



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*

Joe Rozzi – *Trustee*

Mark Sousa – *Trustee*

Kurt Weber - *Fiscal Officer*

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Maineville, Ohio 45039

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Township Administrator

Brent Centers

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Finance Coordinator

Ellen Horman

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Human Resources

Kellie Krieger

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Economic Development and Zoning

Alex Kraemer

Phone: (513) 683-8520

Public Works

Kenny Hickey – Director

Phone: (513) 683-5360

Police Department

Scott Hughes – Police Chief

7780 South State Route 48

Maineville, Ohio 45039

Phone: (513) 683-0538

Fire and Emergency Services

Brian Reese – Fire Chief

Maineville, Ohio 45039

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TRUSTEE MEETING AGENDA 3/3/2021

6:30 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the February 17, 2021 Township Trustee Meeting
- Bills before the Board

Presentations

- 2020 Warren County Sheriff Annual Report

Public Comments

Human Resources

- Roster Update

New Business

- Motion: Accept transfer of property from Warren County Telecom to Hamilton Township Fire Department
- Resolution 21-0303: UAN notifications regarding delinquent bank reconciliations
- Resolution 21-0303A: Increase in Appropriations (Road and Bridge)
- Resolution 21-0303B: Increase in Appropriations (Gasoline)
- Resolution 21-0303C: Increase in Appropriations (Coronavirus Relief)
- Resolution 21-0303D: Increase in Appropriations (Coronavirus Relief)

Fiscal Officer's Report

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

February 17, 2021

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

The *Pledge of Allegiance* was recited by all.

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the February 3, 2021 Trustee Meeting.

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

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

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

Presentations

Chief Hughes began the 2020 Employee Recognition by recognizing Sergeant Quillan Short as the Employee of the Year for the Hamilton Township Police Department. Sgt. Short started with Hamilton Township part-time in March 2002 and became a full time employee in October 2002. For nearly 4 years Quillan has been balancing the responsibilities as both our Detective and our Administrative Sergeant. He oversees and manages our evidence room and destruction orders, manages our Guardian Tracking software, assists with Grant writing, manages the day-to-day scheduling, he assists with the department budget, he operates our CVSA machine, he ensures that our fleet of cruisers is up to date and maintained, ensures compliance with our Ohio Collaborative Agreement as well as our Lexipol Policy mandates. "Q" has a passion for making this profession better and more importantly, the people who work around him. He has been called a Jack of all trades when it comes to the inner workings of the Police Department and he takes calls at all hours for any questions that anyone may have. Prior to COVID, he has been instrumental in our participation of many community events. He developed our Citizen's Police Academy as well as our Junior Police Academy. In 2020 he was responsible for writing grants for COVID-19 supplies, and bulletproof vests. During the civil unrest last summer we realized we were lacking in some equipment so Sgt. Short along with Officer Rigby, drove 9 hours to

Michigan to obtain helmets and shields. He is sought after by other investigators in our region for juvenile crimes and he frequently assists the Warren County Children's Services with forensic interviews involving juvenile crimes. Sgt. Short was instrumental in the hiring of our 4 new Officers in 2020. It is nearly impossible to list everything that Sgt. Short does. He has graduated from the Supervisor's Educational Training program and next month he will graduate from the Police Executive Leadership College. He is undoubtedly a cop's cop, an invaluable member of this department and the Hamilton Township Police Department Leadership Team. His knowledge has influenced and will continue to effect officers for years and years to come. He is a true professional and a gentleman. Congratulations Sergeant Quillan Short!

Next, Chief Brian Reese asked Mr. Jesse Hellweg to join him near the dais. Mr. Hellweg joined the Hamilton Township Fire Department in April of 2018. Since then he has shown to be a great addition. He is dedicated to the Fire Department and his co-workers, and he is conscientious about the quality of his work. Firefighter cancer is becoming more serious due to the chemicals and contagions that they are regularly exposed to. Mr. Hellweg was asked to take the lead for our cancer awareness and he created our post fire decontamination kits; we carry these on our trucks to help wash off our gear and firefighters after a call. Mr. Hellweg was recommended by his officers and has taken an interest in crisis intervention for fellow firefighters. He oversees our oxygen supply and storage and is in charge of our gas detectors that we use for both fire and EMS. Mr. Hellweg was nominated by his fellow co-workers who say he is one of the first to begin work in the morning to ensure he and his equipment are ready, completes all tasks in a timely and efficient manner, provides top notch and compassionate patient care, he sets the tempo when he arrives on the fire scene, he remains calm and provides excellent communication on the radio, his infectious professionalism and can-do spirit make him a role model for many of his peers. Mr. Hellweg is a humble individual who always does what is asked of him and more. He is what we look for in a Firefighter and what we express in our department core values. Chief Reese is very proud to award Mr. Hellweg with the recognition of the 2020 Employee of the Year for the Hamilton Township Fire Department.

Mr. Kenny Hickey invited Ms. Nicole Earley to join him before the crowd. Nicole joined our team in 2020. She handles all of the snow calls and complaints, she has taken lead of our new PubWorks program that was implemented this past year, she helps with inventory, works orders, and coding and entering bills for the Public Works Department. She has exceeded all expectations that Mr. Hickey had for this particular position. Mr. Hickey expressed his appreciation for all that she has done for this department and he congratulated her as the 2020 Public Works Employee of the Year.

Mr. Centers stated that each one of our jobs in the Administration are drastically different therefore we do not typically have an Administrative Employee of the Year. Ms. Ellen Horman is diligent in everything that she does. She is on her sixth perfect audit and we are pretty sure that has never been done in Ohio! Ellen prepares and maintains all Financial Reports, handles every Blanket Certificate and investment balance, she does all Grant funding and retention, creates

every single purchase order, she prepares the entire budget for the year meeting with each department head multiple times before it is perfectly presented before this Board; this is just scratching the surface of what Ms. Horman does for the Township and we could not replace that; Thank you!

Next, is Ms. Kellie Krieger, our Human Resources Manager. She wears a lot of different hats; she does our bi-weekly payroll, handles Public Records Requests and fulfillment which can be very in-depth, records retention, she does all of our cemetery deeds and plot layouts with the Public Works Department, handles all employee insurance and benefits, and much more. Thank you Ms. Krieger!

Next is Mr. Alex Kraemer, Economic Development and Zoning Director. He has increased our code enforcement to enhance beautification of our Township and he has been proactive with this code enforcement, he builds rapport with our businesses, does business retention checks gathering information, he builds relationships with developers and regional/county officials, he has done a great job with Economic Development; SUMCO is down which is a big part of that development, the Hoptown plan is now under the umbrella of a TIF which is instrumental in getting infrastructure for improvements and development; there is a lot of development to come and he has been a great add to the team; Thank you!

Ms. Nicole Earley wears two hats; she is the Administrative Assistant for the Public Works Department but she is also the Community Development Coordinator for the Administration. She was hired during the Pandemic which unfortunately meant no community events but she did not let that hold her back. She created and executed brand new events that we had never seen and did them virtually. There was the Great Pumpkin Hunt where she hand painted pallets at home and scattered them throughout the Township, there was the Fall & Halloween decorating contest that encouraged individuals to get out and explore the community, Virtual Paint a Plow where people submitted drawings online, Trim the Township- Christmas and Winter decorating contest; and this upcoming year she has events planned as well in case things are still out of sorts such as a Story Walk for children in the park, Kindness Rocks where people can hunt for fun and encouraging messages painted on rocks all over the Township, she is bringing back the Newsletter in a virtual format, introducing a Resident of the Week and then hoping to bring back in-person events after Easter. Thank you Nicole!

