

RECORD OF PROCEEDINGS

Minutes of

Meeting

December 20, 2021- REGULAR SESSION

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

RECORD OF PROCEEDINGS

Held ~~Minutes of~~ BOARD OF TRUSTEES - BATAVIA TOWNSHIP ²⁰

The Board of Trustees of Batavia Township met for a special meeting at 4:30 p.m. Monday, December 20, 2021, at the Batavia Township Community Center.

EXECUTIVE SESSION

Mr. Sauls motioned the Batavia Township Board of Trustees move into executive session pursuant to 0RC Section 121.22 (G) (1) for employee interviews, discussion, and to consider the appointment, employment, or compensation of a public employee. Mr. Perry seconded the motion. Time: 2:01 pm. On the roll being called:

Mr. Parsons	yes	
Mr. Sauls	yes	
Mr. Perry	yes	Motion carried

There was a recess from 4:10 p.m. until the 4:30 p.m. special meeting.

CALL TO ORDER

Following the Pledge of Allegiance, Jennifer Haley, Fiscal Officer, gave the roll call for the Board of Trustees. Present were: Mr. Parsons Mr. Sauls, and Mr. Perry. Also present was Jeff Uckotter, Township Administrator.

APPROVAL OF AGENDA

Mr. Sauls motioned the Batavia Township Board of Trustees approve the December 20, 2021 agenda as presented. Mr. Perry seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Sauls	yes	
Mr. Parsons	yes	Motion carried

NEW BUSINESS

Resolution 12-05-2021

Mr. Uckotter noted for the plowing and salting contracts, Batavia Township is moving to a fixed rate per date model to better capture costs associated with the plowing and salting of undedicated/unaccepted streets. This will better utilize the developers' funds.

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-05-2021**, to enter into agreements for snow and ice removal for the following subdivisions for undedicated streets: Billingsley, Derby Place, Amelia Park, and Rosewood. Mr. Perry seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Parsons	yes	
Mr. Perry	yes	Motion carried

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Resolution 12-06-2021

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-06-2021**, authorizing the Township Administrator, Jeff Uckotter, to proceed with executing a three-year contract, starting in the year 2022, for law enforcement services (eight deputies) for Batavia Township, Ohio. The new 7th and 8th Deputies will be Deputy Cassidy Deimling-Pettit and Deputy Jillian Kuhn. There was discussion of the pro-forma. The current pro-forma is fully funded for the next three years. The same eight deputies will be considered next time under the similar conditions. As the newer deputies in this contract trend to be younger, this contract will work well. The Sheriff suggested at a later time, possibly adding a Corporal.

Mr. Sauls seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Mr. Sauls	yes	Motion carried

Resolution 12-07-2021

Mr. Uckotter noted the Greenbriar Rd. Guardrail Project is a tailor-made project because much of the design work is completed. It is a goal to be funded due to the safety concerns. The Township will continue to seek funding until the project is complete. The Apple Road widening project and the Elklick guardrail repair project were also considered, but they are not suitable for CDBG as those areas are not 51% LMI areas.

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-07-2021**, authorizing the Township Administrator, Jeff Uckotter, to prepare and submit an application to participate in the community development block grant (CDBG) program and to execute contracts as required. Mr. Perry seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Parsons	yes	
Mr. Sauls	yes	Motion carried

Resolution 12-08-2021

Mr. Uckotter spoke about Intrust IT and suggested it is the most complete local information technology firm to provide these services. IT services in 2021 and beyond are no different than other infrastructure such as water, sewer, electric, or even the roof and walls of the Community Center. Mr. Uckotter emphasized that moving to a more robust security posture is important as Batavia Township is currently vulnerable. This would be a one-year term contract for the pricing and we could cancel the contract with a 30-day notice. There is no on-boarding fee.

