Appointment" as a Reserve Officer, pending Board approval. The conditional offer requires each candidate successfully complete a psychological and medical examination. The medical and psychological examinations have already been scheduled. If approved, Reserve Officers are non-contracted employees. There is no regular salary associated with the appointments.

He asked that the Board approve the appointment of the three Reserve candidates presented this evening, pending the successful completion of the

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psychological and medical testing. Upon approval, the tentative start date for the three is May 7, 2012.

Ms. Rinehart made such motion and Mr. Deters offered the second. The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

#### **Rescind Employment Offer**

Chief Meloy asked that the Board rescind the employment offer to Craig Moore.

Ms. Rinehart made such motion and Mr. Deters offered the second. The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

#### **Hiring Approval Night Clerk**

Chief Meloy requested the Board of Trustees approve the promotion of part-time clerk, Jon Middendorf to full time clerk, effective Tuesday, May 1, 2012. If approved, Mr. Middendorf will be paid at the rate of \$14.62 per hour annually. He will also contribute 20% of the health care costs associated with his full-time employment.

Mr. Deters made such motion and Ms. Rinehart offered the second.

Mr. Ritter asked about the clerk staffing deferring payments to the communications centers. Chief Meloy said they may or may not break even, but there are many other benefits.

The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

#### **CENTER**

##### **Fee Schedule/Policy Change**

Mr. Rowan presented for discussion and information a request to charge groups for using the Center, in attempt to off-set costs. He referenced the rental brochure, which outlines rates, and said they have had a number of renters who have been there in the past and have previously not contributed. He is suggesting that effective July 1, they will pay for use at the center. He said that some groups have been paying to use the Center in the past and will continue to do so. He said the following are considered partners and will not be charged: Colerain Township Business Association, Historical Society, Board of Election, and Colerain Community Association.

Mr. Ritter suggested he look at the groups who do not meet every month as we need to be sure they are charged equitably.

Mr. Deters asked if there are any revenue estimates.

Mr. Rowan said he is does not yet have a white paper on this.

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Mr. Deters said that some groups may not use the facility if charged. We should socialize this with some of the groups.

Mr. Rowan said that we are working on budget. We must look at this with equality and discuss with groups.

Mr. Rowan said the Colerain Township Business Association is recognized as a community partner and there are ways to create additional revenue for the center, which will be discussed under later agenda item. Depending on the outcome of that discussion, we may need to revisit this for them.

### **PARKS & SERVICES**

#### **Seasonal Personnel**

Mr. Schwartzhoff requested the Board hire Jeffrey Barrier as a seasonal maintenance employee at a rate of \$8.93/hour starting April 25, 2012. This is a replacement for a season employee who has terminated his employment. He said that we have eight seasonal employees for 2012; we had 12 in 2011. He said they have additional maintenance duties for 2012, including the operation at Wert Family Park as well as zoning inspection and abatement.

Ms. Rinehart made such motion and Mr. Deters offered the second. The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

### **ADMINISTRATION**

#### **Approval of Previous Minutes**

Mr. Ritter asked for any changes or additions to the March 8, 2012, special meeting. Mr. Deters said his comments should say that the Board "has not made any decisions."

Mr. Deters made a motion to approve the minutes as amended and Ms. Rinehart offered the second. The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

#### **Liquor Permit**

Mrs. Harlow said we have received word of a new liquor permit request for Ruby Tuesday Inc. DBA Lime Fresh Mexican Grill, SW corner Springdale Rd & Colerain Ave. She said she spoke to Chief Meloy and Dr. Roschke about this and neither sees the need for a hearing. The Board agreed.

#### **Employee Resignation**

Mr. Rowan said that Angela Vance, the Sharing Hope Coordinator submitted her resignation, effective April 18, 2012.

Mr. Ritter made a motion to accept her resignation and Ms. Rinehart offered the second. The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

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**Resolution Appointing Assistant Zoning Inspectors**

Mr. Rowan read, by caption, Resolution #16-12, "A Resolution Designating all Employees of Public Works Department (Road Division and Parks and Services Division) as Assistants to Zoning Inspector for Certain Tasks."