Last but not least, Mr. Centers explained that 2020 was a little weird and different; we've never done an Employee of the Year for Administration but we are going to be a little different too. Two things Lindsey Gehring loves are being put on the spot and helping people! Ms. Gehring is the first face people see when they come into Hamilton Township and she is willing to help no matter what is brought to her. Some of what Ms. Gehring does is she is 1/3 of the Finance Triangle which is an accountability measure for all of our finances in the Township, codes and tracks bills for the Fire Department, handles BZA and Zoning Commission attendance tracking, conducts bi-weekly payroll audits, handles public records redactions, is the primary point of

contact for our Township website creation and updates and helps with Zoning permits and calls. She is always looking out for everyone and watching our blind spots so we are naming her the 2020 Employee of the Year for the Hamilton Township Administration!

Mr. Cordrey called a brief recess.

Public Comments

Mr. Cordrey opened the floor to public comments at 7:03 p.m.

No comments were made therefore Mr. Cordrey closed the floor to public comments at 7:03 pm.

Public Hearing

Mr. Cordrey opened the hearing for the continuation of the Hopewell Valley PUD Stage 1 and 2 Site Plan Review.

Law Director, Ben Yoder, gave a summary from the last meeting stating that the question the Board had was if they should view this as one subdivision or two subdivisions and if so, do things change with the evaluation of open/green space. Whether this is one subdivision or two, is an irrelevant thing to look at. Subdivisions are parcels of land that have been sub-divided. That process is governed by the Warren County Subdivision Regulations which is a function of itself of the Warren County Regional Planning Commission. This Board and the Township do not regulate subdivisions so the question of this property being one subdivision or two really is not our business to work through. The real question is if this is one PUD or two PUD's? If it is a separate PUD of its own, it may have to comply with whatever zoning regulations are in place; the answer to that question is this is one PUD, the Hopewell Valley PUD and procedurally what is before the Board is just a modification of the existing Hopewell Valley PUD. Simplistically the answer of if this meets open space requirements or not does not matter because a PUD is flexible in the means that the Board can choose setbacks, open space, etc. This portion of the PUD, under its existing approved plan, was not being used as open space to meet that 25% open space requirement; that requirement, PUD wide, complies before and after the PUD modification.

Mr. Cordrey asked for clarification that this portion was encompassed in with the original PUD and when they set the minimum requirements for the open space, it was already operating under the assumption that there would be a 200-unit multi-family dwelling?

Mr. Yoder responded with a yes stating that this portion was proposed to have 200-units and under the revised scenario there would be no change to the open space because that would be accounted for elsewhere,

Mr. Cordrey asked if the 50 foot minimum setback is consistent with the other homes in Hopewell Valley?

Mr. Kraemer responded that while they are a tad smaller, they are fairly close to the other parcels of this PUD. He summarized the front, rear and side setbacks for each of the six Hopewell Valley parcels.

Mr. Rozzi questioned if the air conditioning units will be placed in the back or the side for this parcel?

Mr. Kraemer stated that they are placed mostly in the rear.

Mr. Cordrey stated that he looks at this as two separate subdivisions even though it is one PUD.

Mr. Rozzi agrees; they have two separate entrances and there is a piece of property dividing them.

Mr. Yoder stated that final PUD plans will have details to make sure that everything complies with our zoning code. However, we cannot regulate signage within the Township.

Mr. Rozzi asked Mr. Kraemer to review the conditions discussed in the previous hearing.

Questions arose about striking the final recommendation of signage changes. Mr. Yoder advised that the developer could be a "good neighbor" and change it but legally we cannot regulate contents of signs so he agrees that it should not necessarily be there.

Mr. Cordrey believes that the safest bet would be to have a connection between the properties. He would like to make sure we have the proper access for emergency equipment. Is that something that should be discussed now?

Mr. Yoder explained that it is customary to have fire approval before any final decisions are made. That would be more of a Stage 3 review.

Mr. Weber commented that the Warren County Engineer's Office would be interested in the approvals from Fire and Public Works for safety purposes as well because to date the Engineers Office maintains Warren County Street Standards. Warren County actually has the largest subdivision streets in our general area. Communication lines would be open if changes are required to make those bigger.

Law Director, Mr. Ben Yoder, actually swore in all persons wishing to give testimony in relation to this PUD Review.

Richard Arnold with McGill Smith Punshin spoke to the size of the current cul-de-sacs stating that they are 84' in diameter from edge of pavement, with the 30" curb and gutter, that brings the diameter to 90 feet. They are willing to work with the Township on this matter and appreciate that the Engineer's Office is willing to be involved in this as well.

Mr. Sousa agrees that with the limited size of the neighborhood, he envisions encompassing a preferable size to make it easily accessible for the Fire Department.

Continued discussions of the hope to have these two parcels connect would be ideal for safety standards.

Mr. Centers asked for a point of clarity if we should open the floor to public comments since this is a continuance of a hearing?

Mr. Yoder stated that he would even though we did not have to declare this since it is a continuance of a Public Hearing.

Mr. Cordrey invited anyone wishing to speak on this PUD to step forward; seeing none he closed the floor to public comments.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the recommendations of the Hamilton Township Zoning Commission for the Stage 1 and 2 Major PUD Modification for the Villages of Hopewell Valley, striking the last condition pertaining to signage and inserting that the applicant work with Staff and the Engineer's Office to come up with an agreeable street circulation for fire apparatus purposes.

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

Mr. Cordrey closed the Public Hearing at 7:26 pm.

New Business

-Motion: Appointing Regional Planning Commission Representatives for 2021

This motion is to appoint Alex Kraemer as the 'Primary' and Brent Centers as the 'Alternate' representatives of the Warren County Regional Planning Commission Executive Board for April 1, 2021 – March 31, 2022.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above mentioned appointments for the Warren County Regional Planning Commission Executive Board.

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

-Motion: 2020 Township Highway System Mileage Certification

This motion approves the 2020 Township Highway System Mileage Certification from the Ohio Department of Transportation that shows Hamilton Township having 99.430 miles and responsible for maintaining 100.951 miles within the Township.

Mr. Cordrey asked if this difference is due to the new streets that we acquired this past year?

Mr. Hickey responded with a yes. We had 99.43 miles and if the Board approves this certification then it will bump up to 100.951 miles.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above mentioned mileage certification.

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

-Resolution 21-0217: Increase in Appropriations (Police District Fund)

This Resolution is increasing appropriations in the Police District Fund for the Police patrol vehicle's principal payments for the year 2021. The budget is \$19,337.34.

Mr. Centers explained that this was already budgeted. We did not trade in our vehicles at the exact time that was planned due to COVID. Since the trades were pushed back, we did not get as much trade-in value. However, we are still waiting for the Little Miami payment to come in so once it does, it will offset this budget impact and will actually only be a \$3,541 budget impact.

Mr. Rozzi asked if we know when that payment is coming?

Chief Hughes replied that they were invoiced about two weeks ago.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0217.

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

-Resolution 21-0217A: Increase in appropriations (Fastcop and LOEB Grant)

This resolution is to re-appropriate money left over from the total purchases in the Fastcop and Loeb Grant Fund. The budget impact is \$4.12. We cannot carry a balance over.

Chief Hughes explained that there are very specific items that these funds can be used for therefore we still have it.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0217A.

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

-Resolution 21-0217B: Increase in appropriations (Police District Fund)

This resolution is to re-appropriate for the Police patrol vehicle's interest payments for the year 2021. The total budget impact is \$1,702.09.

Mr. Cordrey stated that this is piggybacking off of Resolution 21-0217.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0217B.

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

-Resolution 21-0217C: General Fund Advance to Lighting District Fund

This allows the Fiscal Officer or the Assistant Fiscal Officer to advance the General Fund in the amount of \$62,400.00 to the Lighting District Fund for the annual Lighting District Assessments.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0217C.

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

-Resolution 21-0217D: Contract with Warren County for Road Salt Purchase

This resolution allows the Township to enter into contract with the Warren County Engineer's Office for a salt purchasing agreement to reduce the overall cost incurred to the Township when purchasing salt.