To set the table for **Resolution 12-08-2021**, there was a brief presentation from Intrust IT's, Eric Fox. Intrust is an employee-owned company and has been

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around for over 30 years. Mr. Fox reviewed the needs of the Township. They will walk us through updating our system and outdated technology, i.e. open ports, unlocked screens, unsecure old technology, unnecessary Microsoft licenses still in place, etc. Intrust will turn on all of the active security measurements that they can, and will enroll the licenses in a defender license. They have tools in place to protect email infiltration. They will put in place multi-factor authentication, this will not be too invasive if the device is familiar, depending on the environment where you are using your credentials.

Mr. Fox spoke about the facilities and utilities that will be reviewed for the network set up, example: electronic locks on your data closet. They will establish a safe, clear environment for how to make it better for the future of the Township in the IT infrastructure world from the top down. There is a client success manager assigned to the Township account. Engineers are grouped around the client they serve. Issues will be resolved remotely or on site, all for the same price in the contract. Intrust fixes issues before the client is aware of them. Our tool set monitors your network, generates tickets and fixes the issue.

As the Township grows, the metrics will be tweaked. Secure Care is included to protect the network and physical infrastructure. Data Care is the backup solution. They check how much data we have and will back up as appropriate. The device onsite is the backup disaster recovery solution (BDR) which builds an environment to back up files, even repaired damaged files. Remote monitoring and patching are mainly the day-to-day services, keeping the machines healthy. We are at a 92% first answer rate for help desk support.

The network security assessment helps guide us to push the Township forward with health check points. Strategic guidance is meeting with the success managers, to run things so smoothly so we can focus on the future. Intrust has a third-party company, Backupify, to manage recovery issues beyond a 30-day window.

Intrust has a procurement team to monitor and set up new computers (such as particular models the Township prefers) as they are needed for new employees, etc. They need a 2-week time frame to set up new employees, their credentials, etc.

We will have an onboarding team who will meet with the Township about setting everything up. Intrust is not a "rip and replace" team. The Township needs to keep their firewall and switches warranties up to date, replace outdated machines and equipment. Eric encouraged the Township to complete the surveys to help them function with 100% satisfaction scores. The hours are 7:30-5:30. If VPN is configured properly, there is no problem with it.

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-08-2021**, authorizing the Township Administrator, Jeff Uckotter, to proceed with implementing a one-year contract, starting in the year 2022, for managed IT support services from the vendor, Intrust IT. Mr. Sauls seconded the motion. On the roll being called:

Mr. Perry yes

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Mr. Sauls yes
Mr. Parsons yes Motion carried

Resolution 12-09-2021

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-09-2021**, to compensate elected Trustees in the year 2022 per ORC to the maximum allowed by law for Townships per salary standard method for a budget over \$6,000,000.00. Mr. Parsons seconded the motion. On the roll being called:

Mr. Sauls yes
Mr. Parsons yes
Mr. Perry yes Motion carried

Resolution 12-10-2021

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-10-2021**, to compensate the Township Fiscal Officer in the year 2022 per ORC for a Township with a budget over \$6,000,000.00. Mr. Sauls seconded the motion. On the roll being called:

Mr. Parsons yes
Mr. Sauls yes
Mr. Perry yes Motion carried

Resolution 12-11-2021

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-11-2021**, to include the Trustees and Fiscal Officer in the current Township Health and Dental Plan if each so desires to continue coverage. Includes reimbursement for the cost of outside plans up to Township Policy cost. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons yes
Mr. Sauls yes
Mr. Perry yes Motion carried

Resolution 12-12-2021

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-12-2021**, to approve all reasonable expenses for Elected Officials, Administrator and Department Heads to attend OTA 2022 Annual Winter and Summer Conferences. Mr. Sauls seconded the motion. On the roll being called:

Mr. Perry yes
Mr. Sauls yes
Mr. Parsons yes Motion carried

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For the Columbus area, per diem is \$61.00.

