

**MINUTES**  
**REGULAR MEETING**  
**JANUARY 7, 2015**

The Ross Township Board of Trustees met in regular session to transact business for Ross Township.

**ROLL CALL**

Present - Raymond J. Wurzelbacher, Thomas E. Willsey and Ellen Yordy.

**PROCEDURAL ACTION**

**Motion 15-001** Upon motion by Trustee Yordy and seconded by Trustee Wurzelbacher, the Board nominated and appointed Trustee Willsey to serve as President of the Board of Township Trustees for the fiscal year ending December 31, 2015. The vote of the Board shows as follows: Trustee Wurzelbacher and Trustee Willsey voted yes; Trustee Yordy abstained; which motion carried.

**Motion 15-002** Upon motion by Trustee Yordy and seconded by Trustee Willsey, the Board nominated to Trustee Wurzelbacher to serve as Vice President of the Board of Township Trustees for the fiscal year ending December 31, 2015. The vote of the Board shows as follows: Trustee Wurzelbacher and Trustee Yordy voted yes; Trustee Willsey abstained; which motion carried.

Newly appointed President Willsey assumed the duty of conducting the meeting.

**Motion 15-003** Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to dispense with the reading of the minutes of the Regular Meeting held on December 17, 2014. The vote of the Board shows as follows: All present voted yes, which motion carried.

**Motion 15-004** Upon motion by Trustee Willsey and seconded by Trustee Wurzelbacher, the Board voted to approve the minutes of the Regular Meeting held on December 17, 2014. The vote of the Board shows as follows: All present voted yes, which motion carried.

Fiscal Officer Judy Huffman reported as of this date the township has on deposit \$3,410,621.86. She provided the Board with copies of the Bank Reconciliation Statement and the Cash Summary by Fund Report for December, 2014.

**DEPARTMENT REPORTS**

**Administration** - Bob Bass provided an explanation for seven resolutions to be considered as follows: *Financial*-sets amount of \$1000 for purchases requiring purchase orders and grants the Fiscal Officer authority to transfer money within funds; *Housekeeping*-sets Trustee meeting dates, confirms Board appointments (Volunteer FF fund, EMA), establishes holidays and adopts a travel reimbursement policy for 2015; *Auctions*-requires sales for obsolete equipment in 2015 via the internet; *Staffing*

*Levels And Pay Rates*-sets maximums for 2015 as discussed during the 2015 Appropriations Budget Hearing on December 8, 2014; *Policy Adoption*-establishes guidelines in connection with the qualification and selection of professional design service firms as required in the Revised Code; *Financial*-decreases revenue in the Police Drug Enforcement and the Fire & Rescue, Ambulance & EMS Services funds; and *Budget Adoption*-sets the permanent Budget for 2015 which includes a 3% pay raise for all non-Fire Department full time employees and adopts the Fire Department's salary plan which was presented to the Board during the May 15<sup>th</sup>, 2014 and June 5<sup>th</sup>, 2014.

The Administrator requested and received Board permission to begin the process of choosing professional design service firms to perform a facility use study for the newly acquired township property at 2575 Cincinnati Brookville and to provide a Venice Business District Corridor Study.

He also requested Board permission to investigate the possibility of entering into a Waste Disposal District with nearby jurisdictions in Hamilton County. The Administrator advised of a meeting he attended recently on the matter and the following operational issues were discussed: a potential savings of 30%-50% over the normal subscription rate; an option to set the District up with an Opt In or Opt Out scenario (similar to gas and electric aggregation); an option to include recycling as an automatic part of the contract; District administrative options for billing and collections; and contractual penalties. The Board requested that the Administrator proceed by getting information regarding the formulation of the District including legal requirements, district administration, and variable options. The Board also determined that there may be a point in time where it invites a representative of the proposed District to attend a meeting for a question and answer period.

Finally, he asked the board to entertain a motion to set the annual Ross Records Commission Meeting for January 22<sup>nd</sup>.