Mr. Cordrey stated that this allows us to take advantage of the bulk pricing when purchasing salt.

Mr. Sousa asked if we actually make our determination for what is needed in the Spring /Summer after the Winter season has hit us correct?

Mr. Hickey explained that we usually give them what our max is and we are not permitted to buy all of it if it is not needed. He puts in for 1,000 – 1,400 tons and then if we only use 300 tons, then that is all we get charged for. We used quite a bit recently and put in an order for 500 ton, have only received about 75 tons so far. We are still about half way through our salt bin so we have plenty.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0217D.

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

Work Session

-Contracting Zoning and Economic Development services with the Village of Maineville, Ohio

Mr. Centers stated that the Village of Maineville had a last minute urgency or need for zoning and so they put out a request for proposals; Warren County submitted a proposal and we did as well. Our proposal was 10% of the combined salaries of Mr. Kramer, our Zoning Inspector Mr. Sanders and our Zoning Commission and BZA members for one year; 10% equates to \$19,994 with a 2% increase annually not to exceed \$25,000 total.

We would initially use the Village of Maineville's Zoning Code as we transition into the Township's Zoning Code but that could take up to a year to make sure it is coordinated appropriately. Zoning matters would be handled through Maineville Zoning Commission until our code is enforced and then all matters would go through the Hamilton Township Zoning Commission before ultimately coming before the Board of Trustees. There will definitely be an upfront responsibility but thanks to our great relationship with everyone in Maineville, we expect smooth sailing once our code is fully enforced. Our Law Director and Maineville's Legal Counsel will be working up an official contract.

The initial concerns of Maineville Village Council are having a member of Maineville serve on our Zoning Commission; O.R.C. currently states that you have to be a member of the unincorporated to service on the Township Zoning so that will require a legal opinion once we merge zoning codes. The downtown business setbacks were set very minimal and that was done intentionally so they could create walkability; our zoning currently does not have a downtown district so we ensured them we would keep an open mind with those setbacks and negotiations moving forward.

Mr. Cordrey asked if the plan is to eventually have one large zoning code with the Township and the Village?

Mr. Centers responded that is correct and at that point it will fall under our Zoning Commission and our Board of Trustees for final say.

Mr. Rozzi asked if existing zoning prior to this taking over would be grandfathered correct?

Mr. Yoder stated that he will do some legal research and work on a few things but until everything is converted to our zoning that would be copacetic and fine. We will initially be stepping in as Maineville's zoning staff, enforcing Maineville's zoning code.

Concern was also brought up about TIF funds at Hopkins Commons; those will still be controlled by Maineville as that falls under taxation.

They provided data to us that shows that for the last several years they have only been reactive for zoning, meaning if someone brought a permit complaint then they would address it. They were not enforcing zoning. It is a guess on how much work it will take, but we thought that 10% of salaries was fair. When Maineville thrives, we thrive.

Mr. Sousa asked if their Resolution passed is to enter into contract with us only?

Mr. Centers explained that we did prevail in the proposal so they passed an ordinance to begin contract negotiations with us only. We will nail down an official/legal contract.

Mr. Sousa asked what the contract term will look like?

Mr. Centers explained that no one necessarily wants a long term contract but we do know that with the upfront work we will be putting in the Village will benefit, so we do not want a short term contract where they could potentially turn around and hire someone different once all issues have been corrected. Mr. Centers also stated that he believes Maineville's Zoning Code is fairly similar to ours.

The Board asked if Mr. Centers needs a specific direction?

Mr. Yoder would like to do some legal research to see how to merge them in but no motion is necessary.

Mr. Centers mostly wanted opinions on record for the purpose of negotiations.

All Trustees would like to move forward as they believe that this will build a good partnership and be mutually beneficial.

-Temporary signage fines

Mr. Centers explained that the temporary signage in the right-of-way, predominately at the intersection of 22/3 and SR48, have forced us to send in public works for overtime on the weekends as well as our Zoning Inspector. We have sent formal warnings to the businesses that place the signs and also given letters to CVS and Walgreens to let them know that it is their responsibility to keep these signs from being left all over. If the Board chooses, per our Zoning Code, we can actually start issuing fines. We have spoken directly to the people placing the signs, which is either the business owner or hired help, asking them to pull up the signs and then once we drive away, they put the signs back down. Mr. Cory Sanders, our Zoning Inspector, took 3 truck fulls and disposed of them only to have the same signs erected again the next day. The fine, if not severe, will most likely become part of their marketing budget. They very clearly do not mind the rules.

Mr. Yoder explained that there is a difference in signs placed in the right-of-way and out of the right-of-way and political speech signs are not those. We can prepare to make sure that whatever actions we take are legally defensible.

Mr. Centers stated that there is a "rule of thumb" if you will that the telephone pole to the street is a utility right-of-way which means no signs shall be placed there.

Mr. Cordrey mentioned having tiers for offenses?

Mr. Centers expressed that we should hit them in the pocket book to get them to stop. A \$500 fine will make it more serious. We should come out strong because they have gotten far more warnings.

Mr. Sousa questioned how it will work if we fine them and then they do not pay? At that point to we put some sort of lien on their property? What gives us teeth?

Mr. Yoder explained that it will depend on the entity involved. This will not be too different than typical zoning violations. Special Resolutions may be passed. Where there's a will, there's a way.

Mr. Cordrey stated that the Board is not looking to crucify residents advertising for the occasional yard sale or things of that nature.

The Board gave their opinions that they would like to move forward. Mr. Centers stated that he just needed a direction and he got it.

Fiscal Report

Fiscal Officer, Mr. Kurt Weber, gave an update on finances through the end of December stating that we had budgeted a little over \$13.4 million in revenue and we collected approximately \$14.8 million with the CARES funding so everything went really well.

Year to date for January we have budgeted conservatively, approximately \$12.1 million. Revenue to date is approximately 1.5% through the year at \$187,000. Expenditures are at 11%; approximately \$400,000 of that is from CARES funding. Our current cash balance is sitting at \$11.8 million.

Mr. Weber reviewed the cash balances of our larger funds. For transparency, all numbers can also be found on our website.

Administrator's Report

Mr. Centers stated the ribbon cutting for Servatii's will be held on Friday, March 5, 2021.

Next, Mr. Centers explained that our Public Works Department has been out on the road a lot due to the snow and ice. They have been working upwards of 18 hours through the night and taking an 8 hour rest cycle before heading back in. We are getting some phone calls with complaints but we are also getting a lot of calls with compliments. He just wanted to point out the long, hard hours they have been putting in.

Sheriff Sims dropped his annual report for 2020. In that he did offer an in-person presentation of that report if the Board is interested.

All Trustees agreed that they would love to have Sheriff Sims review that in person but they would leave it up to him to choose based on his availability.

Mr. Centers also stated that the Village of Maineville is transition a few things so with that Mr. Hickey actually has an item to speak on.

Mr. Hickey explained that the Mayor of Maineville asked if there was a possibility that we could do a Memorandum of Understanding (MOU) for them to purchase salt from us at the price that we pay as they need it. They have one Public Works employee who is currently traveling to the County each time he needs salt. He drives a 5 ton truck so once that is gone, he has to drive back to the county to fill up before heading back to maintain the Village streets. With this, if we are low they will be cut off and have to go back to the county for their salt. We will load all salt and keep track of exactly how much they use so they can accurately pay for it.

Mr. Cordrey asked if we are ordering more salt to store for them?

Mr. Hickey explained that is one reason we were going to order more salt as well. We will keep our 1,400 ton maximum but also have a reserve. The MOU will state that we will not be adding an excessive amount for Maineville but it would be kept in a reserve as we/they would need it.

All Trustees agreed that they would be fine with this MOU.