Resolution 12-13-2021

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-13-2021**, to request an advance for both half-year collections in 2022 on Real Estate Taxes collected from the Clermont County Auditor. Mr. Perry seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Parsons	yes	
Mr. Sauls	yes	Motion carried

Resolution 12-14-2021

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-14-2021**, to approve the meeting procedure of dispensing the reading of all resolutions a second time and to authorize its adoption on the first reading for the calendar year 2022. Mr. Sauls seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Perry	yes	
Mr. Parsons	yes	Motion carried

Resolution 12-15-2021

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-15-2021**, to set Regular Trustee Meeting dates for the year 2022 as the first Tuesday of the month, except for the January 2022 meeting which is scheduled for January 18, 2022; the May 2022 meeting which is scheduled for May 10, 2022; the July 5, 2022 moved to July 12, 2022 and the August 2, 2022 moved to August 3, 2022. Mr. Sauls seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Mr. Sauls	yes	Motion carried

Resolution 12-16-2021

Mr. Sauls motioned the Batavia Township Board of Trustees to adopt **Resolution 12-16-2021**, to retain David Frey as the Township's Legal Counsel for 2022 at the rate of \$160.00 per hour. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Sauls	yes	
Mr. Perry	yes	Motion carried

Resolution 12-17-2021

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Mr. Perry motioned the Batavia Township Board of Trustees to adopt **Resolution 12-17-2021** to approve the presented Temporary Appropriations for the year 2022. Mr. Sauls seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Sauls	yes	
Mr. Parsons	yes	Motion carried

Resolution 12-18-2021

Mr. Perry motioned the Batavia Township Board of Trustees to adopt **Resolution 12-18-2021**, to approve the presented contracts for Anthem Health Insurance and the Dental Care Plus plan, respectively. Mr. Sauls seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Parsons	yes	
Mr. Perry	yes	Motion carried

Resolution 12-19-2021

Mr. Perry motioned the Batavia Township Board of Trustees to adopt **Resolution 12-19-2021**, which affirms the methods of official correspondence with Batavia Township – US Mail, telephone, e-mail, and in-person communication. This resolution terminates the use of fax as a method of official correspondence. This resolution also permits the Township Administrator to terminate the agreement with Metrofax. Mr. Sauls seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Sauls	yes	
Mr. Parsons	yes	Motion carried

Resolution 12-20-2021

The Board of Trustees of Batavia Township contracted to remove vegetation, refuse, garbage, and/or debris from properties in Batavia Township in accordance with Ohio Revised Code Section 505.87 and **Resolution 06-01-2021, Resolution 09-03-2021, and Resolution 11-02-2021** and the work being completed.

Mr. Sauls motioned the Batavia Township Board of Trustees to adopt **Resolution 12-20-2021**, that the Board hereby certify that the costs of such labor, together with the expenses relative thereto, be filed on the RETURN AND STATEMENT TO COUNTY COMMISSIONERS as an assessment against the properties listed and placed as a lien against the properties by the Auditor of Clermont County, Ohio as follows:

<u>DESCRIPTION</u>	<u>ADDRESS</u>	<u>OWNER</u>	<u>COST</u>
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032023F102	422 Amelia Olive Branch, Amelia, OH 45102	Mary Hobbs	\$ 405.00
032022/017	222 Chapel Rd., Amelia, OH 45102	Virginia Bates	\$ 730.00
014506.005	4302 Gary Lane, Batavia, OH 45103	Caitlynn Noe	\$1,529.50

Mr. Perry seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Parsons	yes	
Mr. Sauls	yes	Motion carried

Request for a Motion

Mr. Perry motioned the Batavia Township Board of Trustees to approve all usual and customary bills between this meeting until the January meeting. A list of bills will be provided at the January regular meeting. Mr. Sauls seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Sauls	yes	
Mr. Perry	yes	Motion carried

Request for a Motion

Mr. Perry motioned the Batavia Township Board of Trustees to re-appoint Barbara Dalton to the Batavia Township Zoning Commission for a 5-year term. Mr. Sauls seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Sauls	yes	
Mr. Parsons	yes	Motion carried

Request for a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees to re-appoint Sharon Strickland to the Batavia Township Board of Zoning Appeals for a 5-year term. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Mr. Sauls	yes	Motion carried

