



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

Joseph Rozzi – *Board Chair*
Mark Sousa – *Trustee*
Darryl Cordrey – *Trustee*
Kurt Weber- *Fiscal Officer*

7780 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-8520

Township Administrator

Brent Centers
(513) 239-2372

Police Department

Scott Hughes – Police Chief
(513) 683-0538

Fire and Emergency Services

Jason Jewett – Fire Chief
7684 South State Route 48
Maineville, Ohio 45039
(513) 683-1622

Public Works

Kenny Hickey – Director
Phone: (513) 683-5360

Assistant Fiscal Officer

Ellen Horman
(513) 239-2377

Human Resources

Kellie Krieger
(513) 239-2384

Economic Development

Zoning Administrator

Lindsey Gehring
(513) 683-8520

Community Development Coordinator

Nicole Earley
(513) 683-5320

TRUSTEE MEETING AGENDA 1/19/2022

6:00 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the January 5, 2022, Township Trustee Meeting
- Bills before the Board

Public Comments

Human Resources

New Business

- Resolution 22-0119: Authorizing a contract with the Warren County Engineer's Office for the purchase of road salt
- Resolution 22-0119A: Authorizing a contract with the Warren County Engineer's Office for the 2022 Resurfacing, Chip Seal, and Striping Projects

Work Session

- Mounts Park EPA timeline update

Fiscal Officer's Report

- Fiscal Report and cash flow analysis

Administrator's Report

Trustee Comments

Executive Session

Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings. Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. *Speakers must state their name and full address for the record.*
2. *The Board Chair will recognize each speaker, and only one person may speak at a time.*
3. *Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.*
4. *Anyone who willfully disrupts a Board meeting may be barred from speaking further or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)*

Hamilton Township Trustee Meeting

January 5, 2022

Trustee Board Chairman, Joe Rozzi, called the meeting to order at 6:30 p.m. Mr. Rozzi, Mr. Sousa and Mr. Cordrey were present.

The *Pledge of Allegiance* was recited by all.

Oath of Office

Mr. Joseph Rozzi was sworn in by the Franklin City Mayor, Brent Centers
Mr. Darryl Cordrey was sworn in by Fiscal Officer Kurt Weber.

Motion was made by Mr. Cordrey with a second by Mr. Sousa to elect Mr. Joseph Rozzi as the President of the Board of Trustees.

Roll call as follows:

Darryl Cordrey	Yes
Mark Sousa	Yes
Joe Rozzi	Yes

Motion made by Mr. Rozzi with a second by Mr. Cordrey to elect Mr. Mark Sousa as the Vice Chair of the Board of Trustees.

Joe Rozzi	Yes
Darryl Cordrey	Yes
Mark Sousa	Yes

Motion made by Mr. Rozzi with a second by Mr. Cordrey to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the December 1, 2021, Trustee Meeting.

Roll call as follows:

Joe Rozzi	Yes
Darryl Cordrey	Yes
Mark Sousa	Yes

Motion made by Mr. Rozzi with a second by Mr. Cordrey to approve the bills as presented before the Board.

Roll call as follows:

Joe Rozzi	Yes
Darryl Cordrey	Yes

Mark Sousa Yes

Presentations

Mr. Rozzi read the oath of office to swear in Mr. Jason Jewett as the Fire Chief.

A round of applause was given by all.

Mr. Rozzi read the oath of office to swear in Mr. Daniel Berkebile as the Assistant Fire Chief.

A round of applause was given by all.

Congratulations to everyone! Mr. Rozzi called a brief recess.

Mr. Rozzi called the meeting back to order and moved on to public comments.

Public Comments

Mr. Rozzi opened the floor to public comments at 6:50pm.

Mr. Dan Phipps stated he was hoping for a better 2022 and was happy to hear Lindsey was moving to the Zoning. He also requested the board to rule with compassion.

Mr. Rozzi closed the floor to public comments at 6:51pm.

Human Resources

Human Resources Manager/Cemetery Sexton, Ms. Kellie Krieger requested a motion to approve deeds within the Maineville addition; Carol Mills has purchased Lot 71, Grave 8, Harry and Kathie Sheldon have purchased Lot 625, Grave 1 and Russell Sheldon has purchased Lot 625, Grave 8 in the Maineville Addition.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the cemetery deeds in the Maineville Addition.

Roll call as follows: Joe Rozzi Yes
 Darryl Cordrey Yes
 Mark Sousa Yes

Next, Ms. Krieger requested a motion to update the Hamilton Township Roster with the following changes: move Officer Hayslip from Full-time to Part-time effective December 31, 2021 and add Officer Shelby Davis effective January 3, 2022.