Next, Chief Reese informed the Board that one of our part-time Firefighters lost his Brother-In-Law who was serving in the Navy. He is returning to the Cincinnati area tonight so our Ladder, along with Deerfield's will be at CVG to escort him to the funeral home in Mason. He wanted to share in case the Board were to hear anything about it.

The Board asked for Chief Reese to extend their condolences.

Trustee Comments

Mr. Rozzi thanked the Public Works for getting the roads cleared as they did a great job. He also thanked the Police and Fire Departments for their work during the weather.

Mr. Sousa echoed the same sentiments to all Departments. He appreciated the Employee recognition as well and thank you for everything that everyone does!

Mr. Cordrey thanked the Public Works Departments for the work they got done during the nasty weather. He was asked by a resident if the Board was interested in hosting the Special HOA meeting as they did last year? Maybe in August or September?

Mr. Rozzi and Mr. Sousa stated that they would be fine with that again.

Mr. Cordrey also mentioned that a brief discussion took place at the Retreat about replacing the floor at Station 77. He asked what the cost was on that and if the Board would like to move forward with that construction?

Mr. Centers stated that it was very briefly brought up but there was no direction; it would cost approximately \$44,000 to fix that floor and it would need to most likely be done in the summer. We would have to heavily coordinate with the Fire Department but we could get that done.

Mr. Cordrey believes that it would be a worthy investment as they are having to move their equipment in and out. There could be a potential different use for that building in the future but the same problem would apply if they did not get it corrected now.

Mr. Centers explained that we would get that scheduled.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 8:31 pm.

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

DRAFT

LEGISLATIVE COVER MEMORANDUM

Introduction: March 3, 2021

Effective Date: Next available date

Agenda Item: **Motion**
Transfer ownership of Portable Motorola Radio SN# 205CND2978 from Hamilton Township to Warren County Telecom.

Submitted By: Chief Reese

Scope / Description: This is to replace Portable Motorola Radio SN# 205CMB0065 on loan from Warren County that has been missing for 5+ years. We intend to keep the radio and use it, but Warren County needs acknowledgement from the Hamilton Township Board of Trustees for their property accountability. They have agreed to this transfer of similar type and age of radio as opposed to outright replacing the radio at a cost of approximately \$5,000.

Budget Impact: \$0

Vote Required for Passage: 2 of 3

Mr. _____ introduced this Motion and moved its adoptions.

Mr. _____ seconded the Motion and the following being called upon of its adoption, the vote resulted as followed.

Darryl Cordrey	Aye _____	Nay _____
Joe Rozzi	Aye _____	Nay _____
Mark Sousa	Aye _____	Nay _____

Attest:

Kurt E. Weber, *Fiscal Officer*

Benjamin J. Yoder, *Law Director*

LARRY L. SIMS
SHERIFF



BARRY K. RILEY
CHIEF DEPUTY

WARREN COUNTY SHERIFF'S OFFICE

February 12, 2021

Hamilton Township
Attn: Board of Trustees
7780 South St. Rt. 48
Hamilton Township, Ohio 45039

To Whom It May Concern;

As we all have experienced in the last twelve months, it has been quite unusual when it comes to conducting business.

In light of how we have been impacted by the virus, as well as our different ways of handling its' effect on all of us, we are mailing our 2020 Annual Report.

This is the time of the year that I would be scheduling a visit to share information about our office. I have always enjoyed the opportunity to connect with each of you.

Instead, I am mailing the report in advance and am asking you to decide whether you would like me to come to an in-person meeting or virtual.

Please reach out to me at 513-695-1126 or Larry.Sims@wcsooh.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry L. Sims".

Larry L. Sims

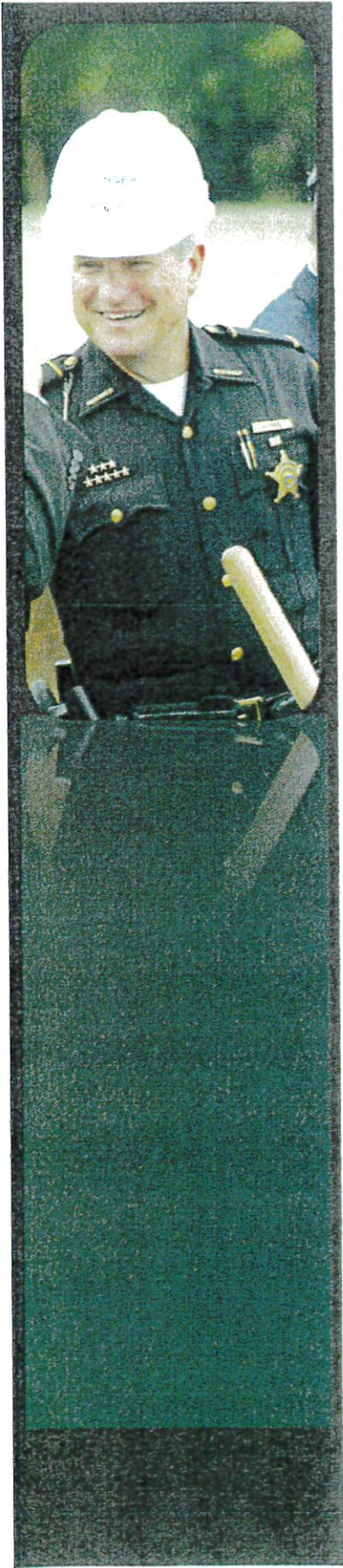


WARREN COUNTY SHERIFF'S OFFICE

Prepared by the Administrative Division of the Warren County Sheriff's Office.

Year in Review 2020

January 2021



2020 YEAR IN REVIEW

Greetings,

We are pleased to provide you with our 2020 annual report. As you will see, we remain extremely busy providing a variety of services to our Warren County residents, employers and visitors.

COVID-19 has impacted all of us in some fashion. If you lost a loved one, please accept our sincere condolences. We hope good health for everyone as we move forward.

Our office worked very closely with many of our county partners, including the Warren County Health District and Emergency Management, in Warren County's Emergency Operation Center through most of the pandemic.

Our office continued to provide good service in spite of the increase in infection by the virus. This includes our office performing services such as web-check fingerprinting for employment as well as issuing or renewing conceal carry permits. Our deputy sheriff's responded to and handled calls for service knowing full well the risks associated with the virus. Our jail personnel, the most impacted by the virus, managed the flow of inmates in and out of our jail. Corrections staff had to facilitate and manage quarantines for inmates and staff as well.

On September 1, 2020, Warren County went live on the new county wide dispatch and records management system. This has been a long process and there are still issues to resolve as we move forward. We are hopeful our system will provide a much more efficient and effective way of delivering service.

Our office partnered with Deerfield Township to add an additional Deputy and canine to our patrol division. On December 14, 2020, Deputy Dakota Tuck and Mako began patrolling the streets in Deerfield Township looking to keep our streets safe from drugs and criminal activity.

