



## HAMILTON TOWNSHIP

### HAMILTON TOWNSHIP ADMINISTRATION

Joe Rozzi – Trustee, *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  
Phone: (513) 683-0538

#### Fire and Emergency Services

Brian Reese – Fire Chief  
7684 South State Route 48  
Maineville, Ohio 45039  
Phone: (513) 683-1622

#### Public Works

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

#### Assist. Fiscal Officer

Ellen Horman  
Phone: (513) 239-2379

#### Human Resources

Kellie Krieger  
Phone: (513) 239-2384

#### Economic Development and Zoning

Phone: (513) 683-8520

#### Community Development Coordinator

Nicole Earley  
(513) 683-5320

## TRUSTEE MEETING AGENDA 12/15/2021

1:00 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and accept the tapes as the Official Minutes of the December 1, 2021 Township Trustee Meeting
- Bills before the Board

### Presentations

- Swearing in Lindsey Gehring to the position of Zoning Administrator
- Employee of the Year awards

### Public Comments

### Human Resources

### New Business

- Motion: Enter into contract with *HurstKelly and Company LLC* for the Hamilton Township Annual Finance Report (AFR)
- Motion: Enter into contract with *HurstKelly and Company LLC* for the Hamilton Township's Scheduled Expenditures of Federal Awards for the year ended December 31, 2021 (CARES Funding closure)
- Resolution 21-1215: CARES Act Accounting Resolution
- Resolution 21-1215A: Increase and decrease in appropriations (Coronavirus Relief Fund)

### Administrator's Report

### Fiscal Officer'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

December 1, 2021

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.

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 November 17, 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:

Mark Sousa	Yes
Darryl Cordrey	Yes
Joe Rozzi	Yes

### **Public Comments**

Mr. Rozzi opened the floor to public comments at 6:32pm.

Mr. Eric Edwards stated that many residents near the proposed Stottler II development, are still opposed to this project. They do plan to attend the Warren County Regional Planning Commission meeting on December 16<sup>th</sup> at 1:00pm to speak against this again.

Mr. Rozzi closed the floor to public comments at 6:33pm.

### **Human Resources**

Human Resources Manager, Ms. Kellie Krieger, requested a motion to update the Hamilton Township roster with the following changes: remove Mr. Jesse Hellweg as a Fulltime Firefighter/Paramedic effective December 21, 2021.

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

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

Ms. Krieger requested a motion to appoint Mr. Brady Hood to the Zoning Commission Board and Adam Paul to the Board of Zoning Appeals. Ms. Krieger and Mr. Centers conducted interviews and these two gentlemen were the finalists.

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

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

Ms. Krieger requested a motion to approve a deed within the Maineville addition; Brian Fitzpatrick has purchased niches 5 and 6 in the Maineville Columbarium. The deed number is 2021-16.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the cemetery deed #2021-16.

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

**New Business**

-Motion: Enter into contract with Turning Leaf Subdivision for the snow and ice removal services for the unaccepted streets at Turning Leaf Subdivision sections 7A and 7B.

The Turning Leaf Subdivision is required to perform snow and ice removal services and has requested to contract with Hamilton Township to provide those services. Turning Leaf will pay Hamilton Township \$150 per hour with a minimum of 1 hour per call-out.

Mr. Rozzi made a motion with a second from Mr. Cordrey, to enter into contract with Turning Leaf for the snow and ice removal services for the unaccepted streets listed above.

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

-Resolution 21-1201: Reaffirming the material terms of the One Ohio subdivision settlement as it pertains to *Janssen/Johnson & Johnson* pursuant to the One Ohio Memorandum of Understanding.

Law Director, Mr. Ben Yoder, stated that this is very similar to something we have already done and has to do with the National Opioid Pharmaceutical manufacturing companies. The Ohio Attorney General on behalf of both the State and Political Subdivisions of the State negotiated terms for how we would engage subsequent settlements with individual manufacturing companies. That is what we did with the One Ohio Memorandum of Understanding. This Board adopted that and at that time began the first group of settlements. Mr. Yoder explained the process in which that settlement took place. This is another settlement with a different company, but the processes are the same. There will very likely be additional pharmaceutical companies that will come before the Board for this same reason.