**Fire Department** - Chief Steve Miller presented the monthly report for December, 2014.

**Road Department** - no report

**Police Department** - Chief Darryl Haussler presented the monthly report for December, 2014.

#### **PUBLIC PARTICIPATION**

Pete Ballauer expressed concerns the Police Chief's handling of a bomb threat incident at Ross High School late last year. In particular, his concerns were that the Chief did not respond in a timely fashion. He did admit however that the information he received to verify this issue was not entirely conclusive or complete. The Board advised that they will look into and implement

additional administrative controls, if needed.

**OLD BUSINESS - none**

**NEW BUSINESS**

**Announcements**

Trustee Willsey provided a reminder that the January 15<sup>th</sup> Board of Trustee meeting has will be rescheduled to January 22<sup>nd</sup> (time and location unchanged).

**Correspondence**

The Butler County Planning Department sent notice of several focus group meetings which were held on January 6<sup>th</sup> and 7<sup>th</sup> to discuss the County's five year consolidation plan which will assist in the allocation of CDBG funds. The Administrator attended the meetings.

The Village and Farm Garden Club sent a very warm thank you to the Board for its thoughts, time and work with the club throughout 2014.

**Legislation**

**Purpose** - The Auditor of the State of Ohio requires certain policy be established annually to allow the Fiscal Officer to maneuver funds and create purchase orders. This resolution sets that policy.

**Resolution 2015-001** Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution setting the amount for purchases requiring a purchase orders and granting authority to the Fiscal Officer to move funding from one line item to another, within the same fund. The vote of the Board shows as follows: All present voted yes, which motion carried.

**Purpose** - The Board of Trustees must establish policy annually to allow for travel expense reimbursement, set meeting and holiday dates, and to appoint its members to various boards and committees for the current year. This resolution adopts those housekeeping measures.

**Resolution 2015-002** Upon motion by Trustee Willsey and seconded by Trustee Wurzelbacher, the Board voted on the adoption of a resolution establishing the schedule for meetings of the Board of Trustees, confirming appointments to various Boards or Committees, establishing holidays and adopting an Elected Official's Travel Expense Policy for fiscal year 2015 The vote of the Board shows as follows: All present voted yes, which motion carried.

**Purpose** - The Ohio Revised Code requires that the Board establish an annual policy for selling unneeded, obsolete or unfit township property. This resolution adopts policy to utilize an internet auction site for these sales.

**Resolution 2015-003** Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution declaring intent to conduct an internet auction for the sale of unneeded, obsolete or unfit Township personal property effective until December

31, 2015. The vote of the Board shows as follows: All present voted yes, which motion carried.

**Purpose** - In order to pay its employees and control department hiring, the Board must establish both a level of staffing and a rate of pay for each position. This resolution adopts those levels and rates for 2015.

**Resolution 2015-004** Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution adopting staffing levels and pay rates for fiscal year ending December 31, 2015. The vote of the Board shows as follows: All present voted yes, which motion carried.

**Purpose** - The Ohio Revised Code requires that all Professional Services firms be chosen exclusively on quality based conditions. The following resolution establishes notice and evaluation guidelines for these types of contracts and authorizes the Administrator to implement them on behalf of the Township.

**Resolution 2015-005** Upon motion by Trustee Willsey and seconded by Trustee Wurzelbacher, the Board voted on the adoption of a resolution establishing notice and evaluation guidelines in connection with the qualification and selection of professional design service firms in accordance with Sections 153.65 through 153.71 of the Revised Code and authorizing the Township Administrator to implement necessary rules and guidelines. The vote of the Board shows as follows: All present voted yes, which motion carried.

**Purpose** - In order to close out the 2014 financial budget, several fund revenues must be reduced because their original revenues were over estimated.

**Resolution 2015-006** Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted on the adoption of a resolution amending revenue in various funds, and requesting an Amended Certificate of Estimated Resources from the Butler County Auditor. The vote of the Board shows as follows: All present voted yes, which motion carried.

**Purpose** - The 2015 Appropriations Budget was the sole topic of conversation at a Special Meeting of the Board on December 8, 2014. The following resolution approves and establishes the 2015 Appropriations Budget which includes a 3% pay raise for all non-Fire Department full time employees and adopts the Fire Department's salary plan which was presented to the Board during the May 15<sup>th</sup> and June 5<sup>th</sup>, 2014.