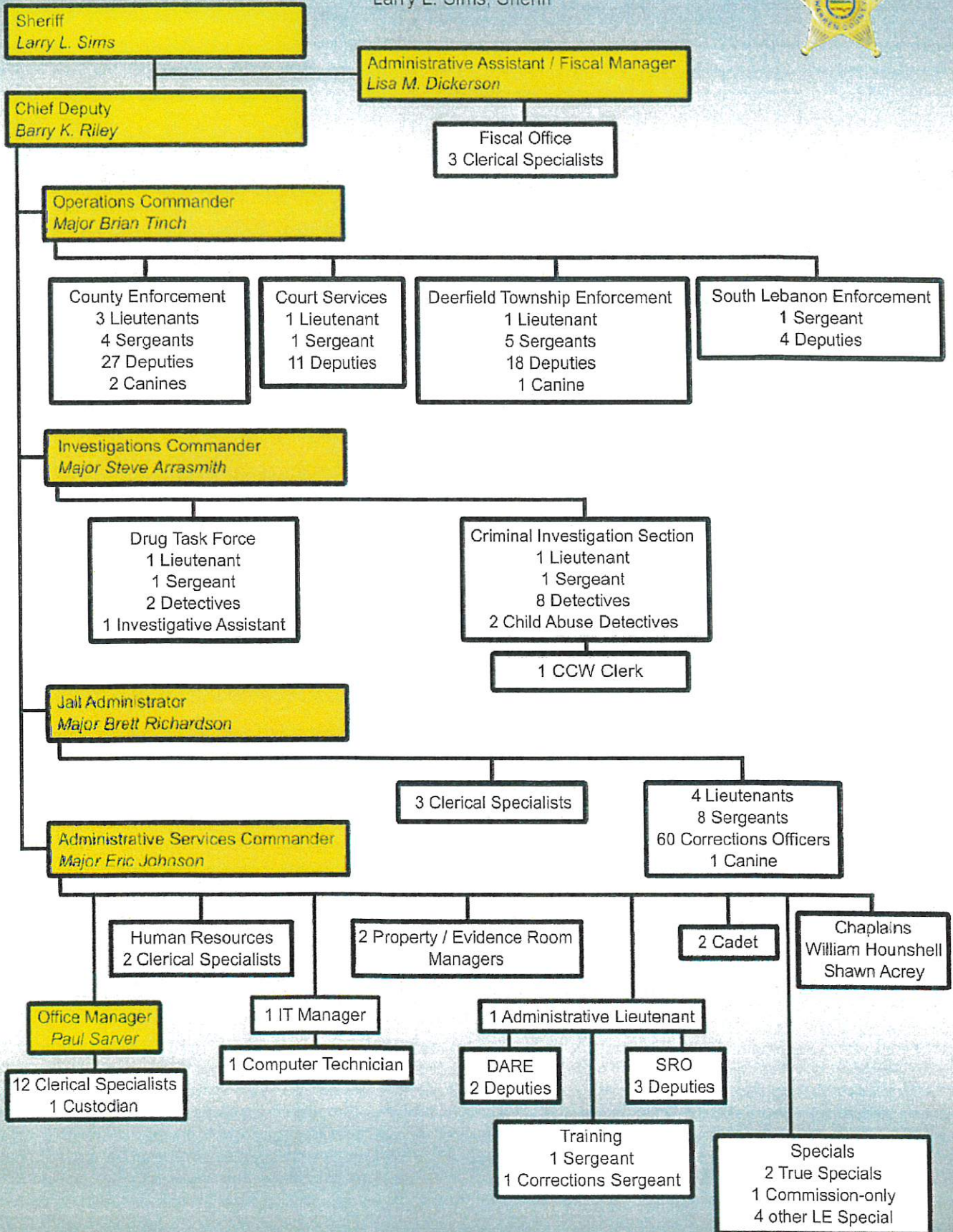
Lastly, we are progressing near the completion of our new Warren County Sheriff's Office and Jail. Our target date is October 8, 2021.



Sheriff Larry L. Sims

Warren County Sheriff's Office 2021 Organizational Chart

Larry L. Sims, Sheriff



EMPLOYEE OF THE YEAR

Every year our office recognizes employees who are nominated by their peers and/or supervisors for their exceptional duty and willingness to go above and beyond to serve our community. An employee of the year is selected for each of three categories; civilian, corrections, and deputy sheriff. Congratulations to 2020's employees of the year.

DEPUTY SHERIFF OF THE YEAR



Deputy Edward Pangallo (R)

and

Deputy Brandon vonAhlefeld (L)



CORRECTIONS OFFICER OF THE YEAR



Corrections Officer Mark Degenhardt

CIVILIAN OF THE YEAR

Clerical Specialist Emily Hill



OPERATIONS DIVISION

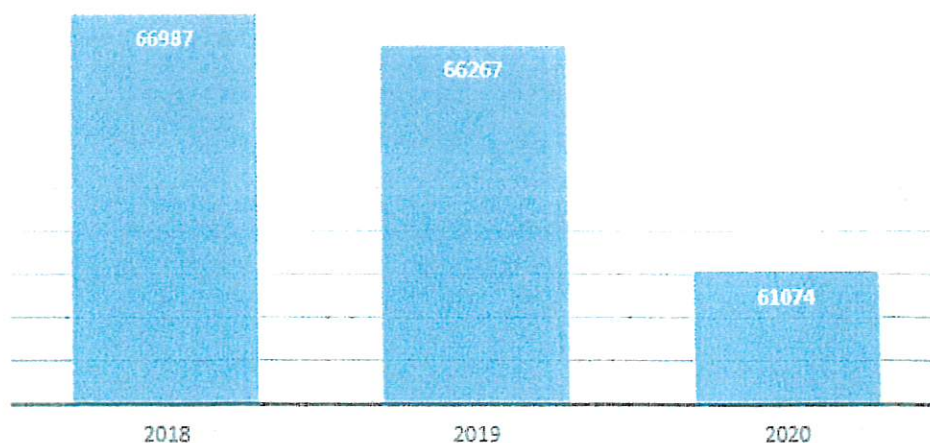


The Warren County Sheriff's Office Operations Division is comprised of two sections: Road Enforcement Section and Court Services Section.

ENFORCEMENT SECTION

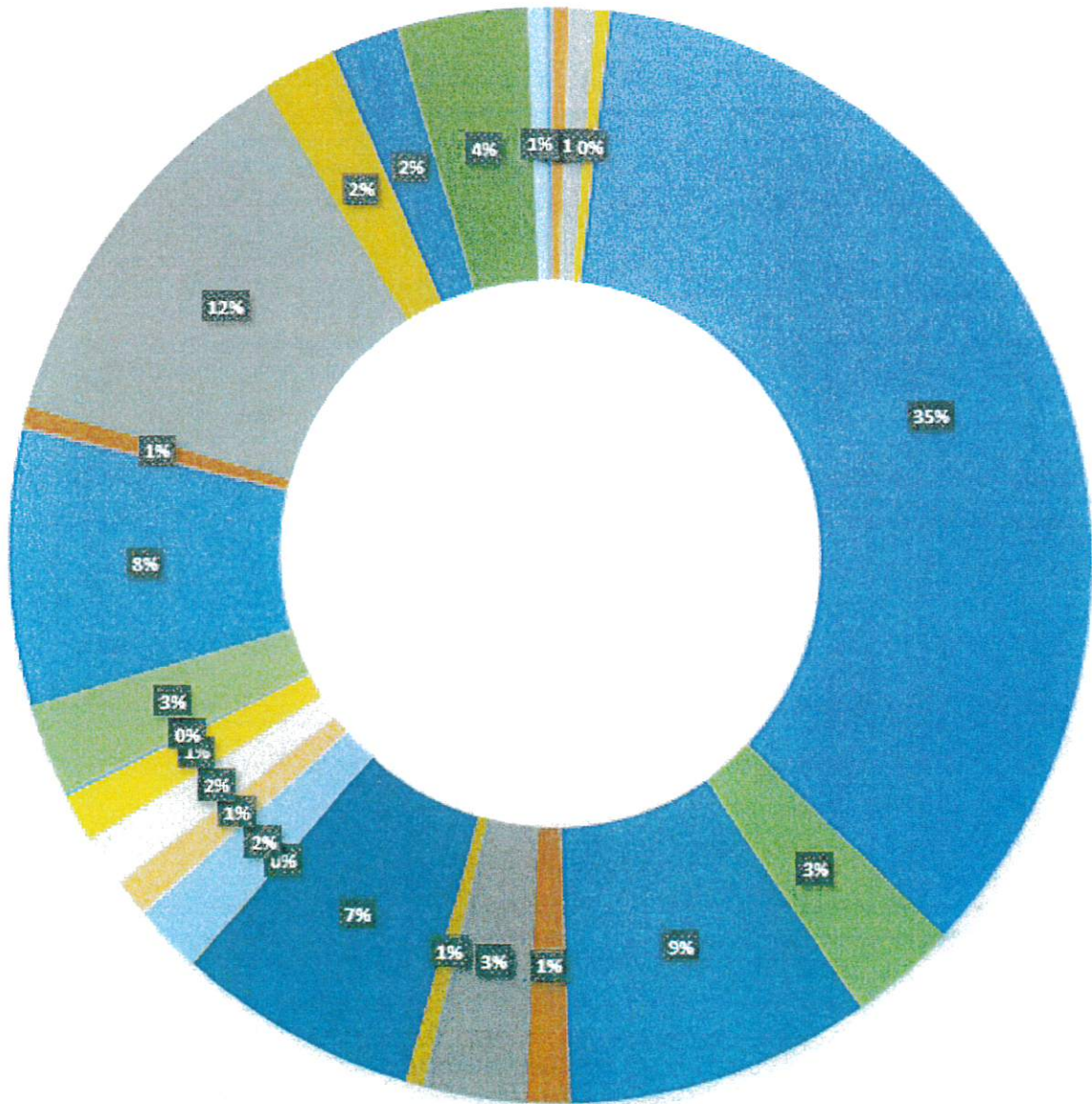
The Enforcement Section is comprised of the uniformed men and women that are assigned to the Court Services Section, County Road Enforcement, Deerfield Township Enforcement, and South Lebanon/Union Township Enforcement. In 2020, this section handled a combined 61,074 calls for services.