Mr. Sousa asked if we have any legal expense to this?

Mr. Yoder responded none whatsoever.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 21-1201.

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

**Presentations**

**-Fire Department Joint Training Tower**

Assistant Fire Chief, Mr. Jason Jewett, presented the Board with a Capital Project which is a joint fire training tower with Deerfield Township. Our two communities would split the cost for this training building and would both significantly benefit from something of this caliber. The tower would be built in Hamilton Township and serve both of our communities as well as many other neighboring communities. It would provide the opportunity to train together regularly as we are mutual aid partners. Currently, any live fire trainings require split staffing. This would change that so that no one is out of service. It meets the requirements through ISO so that we would be able to receive full training credits through ISO which is the insurance service organization and they set rates in the area based on response times, staffing, training, etc. If we can increase our classification ratings, it can lower insurance for the township. Live fire training is very important; fires are down nationally yet the injuries staff are sustaining on fires, has risen. This is due to the training environments changing but the experience level has decreased because we aren't seeing the same number of fires.

The building itself would be modular in nature. This modular design would allow for future expansion with minimal cost. All building materials are made and manufactured here in the United States. It would be 4 stories on one end and one story on the other. It would be 20 feet wide by 40 feet long with a 50-year life expectancy. He showed a computer rendition for the Board to see. The total cost is \$630,000. \$315,000 would be paid by Hamilton Township and the remaining \$315,000 would be paid for by Deerfield Township. There are long term costs that we need to budget for annually. Every 5 years the building has to be inspected by a certified Engineer that has a license for live fire buildings. We would contract with the company that builds the building and they would inspect it. Replacement of burn room panels, grounds maintenance and miscellaneous maintenance for items within the building.

Mr. Cordrey asked if Chief Jewett knows that what the annual cost would be?

Chief Jewett referenced Loveland's burn tower and stated that he believes their annual maintenance costs run less than \$10,000 per year. The biggest cost is replacing panels every 2-3 years.

Mr. Cordrey asked what it costs us to train down at Loveland-Symmes tower?

Chief Jewett responded that it is approximately \$3,000 per year.

Chief Jewett stated that we would open our tower for outside agency use for an annual fee. Loveland currently has theirs set up so that you have to buy a subscription. No one without a subscription can use their tower. For us currently, we cannot train with our mutual aid departments because they do not have a subscription to their tower. Having our own tower would open the opportunity for us to train with them for a similar fee, that would help offset our costs, in closer proximity to their community. We would also open the subscription to departments or training academies that would like to use the tower. We are looking at placing this at Marr Park near the site where the old farmhouse was that we conducted a live training. This is an undeveloped piece of property and there have never been issues with us using the park. We would take precautions and not utilize the tower while the park is being used. Luckily, most trainings would be done during the week and the park is mostly used on the evenings and/or weekends. Chief Jewett showed an aerial flyover for the site that they are proposing to construct the tower.

Mr. Cordrey asked if this would come out of the 2022 Budget?

Mr. Centers stated that this would be an appropriation for the 2022 budget.

Mr. Sousa mentioned that we have little to no flexibility with the way and how we use Loveland's tower.

Chief Jewett explained that we have no say in how the maintenance dollars are spent there. We have no say in the upkeep, no say in the layout either.

Mr. Sousa asked how often are we fighting an active fire?

Chief Jewett joked that he has kind of been the black cloud since he started this past year! He has been on 25 fires since he started. Those are between us, Deerfield Township, Salem Township and Harlan Township. All townships that we would have the opportunity to train with at a tower here.

Mr. Sousa asked how often we would use this training tower?

Chief Jewett explained that our department would utilize this training tower daily, as not every training requires live fire. The problem that we have at Loveland's tower is that we are very specific with the training we do because we have to maximize our time down there with taking crews out of service. When we go to Loveland, we strictly do live fire because we cannot send a crew to do hose movement, etc. because we do not have crews to backfill. The other part is that when we go down, we can't go on our own to burn. We have to go with other departments, so we meet the requirement of instructors and other staff to make sure it's a safe training. This also means that we burn with departments that we don't run with such as Madeira, Indian Hill, Milford, and Goshen. The only one that we run with out of those, is Goshen and that is very minimally.

