

November 6, 2019– REGULAR SESSION

RECORD OF PROCEEDINGS

Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP –

The Board of Trustees of Batavia Township met for a regular session at 6:00 p.m. Wednesday November 6, 2019, at the Batavia Township Community Center.

**CALL TO ORDER**

Following the Pledge of Allegiance, Jennifer Haley gave the roll call for the Board of Trustees. Present were: Mr. Dowdney, Mr. Sauls, and Mr. Perry. Also present were Jennifer Haley, Fiscal Officer; Rex Parsons, Township Administrator; Adele Evans, Interim Township Administrator; Denise Kelley, Zoning Administrator; Brad Harris, Zoning Inspector; Ken Embry, Service Dept. Director; and Deputy Kidder, Clermont County Sheriff’s Department.

**APPROVAL OF AGENDA AND MINUTES**

Mr. Sauls motioned the Batavia Township Board of Trustees approve the November 6, 2019 agenda as presented. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Dowdney	yes	
Mr. Perry	yes	
Mr. Sauls	yes	Motion carried

Mr. Dowdney motioned the Batavia Township Board of Trustees approve the minutes of the October 7<sup>th</sup> regular meeting and the October 15, 2019 special meeting as presented. Mr. Sauls seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Dowdney	yes	
Mr. Sauls	yes	Motion carried

**FINANCIAL REPORTS**

Ms. Haley gave the October 2019 financial reports as presented.

Mr. Sauls motioned the Batavia Township Board of Trustees approve the October 2019 financial reports as presented. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Perry	yes	
Mr. Dowdney	yes	Motion carried

**LAW ENFORCEMENT REPORT**

Deputy Jesse Kidder gave the October 2019 Batavia Township Crime Report. Batavia Township Deputies took 159 offense reports which is a 6% decrease for the month. There were zero drug overdoses for October. There were 8 adult arrests and 2 juvenile arrests. Batavia Township

Deputies took 75 of the 159 offense reports for the Township which is 47%, and took 72% of the incident reports. There is new management at the Greenbriar Mobile Home Park.

### **PUBLIC PARTICIPATION**

Mr. Parsons introduced Madison East, a sophomore at West Clermont. She was recognized for a memorial garden she had created at the park for Deputy Bill Brewer.

### **REPORTS OF THE ZONING ADMINISTRATOR/INSPECTOR**

Denise Kelley, Zoning Administrator gave her October reports, which included the Housing permits, BZA, and Zoning Commission updates. There were 4 single family home permits, 3 in Twin Gate and 1 in Estrella.

Brad Harris spoke about the Amelia zoning permits and addressing.

Adele Evans introduced herself. She will be replacing Rex Parsons when he retires. Adele spoke about zoning in Amelia.

The Clermont County Deputies who cover Batavia Township, introduced themselves. There were questions answered for those concerned about Amelia coverage/response time.

### **REPORTS OF THE SERVICE DIRECTOR**

Mr. Embry gave an update on the 2019 Road Paving Program. Funding has been dispersed for payment.

There was a recommendation for roof repair to the service/fire department building.

There will be an additional approximately 5-1/2 miles of roads for the Service Department to maintain. The Department will need additional equipment and some repairs to current equipment. Mr. Perry mentioned another employee will be added to the Department.

We had a cleanup day at the Batavia Union Cemetery today.

### **REPORTS OF THE TOWNSHIP ADMINISTRATOR**

Mr. Parsons spoke about the Clermont County Park grant application that was not funded. There were 16 applicants, a record number. This is the first application where Batavia Township has not been funded.

The winter Ohio Township Association conference is February 5-8.

The gaga pit is completed. Children were playing in it 30 minutes after it was finished.

Clermont County Township Association meeting is scheduled for January 16, 2020 at the Township Center.

Batavia Township will communicate with Pierce Township about continuing the Amelia Christmas parade. Batavia Township will have some equipment in the parade.

Ms. Evans spoke about State Route 32 improvements recently being awarded grant dollars through the TRAC program with construction slated to start in state Fiscal Year 2022.

Mr. Parsons thanked everyone for their support during his time at the Township. He has been part of the Township for almost 20 years.

**OLD BUSINESS**

Mr. Parsons gave an update about the Capital Bill Community Project Application. There are no results yet.

Mr. Perry spoke about the special assessment (SAF) on Derby Place.

Mr. Parsons explained where the security cameras will be placed.

**NEW BUSINESS**

Mr. Parsons, Mr. Embry, and Mrs. Kelley have met with the employees for employee reviews.

Mr. Parsons went over the health insurance renewal including costs and comparisons.

The IT Service provider will be leaving the Township. He has recommended another company. Mr. Parsons and Mrs. Evans will be meeting with them.

The concession stand manager will no longer be with the Township. There will be a need for a new manager for 2020.

Mr. Parsons was contacted by the State Auditor. Legal counsel will meet with everyone about the next steps of dissolving the Village of Amelia. The Sheriff's Department and the Fire Department are confident they will have sufficient personnel to cover Amelia.