Enforcement Calls for Service 2018-2020



Calls for Service by Area 2020

Butlerville - 118	Cariisle - 308	Clearcreek Twp - 453	Convin - 239	Dearfield Twp - 20622
Franklin - 1898	Franklin Twp - 5366	Hamilton Township - 770	Harlan Twp - 1786	Harveysburg - 310
Lebanon - 4185	Maineville - 29	Mason - 1202	Massie Twp - 639	Miscellaneous - 897
Morrow - 844	Pleasant Plain - 73	Salem Twp - 1595	South Lebanon - 4816	Springboro - 384
Turtlecreek Twp - 7029	Union Twp - 1323	Washington Twp - 1197	Wayne Twp - 2296	Waynesville - 326



CANINE UNIT

2020 was the first full year of service for most of the Warren County Sheriff's Office Canine Unit. Canines Vader and Hendrix continued to serve the enforcement division, while canine Luna continued to serve corrections. Canine Mako was welcomed to the agency late in the year and will serve with Vader and Hendrix in the enforcement division.

Canine Teams

Handler Deputy Noah Billmaier and Hendrix, a sable German Sheppard.

Handler Deputy Kelly Hammonds and Vader, a black and tan German Sheppard.

Handler Deputy Dakota Tuck and Mako, a black and tan German Sheppard.

Handler Corrections Officer Jennifer Ladrigan—Holt and Luna, a yellow Labrador Retriever

2020 Corrections Canine Stats

Canine Uses	305
Drug/Paraphernalia Finds	78

2020 Enforcement Canine Stats

Drug Sniffs	215
Tracks	34
Article Searches	14
Area Searches	2
Canine Demonstrations	14

2020 Narcotics and Money

Marijuana	33,678.78 Grams*
Heroin/Fentanyl	550 Grams*
Methamphetamine	10,745.35 Grams*
Money	\$101,471.00

*These totals reflect joint investigations with the Warren County Drug Task Force



COURT SERVICES SECTION

The Court Services Section is responsible for providing security and inmate transportation to several of our courts within Warren County. This section also has the responsibility for serving civil and criminal process for these courts.

Court Transports

2020 Court Transports

Common Pleas	2371
Juvenile	111
County Court	339
Lebanon	256
Franklin	102
Mason	462

2020 Courtroom Hours

Common Pleas	1125
Juvenile	61
County Court	246
Lebanon	192
Franklin	236
Mason	444
South Lebanon	3
Springboro	11

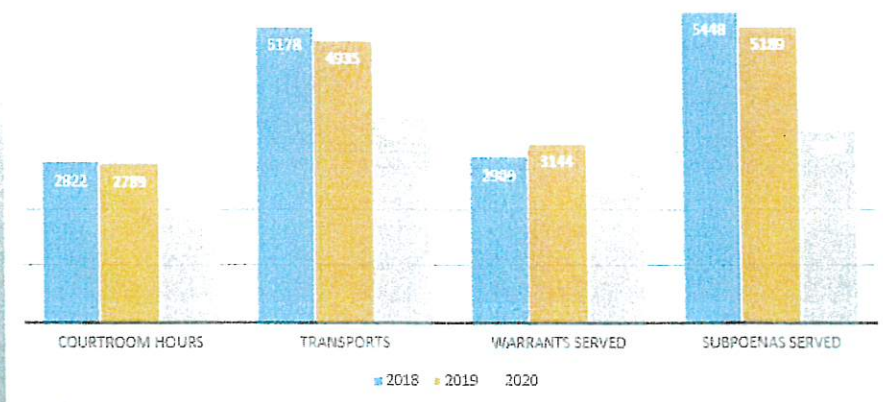
General Transports

Total Transports	4,324 Miles
Total Mileage Traveled	109,181 Miles

Civil and Criminal Process Service

Warrants Served	2729
Miles Traveled	102,940
Subpoenas / Summons Served	3,392
Subpoenas / Summons Attempted	5,406

Court Services Activity 2018-2020



CORRECTIONS DIVISION

The Warren County Sheriff's Office Corrections Division is comprised of several subsections, including the emergency response team, the corrections canine unit, the security threat group, and the evidence technician team.



CORRECTIONS FACILITY STATS

2019 Inmate Booking and Releases

Bookings	3,854	Monthly Average	321
Releases	3,710	Monthly Average	309

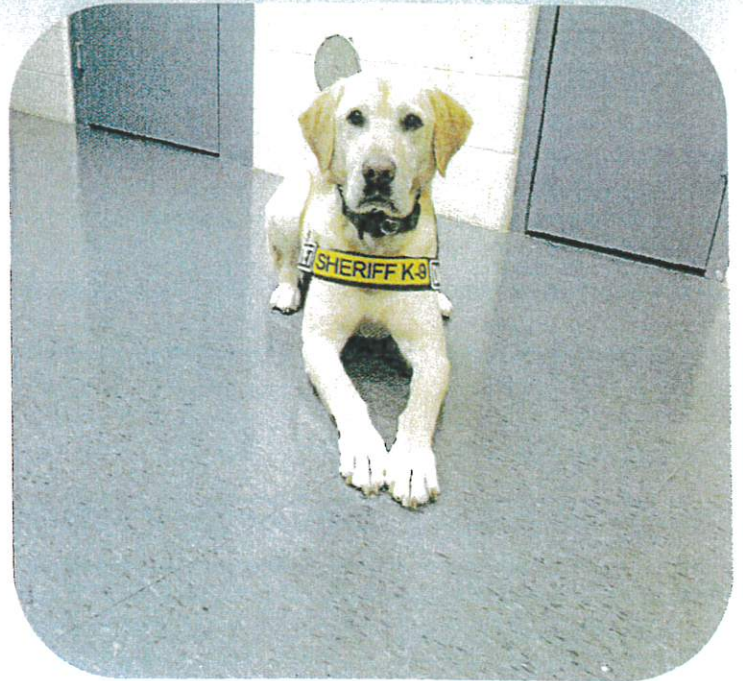
Total number of inmates booked or released from the facility 7,564

EMERGENCY RESPONSE TEAM

Despite the pandemic, 2020 was another busy year for the Emergency Response Team. The team was activated twice for planned facility searches and twice for unplanned facility searches. Members of the team also completed 3 cell extractions, along with the yearly generator test and the emergency evacuation button test. To prepare for operations such as these, members of the team train on topics such as pepperball certification, bomb threats, cell extractions, gas masks, gang identification, new jail and juvenile tours, and physical fitness standards.