**Resolution 2015-007** Upon motion by Trustee Willsey and seconded by Trustee Wurzelbacher, the Board voted on the adoption of a resolution making permanent appropriation of funds for expenditures during the fiscal year ending December 31, 2015 and requesting an Amended Certificate of Estimated Resources from the Butler County Auditor. The pay rate portion of the resolution is effective with the first pay period of 2015. The vote of the Board shows as follows: All present voted yes, which motion carried.

**Motion 15-005** Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to approve

the following voucher/warrants totaling \$88,141.85 and authorize payment:

<b>NUMBER</b>	<b>PAYEE</b>	<b>AMOUNT</b>
41651	AMERIGAS	\$552.81
41652	CHRIS JOHNS	\$1,326.67
41653	DELTA DENTAL	\$583.27
41654	JEFF CLARK	\$25.00
41655	OTARMA	\$126.00
41656	ZACKARY MORRIS	\$250.00
41657	CHIEF STEVE MILLER	\$75.00
41658	ZACKARY MORRIS	\$250.00
41659	ZACKARY MORRIS	\$250.00
41660	CITY OF MASON	\$39.38
41661	CITY OF TRENTON	\$85.07
41662	FAIRFIELD INCOME TAX DIVISION	\$99.02
41663	ARSLAN UNIFORMS - PUBLIC SAFETY	\$585.00
41664	AT&T MOBILITY	\$948.95
41665	DUKE ENERGY	\$438.24
41666	KRISTEN L. GILLUM	\$120.00
41667	TRACTOR SUPPLY STORE	\$349.96
41668	VERIZON WIRELESS	\$15.12
41669	VISION SERVICE PLAN - (OH)	\$200.18
41670	WAYNE'S GARAGE LLC	\$102.84
41671	WINELCO INC	\$500.00
41673	APPARELMASTER	\$158.75
41674	BUTLER RURAL ELECTRIC COOP., INC.	\$174.25
41675	DUKE ENERGY	\$3,057.15
41676	ELLEN W. YORDY	\$112.21
41677	FIRST FINANCIAL BANK	\$1,290.47
41678	GREAT MIAMI AUTOMOTIVE PARTS INC	\$429.24
41679	MATHESON TRI-GAS INC	\$78.15
41680	MEDICAL MUTUAL OF OHIO	\$11,725.62
41681	MOBIL TEK CONSULTING LLC	\$280.00
41682	OHIO STATE FIREFIGHTERS' ASSOCIATION	\$100.00
41683	ROSS HARDWARE	\$57.70
41684	SOUTHWEST REGIONAL WATER DISTRICT	\$60.20
41685	TEACHERS PROT. MUTUAL LIFE INS. CO.	\$11,540.65
41686	THE VENICE CORNERSTONE	\$65.00
41687	WM E FAGALY & SON INC	\$310.40
41688	WEX BANK	\$361.13

The vote of the Board shows as follows: All present voted yes, which motion carried.

**Motion 15-006** Upon motion by Trustee Willsey and seconded by Trustee Yordy, the Board voted to set a meeting of the Ross Township Records Commission to be held on Thursday, January 22, 2015 at 5:30PM at the Ross Township Fire Station #1. The vote of the Board shows as follows: All present voted yes, which motion carried.

Trustee Yordy then swore in Haussler under the Police Chief's Oath of Office.

**Motion 15-007** Upon motion by Trustee Willsey and seconded by Trustee Wurzelbacher, the Board voted to set the hourly pay rate of the listed members of the Fire Department in accordance with the Ross Township Personnel Policy and its' current Staffing Summary and Pay Rate resolution. The list is as follows: **EMTs:** Nick Alvis \$14.25, Justin Bogolo \$13.50, Justin Boyce \$13.50, Jon DePrie \$14.25, Will Haas \$14.25, Scott Miller \$13.50, Nathan Reynolds \$13.50, Walt Ritchie \$14.25, Jeremy Walter \$14.00, Andrew Wilkens \$14.00, Jeremy