Discussion was had about the ISO ratings and how that would impact us.

Mr. Sousa asked if grants are available? Or any beneficial financing programs that we are aware of.

Chief Reese commented that there are loans through the State, but he is unaware of their rates. We can check into that.

Mr. Centers brought up that with the CARES Act funding, we were able to purchase a new medic, so that afforded us this opportunity to talk with Deerfield about this project now.

Mr. Cordrey asked Chief Jewett to discuss the acquired structure training that was done last month.

Chief Jewett stated that those are becoming harder and harder to get because there are stringent requirements to burn anything. Asbestos inspections alone can cost \$1,800.00 for the homeowners alone so they don't typically want that added cost. The EPA makes it more difficult for us to do acquired structure burns.

Mr. Rozzi questioned the other departments that we would get to work with.

Chief Jewett explained everyone that we run with would benefit.

### **Administrator's Report**

Township Administrator, Mr. Brent Centers, stated that our monument sign that was purchased to go at the intersection of 22 and 48, there are problems with the easements, so we won't be able to make that work. We are now going to place it at the Community Center property.

We posted a poll to get an idea of where our residents would like to see us invest with the Parks investments. We have quite a few responses and will leave that up for a few days.

Mr. Centers reminded everyone that the Tree Lighting will be held on December 11<sup>th</sup> from 4-6pm.

Lastly, he congratulated Ms. Gehring on her promotion to Zoning Administrator.

### **Fiscal Officer's Report**

Nothing to report at this time.

### **Trustee Comments**

Mr. Sousa congratulated Ms. Gehring as well on the promotion. He also asked for everyone to give input on the parks investments so that we know what our residents want.

Mr. Cordrey also congratulated Ms. Gehring and reminded of the Tree Lighting event as well.

Mr. Rozzi also mentioned the Tree lighting celebration and encouraged our residents to vote on the parks investments as well.

### **Executive Session**

Mr. Rozzi made a motion with a second from Mr. Cordrey to enter into Executive Session at 7:06pm in reference to O.R.C. 121.22 (G)(1) and (3). To consider the employment or compensation of a public employee and to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