CORRECTIONS CANINE UNIT

Officer Jennifer Holt and her K9 partner Luna train 16 hours a month. Luna's primary responsibility is to patrol the Correctional Facility and perform Contraband Control. Luna has had 305 uses in and around the facility in which she has located drugs, drug paraphernalia, and/or electronics 78 times.



SECURITY THREAT GROUP

The officers assigned to this team keep track of inmates who are known members of security threat groups (STGs). Throughout 2020, we have housed members from the following STGs; Cincinnati White Boys, Aryan Brotherhood, Bloods, Konvicted Family, Surenos, Aryan Nation, Gangster Disciples, Heartless Felons, and United Disciples.

EVIDENCE TECHNICIAN TEAM

The Evidence Technician Team was started by Major Brett Richardson in 2017 and is comprised of one supervisor and two corrections officers. Throughout 2020, the jail's evidence technicians assisted with documenting 11 investigations. Situations involving use of force, suicide attempts, and in custody deaths are examples of the types of incidents the Evidence Technician Team would assist with.

CRIMINAL INVESTIGATIONS DIVISION



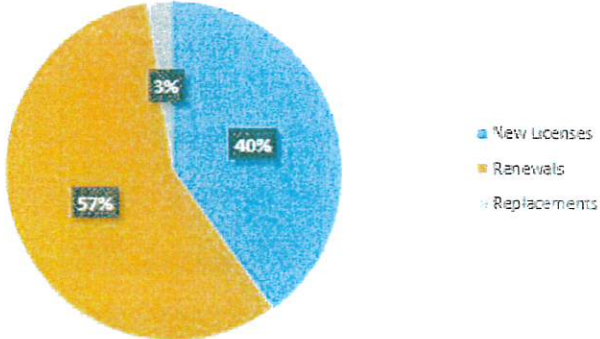
The Warren County Sheriff's Office Criminal Investigation Division is comprised of the Criminal Investigation Section and Warren County Drug Task Force.

CRIMINAL INVESTIGATIONS SECTION

In 2020, the Criminal Investigations Section began using a drone to assist in various operations such as search warrants, missing people, suspect searches, inspections, and crime scene documentation. The drone was first utilized in June and over the course of the year the drone was used 27 times.



2020 CCWs by Type



In 2020 there were 3,530 total CCW permits issued . Of those, 1,416 were new licenses, 2,027 were renewal licenses, and 87 were replacements.

WARREN COUNTY DRUG TASK FORCE

The WCDTF has a staff of **23** law enforcement and support personnel provided by the Warren County Sheriff's Office, Warren County Prosecutor's Office, Springboro Police Department, Lebanon Police Department, Franklin Police Department, Wilmington Police Department, Monroe Police Department, Hamilton Township Police Department, Federal Bureau of Investigation (FBI), United States Drug Enforcement Administration (DEA), Ohio Bureau of Criminal Investigation (BCI), Ohio State Highway Patrol (OSP), and the Ohio National Guard, Counterdrug Unit.

Drug trends remained consistent during 2020 with methamphetamine, fentanyl, LSD and cocaine being most prevalent. Our investigations continue to identify Mexico as a primary source of supply for the methamphetamine, fentanyl, and cocaine seized in our area. Drugs arriving from the southwest border and various west coast states continue to flow through the Cincinnati and Dayton areas, and remain readily available for use by our addicted population. Mid-December 2020 seizure data, as reported by the Ohio Department of Public Safety, indicate Warren County as the **6th** highest county in the State of Ohio for methamphetamine seizures, **4th** highest for fentanyl seizures, **4th** highest for cocaine, and **1st** in the state for LSD seizures.

During 2020, the combined investigative activity of our detective staff and criminal patrol units resulted in **692** new cases and drug tips. These investigations resulted in **258** felony arrests, and **122** misdemeanor arrests. Overall enforcement efforts led to **68** search warrants, **95** firearms seized, **1,770** traffic stops and **177** K9 deployments/sniffs.

Because of the long term nature of our investigations, many will remain active through 2021.

Warren County Drug Task Force
Activity 2017-2020



ADMINISTRATIVE SERVICES DIVISION



The Warren County Sheriff's Office Administrative Services Division is comprised of several sections, including the Community Services Section, the D.A.R.E./SRO Section, the Training Section, the Human Resources Section, the Property Evidence Room Section and the Support Services Section.

COMMUNITY SERVICES SECTION

Our Community Services Section is very proactive in educating and engaging the citizens of Warren County in many fashions such as:

- D.A.R.E.
- School Resource Deputies
- Crime Prevention Tips
- Women's Self Defense Classes
- Block Watch Meetings
- Neighborhood Watch Meetings
- Safety tips for High School students prior to attending college
- Citizen's Police Academy



D.A.R.E./CRIME PREVENTION

Dare Program

In 2020, Deputies Kelly McKay, Nick Caito, and Katie Barnes taught the D.A.R.E. program to Elementary and Junior High students throughout Warren County.

The program is made possible through joint funding by the Warren County Sheriff and the Drug Abuse Prevention Grant. The grant provided \$26,538.20 in funding for drug abuse education for the 2019-2020 school year.

Deputies were able to teach 4,146 students D.A.R.E. curriculum during the 2019-2020 school year. And through extra community programs which provided drug prevention education.



Safety / Crime Prevention Courses offered in 2020

- Active Assailant Prevention Training
- Self-Defense instruction offered to women of all ages
- After School Safety classes in conjunction with schools
- Security Assessments of Local Business and Churches

Warren County Police Camp

Due to the Covid-19 pandemic, Warren County Police Camp was cancelled for 2020.

SCHOOL RESOURCE OFFICERS

The Warren County Sheriff's Office is committed to school safety and has assigned deputies to the Warren County Career Center and Kings Local Schools. These deputies conduct training for staff and students related to campus safety. They also constantly monitor and recommend any necessary revisions relating to the school safety plans to the appropriate building administrators.



Deputy John Downs is assigned to Kings Junior High and High School.

Deputy Ron Smith is assigned to the Warren County Career Center.

Deputy Charles Hale is assigned to cover Columbia Intermediate, JF Burns, Kings Mills Elementary, and the Kings Education Center.

TRAINING SECTION

The Training Section remains dedicated to training at the highest level of professionalism and safety for each and every member of our organization and members of agencies located in Warren County.

In 2020, the training section provided a variety of firearms training, in-service training, and roll call training to the staff of the WCSO. Additionally, the training section hosted three trainings that reached a wider law-enforcement audience. During training, topics such as taser training, software training, first responder selfcare/PTSD awareness training, and almost everything in between were covered.



PROPERTY EVIDENCE ROOM SECTION

Our Property Evidence Room Section is responsible for all property and evidence that our office takes control of and/or has custody of. Our office has two Property Room Evidence Managers that are dedicated to maintaining, controlling, disposing and releasing property and evidence.

In 2020 the property evidence room took in 1,212 cases and 3,172 items. Of those 3,172 items, 523 were flash cards with photos. A business rules change in September means that flash cards are no longer required to be submitted for evidence.

In addition to the items received, 320 items were disposed of either by destruction order or by returning the item to its owner.



HUMAN RESOURCES

The Human Resources Section is responsible for the processing and maintaining of personnel files and payroll duties.

Our office received and processed hundreds of applications in 2020. We conducted 11 examinations for corrections officers, deputy sheriffs, clerical specialists, and cadets. These examinations included written tests, interviews, and extensive background examinations. Hundreds of hours are spent selecting the right candidate to fill a roll in our office.