Mr. Rozzi made a motion with a second from Mr. Cordrey to update the roster as mentioned above.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

New Business

-Motion: Enter into contract with *Bricker and Eckler LLC* for the Hamilton Township Legal Services.

Mr. Rozzi made a motion with a second from Mr. Cordrey to enter into contract for the Annual Finance Report.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

-Motion: To appoint Lindsey Gehring as Primary and Brent Centers as the alternate to the Warren County Regional Planning Commission (RPC).

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the above-mentioned contract.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

-Motion: To approve a Then and Now Purchase Order (General Fund) this is for a Duke Energy bill.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the above-mentioned contract.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

-Resolution 22-0105: Setting meeting dates and times. The 2022 Township Trustee Meetings will be held on the 1st and 3rd Wednesday of the month. The time will change from 6:30 pm to 6:00 pm.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105A: Authorizing the annual blanket certificates and establishing financial policies for approval of purchase orders.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105A.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105B: Authorizing Fiscal Officer to process re-appropriations and distribute payments.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105B.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105C: Authorizing the disbursement of checks for payroll and payroll related withholdings and expenses.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105C.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105D: Transfer of General Fund and Police Fund to Building Bond Fund.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105D.

Roll call as follows: Joe Rozzi Yes

Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105E: Transfer of Fire and EMS Levy Fund to Fire Station 76 Capital Project Fund.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105E.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105 F: Increase in appropriations (Fire Department)

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105 F.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105G: 2022 membership agreement with Coalition of Large Ohio Urban Townships (CLOUT).

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105G.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105H: Accepting public streets in Providence Subdivision (Section 4 and 6)

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105H.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105I: Accepting public streets in Providence Subdivision (Section 3B, 3C, 3D, 5 and 8)

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105I.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

-Resolution 22-0105J: Authorizing an advance from the General Fund to the Lighting District Fund.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 22-0105J.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

Fiscal Officer's Report

Fiscal Officer, Mr. Kurt Weber, did not have an update.

Administrator's Report

Township Administrator, Mr. Brent Centers stated that with the board approving \$250,000 of park improvements, a survey was put out for park improvements. With a 50% or greater response in order: Update the walking trails in Mounts Park, install a rustic natural playground in Mounts Park, install docks on both ponds in Mounts Park, paving the walk trails in Testerman Park, construction of a shelter in Marr Park, chip seal the driveway at Mounts Park, upgrade and repair the shelter at Testerman Park. The upgrades will be discussed at the Retreat and see what the Board would like to move forward with. At the 2021 retreat improving the trails was already discussed, with that Kenny Hickey has contracted with an engineering firm to get a GIS map of the trails at the park to get exact distances and difficulty levels. With that a new survey was put out to name the trails. Markers will be ordered and hopefully be in before the park opens. Other than that we will discuss the rest of the expenses at the retreat.

We are interviewing tomorrow for the Administrative Assistant position as Lindsey Gehring has accepted the Zoning Administrator position. We have interviewed and are in the final process of the Economic Developer position.

The retreat will be held in February, we are still trying to lock in a date.

The zoning code update. In 2020 we completed the comprehensive plan, which will be renewed every five years and as discussed this will be the first full revamp of the zoning code. This is approximately an eleven month process, it will complement the comprehensive plan. We keep a running list of all variances through BZA, and we will update the code to streamline and match if possible.

Finally, we have Dr. Dinsmore. She reached out after the last newsletter and has a really extensive history and passion for the Township. She will be working with Nicole Earley on the newsletter, we will have a historical section.

Trustee Comments

Mr. Sousa took the opportunity to acknowledge and thank Chief Brian Reese for his years of service and moving the department forward. He also welcomed 2022 and wished everyone the best year possible.

Mr. Cordrey welcomed Assistant Chief Berkebile to the family, he is glad to have him on board. He also welcomed Chief Jewett, stated it has been great working with him over the past year and he is looking forward to seeing how the department grows under his leadership. He took a moment to thank Chief Reese for his service to the township, it was an honor to get to know him personally and professionally. He stated it has been awesome to watch the department grow over the last four years. Lastly, he thanked the residents of the township for their faith in him and electing him as trustee and he is looking forward to what 2022 has to bring. Mr. Cordrey is looking for the expansion of events and development.

Mr. Rozzi congratulated Chief Reese on a job well done and thank him for taking the time when starting to see the administrative of fire service. It helped him understand what inspectors, etc. have to deal with when the approach a guy like him on the display side. Mr. Rozzi welcomed Chief Jewett and Assistant Chief Berkebile. He also thanked the residents electing them again as trustees for another four years, he thanked Linda his wife, and Brent Centers. He welcomed 2022 and is looking forward to a prosperous year.