Roll call as follows: Joe Rozzi                      Yes

Mark Sousa	Yes
Darryl Cordrey	Yes

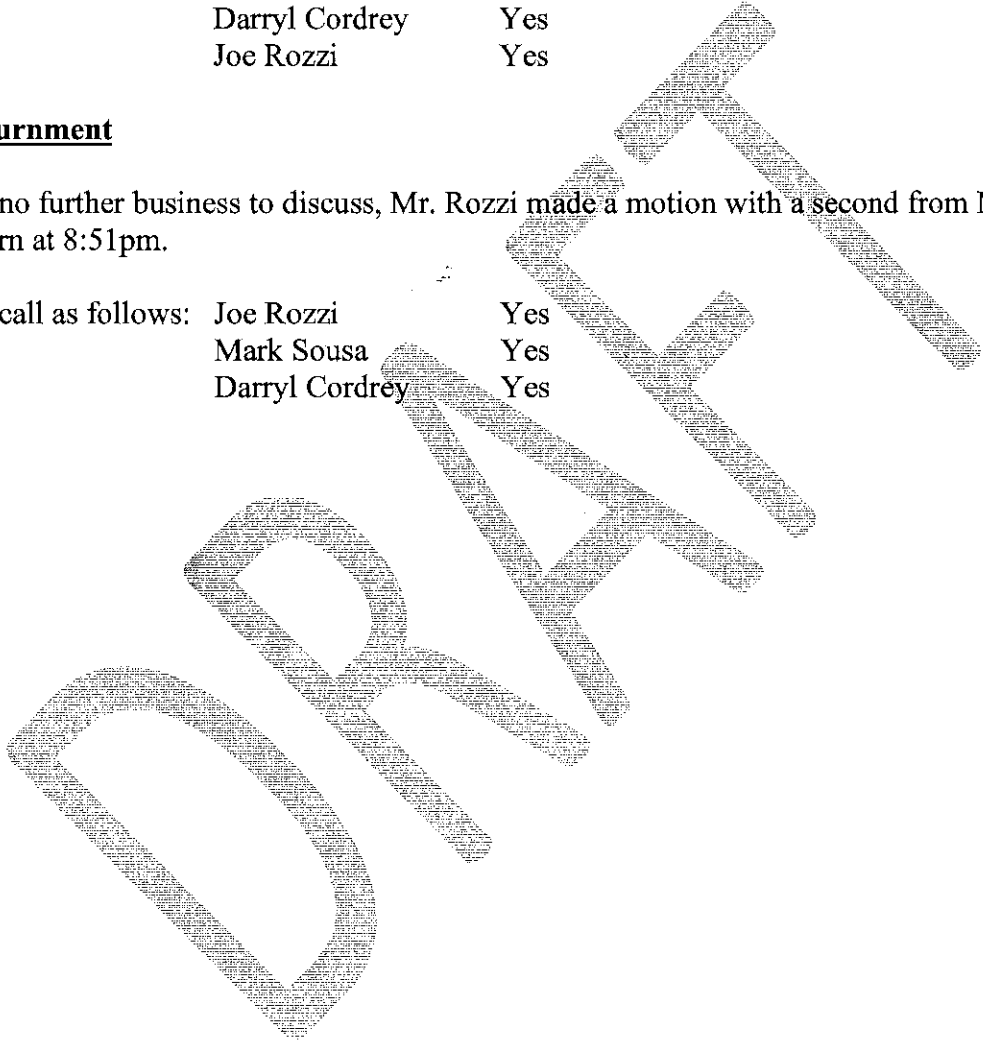
Mr. Rozzi made a motion with a second from Mr. Cordrey to come out of Executive Session at 8:50pm.

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

**Adjournment**

With no further business to discuss, Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 8:51pm.

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





# LEGISLATIVE COVER MEMORANDUM

**Introduction:** December 15, 2021

**Effective Date:** Next available date after passage

**Agenda Item:** **Motion**  
Enter into contract with *HurstKelly and Company LLC* for the Hamilton Township Annual Finance Report (AFR)

**Submitted By:** Brent Centers

**Scope / Description:** This contract will allow Hamilton Township's accounting firm to complete the annual AFR required for auditing purposes.

**Budget Impact:** \$6,750.00

**Vote Required for Passage:** 2 of 3



DEC 2 PM 2:52

# HurstKelly

and Company, LLC

Certified Public Accountants

November 30, 2021

Hamilton Township  
c/o Ellen Horman, Financial Coordinator  
7780 South State Route 48  
Hamilton Township, Ohio 45039

Dear Ellen:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will assist Hamilton Township (the Township) with assembling, from information provided by the Township, the Township's Annual Financial Report (AFR) for the year ended December 31, 2021.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. We will not *audit, review, compile, or prepare* the AFR and therefore we will not express an opinion or any other form of assurance on the AFR. Further, we will not issue any kind of report on the AFR.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

The engagement to be performed is conducted on the basis that the Township acknowledges and understands that management of the Township has the following overall responsibilities that are fundamental to our undertaking the engagement:

- a. The selection of the accounting principles and the financial reporting framework to be applied in the engagement.
- b. The prevention and detection of fraud.
- c. To ensure that the entity complies with the laws and regulations applicable to its activities.
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- e. To provide us with additional information that may be requested for the purpose of the engagement.

Additionally, the Township is responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee these engagement services (and all other services that we provide). The Township is also responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

By your signature below, you grant us permission to communicate directly with your external auditing firm and to provide them with access to our work papers.

Mark Hurst is the engagement partner for the limited services specified in this letter. His responsibilities include supervising Hurst, Kelly & Company LLC's services performed as part of this engagement.

Our fees for these services will be \$6,750.00. Payment for service is due when rendered and interim billings will be submitted as work progresses and expenses are incurred.