Mr. Ritter asked Mr. Rowan to update the Board as this goes along.

Ms. Rinehart made such motion and Mr. Deters offered the second. The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

**Police Protection Services**

Mr. Rowan said the agreement has been revised with the latest proposal with the Sheriff's office, which has been written by Mr. Reuter and reviewed by Chief Meloy. The proposed agreement is for 7.5 officers from May 1, 2012 to March 31, 2013. We will only be charged for 5.5 of those officers. First year is for 11 months and we will be charged a pro-rated amount of \$348,818. For the period between April 1, 2013 and March 31, 2014, 7.0 officers will be assigned, with charges assessed for 5.0 officers. For the period between April 1, 2014 and March 31, 2015, 6.5 will be assigned with charges assessed for 4.5 officers. The Sheriff will provide patrol vehicles, radios, and equipment in sufficient number to allow the assigned Sheriff's officers to provide complete service. He said that we have a cap of \$376,000 per year per our memorandum of understanding with our unions as well as our budget. He read a section of the proposed contract, which will protect the Township from liability, "The Sheriff and Hamilton County will be fully responsible for the activities of the Sheriff's officers provided for herein, including any damages or relief to which any third party would be entitled for acts or omissions of the Sheriff's officers. He said if this contract is executed by the sheriff it would negate past agreements.

Ms. Rinehart made a motion to approve the contract and Mr. Deters offered the second.

Mr. Reuter suggested that the motion be to allow Mr. Rowan to execute a contract not inconsistent with what he described.

Mr. Ritter made a motion to table Ms. Rinehart's motion and Mr. Deters offered the second. The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

Mr. Ritter made a motion to allow Mr. Rowan to execute a contract with the terms not inconsistent with what was outlined above. Ms. Rinehart offered the second. The roll was called:

Mr. Deters. "Aye"  
Ms. Rinehart. "Aye"  
Mr. Ritter. "Aye"

Mr. Ritter suggested Chief Meloy give the Board a status update in a few months as we are in a transition state.

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**CTBA MOU**

Mr. Rowan discussed a potential partnership with the Colerain Township Business Association. He said he recently toured the Anderson Township Administration building and learned that their chamber is in house. He said we have discussed this with Don Hughett, CTBA president. We could incorporate some of the minor administrative tasks in to what we do. They would pay us for this service. This is a way to strengthen relationship with business associates and a way to create revenue, for the Community Center and Parks and Services. He said he asked Mr. Reuter to look at legalities of the agreement. Mr. Deters asked how the Anderson model is funded.

Mr. Birkenhauer said they are looking at models in peer townships. It seems that some give stipends others give event space, marketing support, etc.

Mr. Deters asked if the CTBA is a non-profit.

Mr. Reuter said he is trying to confirm that and has a call in to Tom Hart to ask those questions. We will need to pursue carefully and he is working on answers to those questions. He said the scholarship endowment is a 501c3, but he is not sure about the CTBA.

Mr. Deters said this is exactly the type of creative thinking we hoped for. There is a void there and this could be an economic development tool.

**Monthly Dashboards**

Mr. Rowan said they are updating the dashboard with 2011 and 2012 thru March actual data. He wanted to talk with the Board about this in light of the transition with code enforcement, the police department, etc. He asked the Board to provide him with feedback about what is not included, what is and is not meaningful to them. What data would the board like to see? He said this is part of the 2013 budget process, but the cash flow document is not in this document.

Mr. Ritter said the Board has not had enough information to make decisions in the past. The Board must be violently aligned with trends and must be able to cut back quickly, if needed. He said the operational analytics is important in light of the changes being made and that collaboration with department heads is key.

Ms. Rinehart said that for the budget, monthly reporting is best. She said that gives time to see results from program changes.

Mr. Ritter said that he is cognizant of bandwidth and doesn't want to spend too much time on reporting. He said there are many software packages, including some that are subscription based. He suggested Mr. Rowan look in to this.