**RECORDS TRAINING**

Mr. Sauls motioned the Batavia Township Board of Trustees designate Rex Parsons as their representative for Sunshine Law and Open Records training as required by law. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Dowdney	yes	
Mr. Sauls	yes	
Mr. Perry	yes	Motion carried

**MEETING DATE CHANGE**

Mr. Dowdney motioned the Batavia Township Board of Trustees move the December Board meeting to Tuesday, December 10<sup>th</sup> at 6 pm due to a scheduling conflict. Mr. Sauls seconded the motion. On the roll being called:

Mr. Perry	yes
Mr. Sauls	yes

Mr. Dowdney                 yes                                 Motion carried

**ROOF REPAIR**

Mr. Sauls motioned the Batavia Township Board of Trustees approve repair to the service/fire department roof at a cost of \$7,569 with Kelley Brothers Roofing. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Perry                         yes  
Mr. Dowdney                     yes  
Mr. Sauls                         yes                                 Motion carried

**RESOLUTION 11-01-2019**

Mr. Sauls motioned the Batavia Township Board of Trustees approve **Resolution 11-01-2019**, as it relates to naming Adele Evans as the interim Township Administrator effective November 6, 2019 until November 30, 2019 at a salary of \$80,000 per year. Beginning December 1, 2019 the position will be full time (non-interim) with benefits at the same salary. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Sauls                         yes  
Mr. Perry                         yes  
Mr. Dowdney                     yes                                 Motion carried

**RESOLUTION 11-02-2019**

Mr. Dowdney motioned the Batavia Township Board of Trustees approve **Resolution 11-02-2019**, as it relates to establishing spending amounts by key employees of the Township a \$5000.00 authority limit. Mr. Sauls seconded the motion. On the roll being called:

Mr. Dowdney                     yes  
Mr. Perry                         yes  
Mr. Sauls                         yes                                 Motion carried

**RESOLUTION 11-03-2019**

Mr. Sauls motioned the Batavia Township Board of Trustees approve **Resolution 11-03-2019**, as it relates to entering into agreements with developers to remove snow and ice from private roads in the following developments: Crosspointe, Twin Gates, Woodbury Glen, Glenwood Trails, Forest Glen, and Lexington Run, and authorize Adele Evans, Township Administrator to sign all necessary documents. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Dowdney                     yes  
Mr. Sauls                         yes  
Mr. Perry                         yes                                 Motion carried

**DENTAL INSURANCE RENEWAL**

Mr. Dowdney motioned the Batavia Township Board of Trustees approve renewal of our dental coverage with Dental Care Plus at the same rate as last year. Mr. Sauls seconded the motion. On the roll being called:

Mr. Sauls                    yes  
Mr. Perry                   yes  
Mr. Dowdney               yes                            Motion carried

**VISION INSURANCE RENEWAL**

Mr. Sauls motioned the Batavia Township Board of Trustees approve renewal of our vision coverage with Avesis at an increase of 5% for a two year premium. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Perry                    yes  
Mr. Dowdney               yes  
Mr. Sauls                    yes                            Motion carried

**HEALTH INSURANCE RENEWAL**

Mr. Dowdney motioned the Batavia Township Board of Trustees approve renewal of our health insurance plan with Medical Mutual of Ohio at an increase of 7.85%. Mr. Sauls seconded the motion. On the roll being called:

Mr. Sauls                    yes  
Mr. Dowdney               yes  
Mr. Perry                    yes                            Motion carried

**2020 TRUSTEE CALENDAR**

Mr. Sauls motioned the Batavia Township Board of Trustees adopt the 2020 meeting and event calendar as presented. Mr. Dowdney seconded the motion. On the roll being called:

Mr. Dowdney               yes  
Mr. Sauls                    yes  
Mr. Perry                    yes                            Motion carried

**VIDEO SECURITY SYSTEM**

Mr. Dowdney motioned the Batavia Township Board of Trustees contract with Dryco Electronics to install video cameras at the administration and concession buildings and the rear picnic shelter at a cost of \$7,721.80. Mr. Sauls seconded the motion. On the roll being called:

Mr. Perry                    yes  
Mr. Sauls                    yes  
Mr. Dowdney               yes                            Motion carried

**TRUCK REPAIR**

Mr. Sauls motioned the Batavia Township Board of Trustees approve repair to the 2002 4900 International truck in the amount of \$3,500 to S.T.R. Repair. Mr. Dowdney seconded the motion at 7:30 pm. On the roll being called:

Mr. Perry	yes	
Mr. Dowdney	yes	
Mr. Sauls	yes	Motion carried

### **EXECUTIVE SESSION**

Mr. Sauls motioned the Batavia Township Board of Trustees go into Executive Session to discuss job performance, personnel, and salary adjustments. Mr. Dowdney seconded the motion at 8:10 p.m. On the roll being called:

Mr. Perry	yes	
Mr. Sauls	yes	
Mr. Dowdney	yes	Motion carried

### **REGULAR SESSION**

Mr. Sauls motioned the Batavia Township Board of Trustees return to Regular Session. Mr. Dowdney seconded the motion at 8:45 p.m. On the roll being called:

Mr. Perry	yes	
Mr. Sauls	yes	
Mr. Dowdney	yes	Motion carried

### **ADJUSTMENTS**

Mr. Sauls motioned the Batavia Township Board of Trustees approve a \$1.00 per hour increase to Brad Harris beginning the next pay period, and a 3% increase for all employees effective the first paycheck in the year 2020. Mr. Perry seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Dowdney	yes	
Mr. Sauls	yes	Motion carried

Mr. Dowdney motioned the Batavia Township Board of Trustees approve a severance package for Rex Parsons of \$12,500, including 2 months of health and dental insurance coverage. Mr. Sauls seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Perry	yes	
Mr. Dowdney	yes	Motion carried

There will be a retirement celebration for Mr. Parsons on December 19<sup>th</sup> from 4-7 p.m. at the Township Hall.

The employee Christmas luncheon will be on December 16<sup>th</sup> at 11 a.m.

**ADJOURNMENT**

With no further business to come before the Board, Mr. Sauls motioned to adjourn the meeting. Mr. Dowdney seconded the motion. Meeting adjourned at 8:57 pm.

Randy Perry,  
Chairman

Jennifer Haley,  
Fiscal Officer