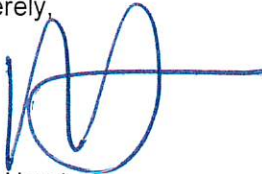
You understand and agree that our billings to you become delinquent if not paid within 30 days of the invoice date. You further understand and agree that we may withdraw from the present engagement at any time for any reason at our sole discretion. In particular, you agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent. You recognize that any discontinuation of work by us could seriously harm your interests but nevertheless specifically give your consent to us to do so regardless of any filing or other deadlines you face. Additionally, the Township may cancel the engagement at any time for any reason in its sole discretion. Hurst, Kelly & Company LLC will be paid for all services rendered to date of cancellation.

It is our policy to keep records related to this engagement for 3 years. However, Hurst, Kelly & Company LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 3 year period Hurst, Kelly & Company LLC shall be free to destroy our records related to this engagement.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us.

Sincerely,



Mark Hurst

\*\*\*\*\*

**Acknowledged and agreed:**

\_\_\_\_\_  
Client Representative, Title

\_\_\_\_\_  
Date

# LEGISLATIVE COVER MEMORANDUM

**Introduction:** December 15, 2021

**Effective Date:** Next available date after passage

**Agenda Item:** **Motion**  
Enter into contract with *HurstKelly and Company LLC* for Hamilton Township's Schedule Expenditures of Federal Awards for the year ended December 31, 2021.

**Submitted By:** Brent Centers

**Scope / Description:** This contract will allow Hamilton Township's accounting firm to work directly with Hamilton Township's auditing firm to complete the Township's CARES Act funds expenditures required by federal law to be completed on or before December 31, 2021.

**Budget Impact:** \$2,750.00

**Vote Required for Passage:** 2 of 3



# HurstKelly

and Company, LLC

Certified Public Accountants

November 30, 2021

Hamilton Township  
c/o Ellen Horman, Financial Coordinator  
7780 South State Route 48  
Hamilton Township, Ohio 45039

Dear Ellen:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will assist Hamilton Township (the Township) with assembling, from information provided by the Township, the Township's Schedule of Expenditures of Federal Awards for the year ended December 31, 2021, for use by the Township's external auditing firm. We will not *audit, review, compile* or *prepare* the Schedule of Expenditures of Federal Awards and therefore we will not express an opinion or any other form of assurance on the Schedule of Expenditures of Federal Awards. We also will not issue any kind of report on the Schedule of Expenditures of Federal Awards.

By your signature below, you grant us permission to communicate directly with your external auditing firm and to provide them with access to our work papers. You have confirmed to us that the Schedule of Expenditures of Federal Awards we are assisting the Township with assembling is solely for use by your external auditing firm and management and is not intended for use by any other party for any other purpose. By your signature below you agree that the use of the Schedule of Expenditures of Federal Awards we are assisting with assembling is limited to your external auditing firm and those members of management with such knowledge and understanding and that the Schedule of Expenditures of Federal Awards is intended solely for the information and use of such management and is not intended to be and should not be used by any other party.

Mark Hurst is the engagement partner for the limited services specified in this letter. His responsibilities include supervising Hurst, Kelly & Company LLC's services performed as part of this engagement.

Our engagement cannot be relied upon to disclose errors, fraudulent financial reporting, misappropriation of assets, or illegal acts that may exist. Management is solely responsible for the design and operation of the effective internal controls and for complying with all applicable laws and regulations. By your signature below, you understand that we have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You also acknowledge that the services provided do not constitute an arrangement to provide *audit, review, compilation, preparation, or attest* services.

Our fee for these services will be \$2,750. Payment for service is due when rendered and interim billings will be submitted as work progresses and expenses are incurred.

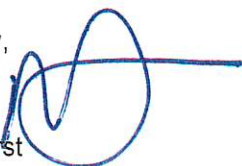
You understand and agree that our billings to you become delinquent if not paid within 30 days of the invoice date. You further understand and agree that we may withdraw from the present engagement at any time for any reason at our sole discretion. In particular, you agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent. You recognize that any discontinuation of work by us could seriously harm your interests but nevertheless specifically give your consent to us to do so regardless of any filing or other deadlines you face. Additionally, the Township may cancel the engagement at any time for any reason in its sole discretion. Hurst, Kelly & Company LLC will be paid for all services rendered to date of cancellation.