Adjournment

With no further business to discuss, Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 7:10pm.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

LEGISLATIVE COVER MEMORANDUM

Introduction: January 19, 2022

Effective Date: Next available date

Agenda Item: **Resolution 22-0119**
A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY ENGINEER'S OFFICE FOR THE PURCHASE OF ROAD SALT

Submitted By: Kenny Hickey

Scope / Description: This is the same contract we enter each year with Warren County for salt purchasing for the upcoming winter season. This contract allows Warren County to buy the salt in larger quantities resulting in a more economic price for the Township.

Budget Impact: Dependent upon 2021-2022 salt usage

Vote Required for Passage: 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on January 19, 2022, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

- Darryl Cordrey – Trustee
- Joe Rozzi – Trustee
- Mark Sousa - Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 22-0119**

**A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY
ENGINEER’S OFFICE FOR THE PURCHASE OF ROAD SALT**

WHEREAS, the Board of Township Trustees desires to enter into an agreement to purchase road salt through the Warren County Engineer’s Office; and

WHEREAS, The Warren County Engineer’s Office meets all applicable state and local requirements through the bidding process for road salt; and

WHEREAS, in order to save money and expedite the bidding process, it benefits Hamilton Township to enter into an agreement with the Warren County Engineer’s Office for road salt for the 2022-2023 winter season;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio:

- SECTION 1.** The Board hereby authorizes and approves entering into an agreement to participate with the Warren County Engineer’s Office for the bidding and purchase of road salt for the 2022-2023 winter season.
- SECTION 2.** Hamilton Township has allocated its own storage space to receive and store all the salt bid and awarded in the contract.
- SECTION 3.** The Township Administrator or the Township Public Works Director of Hamilton Township are hereby authorized and directed to sign and file all documents associated with the Warren County Engineer’s Office road salt purchase program including the forwarding of the estimated salt needed for purchase as prepared by the Public Works Director.
- SECTION 4.** This Resolution shall take effect on the earliest date allowed by law.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Darryl Cordrey –	Aye _____	Nay _____
Joseph Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 19th day of January 2022.

Attest:

Kurt E. Weber, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Kurt E. Weber Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on January 19, 2022.

Date: _____

Kurt E. Weber, *Fiscal Officer*

LEGISLATIVE COVER MEMORANDUM

Introduction: January 19, 2022

Effective Date: Next available date

Agenda Item: **Resolution 22-0119A**
A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY ENGINEER'S OFFICE FOR THE 2022 RESURFACING, CHIP SEAL, AND STRIPING PROJECTS

Submitted By: Kenny Hickey

Scope / Description: This is the same contract we enter each year with Warren County Engineer's Office for the 2022 Resurfacing, Chip Seal, and Striping Projects. Hamilton Township does not do chip seal projects so we will not be purchasing those materials. This contract allows Warren County to buy the products in larger quantities resulting in a more economic price for the Township.

Budget Impact: \$860,000.00

Vote Required for Passage: 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on January 19, 2022, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee
Joseph Rozzi - Trustee
Mark Sousa - Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 22-0119A**

**A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY
ENGINEER’S OFFICE FOR THE WARREN COUNTY 2022 RESURFACING, CHIP
SEAL, AND STRIPING PROJECTS**

WHEREAS the Warren County Engineer’s Office will meet all of the applicable state and local requirements for bidding public contracts for the Warren County Engineer’s Combined County and Township 2022 Resurfacing, Chip Seal, and Striping Projects which consists of the resurfacing, chip seal, and striping of certain roads in Warren County including roads under the jurisdiction of Hamilton Township (the “2022 Road Project”); and

WHEREAS the Board of Township Trustees wishes to participate in the Warren County 2022 Road Projects through an agreement with the Warren County Engineer’s Office: and

WHEREAS, in order to save time and money, and expedite the bidding process, it benefits Hamilton Township to enter into an agreement with the Warren County Engineer’s Office for the 2022 Road Project for 2022 construction season.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio:

SECTION 1. The Board hereby authorizes and approves the participation of Hamilton Township in the 2022 Road Project and approves an agreement with the Warren County Engineer’s Office to participate with the Warren County Engineer for the bidding and payment of the 2022 Road Project for the 2022 construction season.

SECTION 2. The Township Administrator or the Township Road Superintendent of Hamilton Township are hereby authorized to execute and file all documents associated with the 2022 Road Project including the forwarding of the estimated totals needed for the 2022 Road Projects as prepared by the Township Road Superintendent.

SECTION 3. This Resolution shall take effect on the earliest date allowed by law.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Darryl Cordrey –	Aye _____	Nay _____
Joseph Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 19th day of January 2022.

Attest:

Kurt E. Weber, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Kurt E. Weber, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on January 19, 2022.

Date: _____

Kurt E. Weber, *Fiscal Officer*