Request for a Motion

Mr. Perry motioned the Batavia Township Board of Trustees to approve UDF's liquor license at 1788 SR 125, Batavia Township, OH 45102. Mr. Sauls seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Mr. Sauls	yes	Motion carried

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Request for a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees to pay invoice CLEBTA2108002 for \$10,000 for the Choice One Engineering survey and design work for the Amelia-Olive Branch Phase 2 CDBG project. The County will reimburse this expense as it is CDBG. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Sauls	yes	
Mr. Perry	yes	Motion carried

Request for a Motion

Mr. Perry motioned the Batavia Township Board of Trustees to pay invoice CLEBTA2108002 for \$4,175 for the Choice One Engineering survey and design work for the Amelia-Olive Branch Phase 1 CDBG project. The County will reimburse this expense as it is CDBG. Mr. Sauls seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Parsons	yes	
Mr. Perry	yes	Motion carried

There was a 5-minute recess.

Request for a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees to approve Change Order 2 for the Bathroom Project. Mr. Parsons seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Parsons	yes	
Mr. Perry	yes	Motion carried

Request for a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees to approve the purchase of two professional work computers not to exceed \$2,000 per laptop computer (\$4,000 total).

- The computers for Denise Kelley and Jeff Uckotter need replacement.
 1. Denise's computer is 5+ years old and is slowing down.
 2. Formerly Rex's old work computer, Jeff Uckotter's computer is around 4+ years old and is slowing down. (This computer will likely be repurposed to the Service Department for the service workers to check e-mail/use the internet.)

Mr. Perry seconded the motion. On the roll being called:

Mr. Perry	yes	
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Mr. Parsons yes
Mr. Sauls yes Motion carried

Request for a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees to approve travel reimbursement for meals Per Diem at \$61.00 per day, mileage for 2022 at 58.5¢ per mile, and additionally increase pay for the minutes clerk to \$200.00 per meeting. Mr. Perry seconded the motion. On the roll being called:

Mr. Perry yes
Mr. Sauls yes
Mr. Parsons yes Motion carried

Request for a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees to hire Karen Swartz as an Administrative Assistant at \$23.00 per hour, to include 3 weeks of vacation and carry over 80 hours of sick time, effective 1/10/2022. If employment is continued for 3 years, she will accumulate 4 weeks of vacation. Mr. Parsons seconded the motion. On the roll being called:

Mr. Sauls yes
Mr. Perry yes
Mr. Parsons yes Motion carried

EXECUTIVE SESSION

Mr. Sauls motioned the Batavia Township Board of Trustees move into executive session pursuant to ORC Section 121.22 (G) (1) to discuss an employment contract. Mr. Perry seconded the motion. Time: 6:05 pm. On the roll being called:

Mr. Perry yes
Mr. Parsons yes
Mr. Sauls yes Motion carried

The Board returned to regular session at 6:11 p.m.

DISCUSSION ITEMS

Jeff Uckotter brought up that the printer is a concern on the horizon. There are some connectivity, jamming, and print quality concerns starting to present themselves. No imminent action will be taken as the printer needs to be reviewed by a technician, but it is something that is coming up on the horizon given the rapid onset of obsolescence as it relates to technology. The copier was purchased 3/2019. It was used for three years prior to the final purchase of \$2,480.00.

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Mr. Uckotter stated Intrust strongly recommends the Township strictly use the Township e-mail addresses/devices for business/public records, not your personal devices.


The Board agreed it's okay for Denise Kelley to be paid out for 80 hours of vacation time, and carry over 40 hours.

Mr. Uckotter suggested changing the accrual for comp time/sick time for the Service Department for special situations/extreme weather conditions. This may depend on Township size to meet the threshold.

ADJOURNMENT

With no further business to come before the Board, Mr. Perry motioned to adjourn the meeting. Mr. Sauls seconded the motion. Meeting adjourned at 8:28 p.m.


Rex Parsons
Chairman


Jennifer Haley,
Fiscal Officer