It is our policy to keep records related to this engagement for 3 years. However, Hurst, Kelly & Company LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 3 year period Hurst, Kelly & Company LLC shall be free to destroy our records related to this engagement.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us.

Sincerely,



Mark Hurst

\*\*\*\*\*

**Acknowledged and agreed:**

\_\_\_\_\_  
Client Representative, Title

\_\_\_\_\_  
Date

# LEGISLATIVE COVER MEMORANDUM

**Introduction:** December 15, 2021

**Effective Date:** Next available date after passage

**Agenda Item:** **Resolution 21-1215**  
RESOLUTION RECOGNIZING HAMILTON TOWNSHIP FIRE/EMS AND POLICE PERSONNEL AS SUBSTANTIALLY DEDICATED TO MITIGATING OR RESPONDING TO THE COVID-19 PUBLIC HEALTH EMERGENCY, AND AUTHORIZING THE USE OF FUNDS IN THE AMOUNT OF \$250,421.25 FROM THE HAMILTON TOWNSHIP CORONAVIRUS RELIEF FUND TO COVER THE PAYROLL AND BENEFITS EXPENSES FOR SUCH PUBLIC SAFETY PERSONNEL FROM THE TIME PERIOD BEGINNING ON JANUARY 1, 2021 AND ENDING ON NOVEMBER 27, 2021

**Submitted By:** Brent Centers

**Scope / Description:** This legislation will allow the closing of the Coronavirus Relief Fund and allow for the allocation of all remaining fund to divided equally between both emergency service department into the salaries line item.

**Budget Impact:** \$250,421.25 from *Coronavirus Relief Fund* to *Fire and EMS Fund* and *Police Department Fund*

**Vote Required for Passage:** 2 of 3

The Board of Trustees of Hamilton Township, Warren County, Ohio, met at its regular meeting session at 6:30 PM on December 15, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 21-1215**

**RESOLUTION RECOGNIZING HAMILTON TOWNSHIP FIRE/EMS AND  
POLICE PERSONNEL AS SUBSTANTIALLY DEDICATED TO MITIGATING  
OR RESPONDING TO THE COVID-19 PUBLIC HEALTH EMERGENCY,  
AND AUTHORIZING THE USE OF FUNDS IN THE AMOUNT OF \$250,421.25  
FROM THE HAMILTON TOWNSHIP CORONAVIRUS RELIEF FUND  
TO COVER THE PAYROLL AND BENEFITS EXPENSES  
FOR SUCH PUBLIC SAFETY PERSONNEL FROM THE TIME PERIOD  
BEGINNING ON JANUARY 1, 2021 AND ENDING ON NOVEMBER 27, 2021**

**WHEREAS**, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136 (the “CARES Act”) was signed into law by the President of the United States on March 27, 2020;

**WHEREAS**, the Board of Trustees of Hamilton Township, Warren County, Ohio passed a resolution on October 7, 2020 (Resolution 20-1007) establishing the Hamilton Township Coronavirus Relief Fund to cover the Township’s costs related to responding to the COVID-19 coronavirus pandemic, in accordance with the CARES Act;

**WHEREAS**, the U.S. Treasury, in its Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments, dated November 15, 2021 (the “Treasury Guidance”), advises that CARES Act funds “may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, including first responders, to the extent that the employee’s time is dedicated to responding to the COVID-19 public health emergency,” during the covered period beginning on March 1, 2020 and ending on December 31, 2021 (the “Covered Period”);

**WHEREAS**, the Treasury Guidance further advises that local governments may presume “a public health and safety employee to be entirely devoted to mitigating or responding to the COVID-19 public health emergency, and therefore fully covered, if the employee, or his or her



operating unit or division, is primarily dedicated (*e.g.*, more than half of the employee's time is dedicated) to responding to the COVID-19 public health emergency”;

**WHEREAS**, the Ohio Office of Budget and Management (OBM) has advised that “it is presumed for administrative convenience that personnel costs related to [public safety] are substantially dedicated” to mitigating or responding to the COVID-19 public health emergency for purposes of the expenditure of CARES Act funds, unless the chief executive of the entity receiving the funds determines otherwise; and

**WHEREAS**, pursuant to available federal and State guidance related to CARES Act funds issued to date, and a legal opinion issued by the Hamilton Township Law Director, the Hamilton Township Board of Trustees has identified Hamilton Township Fire/EMS and police personnel as public safety personnel substantially dedicated to mitigating or responding to the COVID-19 public health emergency and, as such, the Board of Trustees desires to use a portion of the CARES Act funds in the Township's possession to cover payroll and benefits expenses for Township Fire/EMS and Police personnel incurred during the Covered Period.