Mr. Deters commended the fiscal officer and Mr. Rowan for getting up to speed on our fiscal operations. He said in the past the dashboard was just an attachment. He would like highlights and things to key in on. He asked Mr. Rowan to give board direction on hot spots.

**HC Solid Waste Management District**

Mr. Rowan said he will be bringing a resolution to the Board to approve the Hamilton County Solid Waste Management Plan at the next meeting. He said the Board has been provided a copy of the plan for their review.

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**HC Building Permit Issues**

Mr. Rowan said there have been several issues with delays in developments because of the Hamilton County Building Department. He said this was a topic at a recent administrators' meeting. He said Mr. Birkenhauer has heard similar concerns and has made numerous phone calls to the building department. It is taking too long to get the plans through. They are meeting with the department and are optimistic they will address timing issues. He said we are looking in to options to do this on our own as we must look at all options to provide expediency. He said he hope Hamilton County can help with this and streamline the process.

**Code Enforcement Program**

Mr. Rowan said that as a result of the staff modifications in the Zoning department, a new system has been developed, which will be an efficient, streamlined process. Parks and Services will be taking photos and Administration will prepare paperwork. The Police Department will deliver the violation letters or they will be sent via certified mail. He said that we will track data and be able to reflect out on the process.

Chief Meloy said this is working well and the efficiency has been improved.

**TRUSTEES****FAC Board Appointments**

Mr. Ritter said the Board needs to appoint or re-appoint two members of the Financial Advisory Committee. For the at-large position, he suggested the Board re-appoint Mr. Doug Michel. He said the second position is Ms. Rinehart's appointee as the terms are rotated with the trustee who appointed him or her.

Ms. Rinehart said that she wishes to appoint Doug Moore. She thanked Mr. Hart for his service to the Committee.

Mr. Ritter made such motion and Ms. Rinehart offered the second. The roll was called:

Mr. Deters. "Aye"  
 Ms. Rinehart. "Aye"  
 Mr. Ritter. "Aye"

**PUBLIC HEARING – ZA 2012-01 Poole Road/Joseph Inventory Lot**

Mr. Reuter said the applicant submitted a revised plan late last week. He said the best approach is to refer this back to the Zoning Commission, who will complete their process and send it back to the Board. He said the applicant has agreed with this process and will not be here this evening. He said the Zoning Commission must hear this by May 15 and there would be a possible special meeting prior to that.

Mr. Deters said he is sensitive to everyone's time, but we don't want to discuss this without the applicant and the new plan.

Mr. Ritter said that we will have a new hearing and hear a revised plan. Residents will have opportunities to comment with the Zoning Commission and the Board of Trustees. He offered his apologies for bringing people here for this.

Richard Lisi, president of Audubon of Ohio, will not be able to attend future meetings. He read and submitted a letter to the Board and asked them to not consider this zone change.

Minutes of

Meeting

BARRETT BROTHERS, PUBLISHERS, SPRINGFIELD, OHIO

WORK SESSION

Form 6101

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**EXECUTIVE SESSION**

Mr. Reuter requested the Board enter Executive Session for the purpose of review matter related to pending and imminent litigation as well as the employment and compensation of public employees or officials.

Ms. Rinehart made a motion to enter Executive Session and Mr. Deters offered the second. No discussion and the roll was called:

- Mr. Deters. "Aye"
- Ms. Rinehart. "Aye"
- Mr. Ritter. "Aye"

Mr. Ritter reconvened the meeting at 8:10 PM. Mr. Reuter said no decisions or actions were made in Executive Session.

**ADJOURNMENT**

With no further business to come before the Board, at 8:10 PM, Mr. Deters motioned for adjournment. Ms. Rinehart offered a second. The roll was called:

- Mr. Deters. "Aye"
- Ms. Rinehart. "Aye"
- Mr. Ritter. "Aye"

  
 Fiscal Officer

  
 Trustee

  
 Trustee

  
 Trustee