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

**SECTION 1.** The Hamilton Township Board of Trustees hereby reaffirms its recognition of Hamilton Township Fire/EMS and Police personnel as public safety personnel substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**SECTION 2.** The Board of Trustees hereby authorizes the use of CARES Act funds in the amount of \$250,421.25 from the Hamilton Township Coronavirus Relief Fund to cover eligible payroll and benefits expenses for Hamilton Township Fire/EMS and Police personnel incurred during the Covered Period.

**SECTION 3.** The Board of Trustees hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of the Board, and that all deliberations of this Board which resulted in formal action were taken in meetings open to the public, in full compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

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

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

Resolution adopted this 15<sup>th</sup> day of December, 2021.

Attest:

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Kurt Weber, *Fiscal Officer*

Approved as to form:

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Benjamin J. Yoder, *Law Director*

I, Kurt 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 December 15, 2021.

Date: \_\_\_\_\_

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Kurt Weber, *Fiscal Officer*

## LEGISLATIVE COVER MEMORANDUM

**Introduction:** December 15, 2021

**Effective Date:** Next available date

**Agenda Item:** **Resolution 21-1215A**  
A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP APPROPRIATIONS AND DECREASE IN TOWNSHIP APPROPRIATIONS IN THE CORONAVIRUS RELIF FUND TO RECONCILE BUDGETS FOR CALENDAR YEAR 2021

**Submitted By:** Brent Centers

**Scope / Description:** This Resolution is similar to a transfer of funds. However, for auditing and accounting preferences, this Resolution will decrease funds from the Coronavirus Relief Fund and increase the same amount into Police and Fire Department salaries to close out the Coronavirus Relief Fund.

**Budget Impact:** \$0

**Vote Required for Passage:** 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on December 15, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joseph Rozzi - Trustee, *Chair*  
Mark Sousa – Trustee  
Darryl Cordrey – Trustee

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 21-1215A**

**A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP  
APPROPRIATIONS AND DECREASE IN TOWNSHIP APPROPRIATIONS IN THE  
CORONAVIRUS RELIF FUND TO RECONCILE BUDGETS FOR CALENDAR YEAR  
2021**

**WHEREAS**, the Board of Township Trustees wishes to authorize and approve an increase in appropriations in order reconcile budgets and appropriations for calendar year 2021;

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

- SECTION 1.** The Fiscal Officer is hereby authorized and directed to decrease the appropriations for the Coronavirus Relief Fund Line Item 2272-190-311-0000, Police and Fire Salaries in the amount of \$74,8000 for a total amount of \$18,574.71
- SECTION 2.** The Fiscal Officer is hereby authorized and directed to decrease the appropriations for the Coronavirus Relief Fund Line Item 2272-190-400-0000, Police and Fire Salaries in the amount of \$157,046.54 for a total amount of \$18,574.71
- SECTION 3.** The Fiscal Officer is hereby authorized and directed to increase the appropriations for the Coronavirus Relief Fund Line Item 2272-210-190-0000, Police and Fire Salaries in the amount of \$125,210.63 for a total amount of \$18,574.71
- SECTION 4.** The Fiscal Officer is hereby authorized and directed to increase the appropriations for the Coronavirus Relief Fund Line Item 2272-220-190-0000, Police and Fire Salaries in the amount of \$125,210.62 for a total amount of \$18,574.71
- SECTION 5.** The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount reflected in Sections 1-4 of this Resolution.

**SECTION 6.** 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 _____
Joe Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 15<sup>th</sup> day of December 2021.

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 December 15, 2021.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kurt E. Weber, *Fiscal Officer*