Throughout the year we had 1 clerical specialist retire, 1 corrections officer promoted to corrections sergeant, 1 deputy sheriff promoted to enforcement sergeant, and 1 enforcement sergeant promoted to enforcement lieutenant. In addition to retirements and promotions, we hired 17 correction officers, 4 deputy sheriffs, 5 clerical specialists, and 1 cadet.

SUPPORT SERVICES

This section is comprised of Clerical Specialists who maintaining our vast records management systems. Additionally, these individuals assist the public with records, sheriff sales, and Webchecks.

2020 Sheriff Sales

Our office received 132 sheriff sales and completed 92 sheriff sales. 75 Sheriff sales were canceled either before or after the sale was completed. Our office has seen a decrease in sheriff sales since 2012. In 2012 our office received 1,338 Orders for Sale. Of those orders, 844 were completed and 602 were cancelled prior to the sale.

2020 Public Records Request

Our office filled requests for public records and 933 local background checks.

2020 Webcheck

Our office completed 3,986 Webchecks for our citizens.

2020 Vacation House Checks

We received 107 vacation house check requests.

Request Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Trend
Background Check	89	78	60	57	96	84	87	57	94	36	46	85	933	34.43%
CAD Log	3	9	3	12	3	3	3	1	2	2	0	0	41	1.51%
Call for Service	0	0	0	0	0	0	0	0	1	16	27	22	66	2.46%
Case Files	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Citation	0	2	2	1	0	0	0	0	0	1	0	0	6	0.22%
Crash Report	34	31	22	18	9	18	22	19	34	28	24	32	292	10.77%
Cruiser Cam	0	4	1	4	5	0	2	4	4	0	3	9	30	1.11%
Field Interview	0	0	0	0	0	0	0	0	1	0	0	0	1	0.04%
Final Disposition	21	11	20	25	33	46	28	27	33	21	20	40	325	11.95%
Incident Report	85	83	54	79	70	92	81	84	77	39	21	17	782	28.53%
Inmate Packets	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Jail Cam	0	0	0	1	1	0	0	0	0	0	3	0	5	0.18%
Multi-Faceted	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Non-Criminal Report	0	0	0	0	0	0	0	0	11	21	14	10	59	2.18%
Offense Report	0	0	0	0	0	0	0	0	11	28	29	24	92	3.39%
Other	4	5	5	4	6	5	4	3	0	10	4	4	54	1.99%
Personnel Files	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Photos	0	0	1	1	0	1	0	0	0	1	0	0	4	0.15%
Pr. Prop. Crash Rpt.	3	3	0	2	0	2	0	2	1	2	1	2	18	0.66%
Witness Statements	1	0	0	0	1	0	0	1	0	1	0	0	4	0.15%
Total	240	226	168	204	224	251	227	198	269	257	206	242	2,712	100%

ADDITIONAL INFORMATION

This document was prepared by the Administrative Services Section of the Warren County Sheriff's Office. If you have questions or would like additional information on any of the topics within, please feel free to reach out to Major Eric Johnson.

Major Eric Johnson
Administrative Services Division
822 Memorial Drive
Lebanon, Ohio 45036
(513)695-1662
www.wcsooh.org

LEGISLATIVE COVER MEMORANDUM

Introduction: March 3, 2021

Effective Date: Next available date

Agenda Item: **Resolution 21-0303**
A Resolution authorizing UAN notifications regarding delinquent Bank Reconciliation

Submitted By: Brent Centers

Scope / Description: Th Auditor of State, Keith Faber “strongly recommends the Board choose “opt-in.”” We [AoS’s office] recommend the Board pass a Resolution authorizing this feature be activated within eServices by the Fiscal Officer. UAN has limited controls in place to ensure bank reconciliations are completed and calculated properly so this enables an additional feature for this practice.

Bank Reconciliation is an extremely unlikely circumstance in Hamilton Township; however, this acts as an additional safeguard for our financial accounting with no foreseen negative effects of enabling the feature.

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 March 3, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 21-0303**

**A RESOLUTION AUTHORIZING UAN NOTIFICATION REGARDING DELINQUENT
BANK RECONCILIATION**

WHEREAS, sound accounting practices require a local government to verify the existence and valuation of assets and liabilities and periodically reconcile them to the accounting records to prevent accounting errors and fraud. The Hamilton Township Fiscal Officer is responsible for reconciling the fund balance to the total bank balance monthly, and this Board of Trustees is responsible for reviewing the reconciliations; and,

WHEREAS, the Uniform Accounting Network (UAN) has a new control feature in which this Board of Trustees may be notified if a monthly bank reconciliation has not been performed in at least 60 days; and,

WHEREAS, the Ohio Auditor of State and the Hamilton Township Fiscal Officer have recommended that Hamilton Township should opt-in to receive notifications from the UAN if there is ever a 60-day delinquent bank reconciliation;

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

SECTION 1. To activate the UAN feature to receive notifications if a timely bank reconciliation is not be performed.

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 3rd day of March 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 March 3, 2021.

Date: _____

Kurt E. Weber, *Fiscal Officer*

Ellen Horman

From: Keith Faber, Auditor of State of Ohio <Updates@ohioauditor.gov>
Sent: Thursday, January 21, 2021 4:42 PM
To: Ellen Horman
Subject: UAN Reconciliation Notice



Dear UAN Clients,

During the past few months, the Auditor of State's Office (the AoS) has been reviewing past UAN data to ways in which the AoS could become more efficient and provide better services for, and to, our UAN client. As part of this review, we noticed in 2019 that 323 UANⁱ clients did not perform timely bank reconciliations. Currently, UAN reflects a statement on the bottom of three reports (Fund Status, Cash Summary by Fund, Fund Summary) that indicates if the entity has not performed a bank reconciliation in the past 60 days. In fact, many governing boards (Board) do not receive these monthly financial reports as part of their meeting or board meetings may take place a few weeks after month end, the AoS will be launching a new feature on your entity's AoS eServices account within the next two weeks. This feature generates direct communication through an e-mail to the Boardⁱⁱ if the entity's fiscal officer has not posted a bank reconciliation in UAN in approximately 60 days. See the following for example of notification.

OHIO AUDITOR OF STATE KEITH FABER

Delinquent Bank Reconciliation Notification

Members of the governing body are receiving this email as a notification your entity has not performed a monthly reconciliation in at least 60 days.

You are receiving this because your entity has selected to utilize a control within the Uniform Accounting Network (UAN) to track when monthly reconciliations are performed by users. Your government's Fund Status, Cash Summary by Fund and Fund Summary Reports exhibits the following error message:

Last reconciled to bank:

Total other adjusting factors:

It is good practice, and primary internal control process to reconcile account balances with the bank every month. A current reconciliation should be posted for your financial records and for audit purposes.

Sound accounting practices require that when designing the public office's system of internal control and the specific control activities, management should ensure adequate security of assets and records, and verify the existence and valuation of assets and liabilities and periodically reconcile them to the accounting records.

The reconciliation of cash (bank) balances to accounting system records (book) is the most basic and primary control process performed. Lack of completing an accurate and timely reconciliation may allow for accounting errors, theft and fraud to occur without timely detection.

The Fiscal Officer is responsible for reconciling the book (fund) balance to the total bank balance on a monthly basis, and the Governing Body and/or other administrator are responsible for reviewing the reconciliations and related support.

Failure to reconcile monthly increases the possibility that the Entity will not be able to identify, assemble, analyze, classify, and record its transactions correctly or to document compliance with finance related legal and contractual requirements. Further, the lack of accurate monthly reconciliations increases the risk of theft/fraud over the cash cycle and could lead to inaccurate reporting in the annual financial statements.

If your entity needs assistance, please contact Local Government Services at 800-345-2519 or an Independent Public Accountant.

88 East Broad Street, 5th Floor
Columbus, Oh 43215

614-466-3402 | 614-723-7199
ohioauditor.gov



UAN clients will have an option to activate this feature by choosing to “opt-in” through their eServices account. The following steps will need to be performed by entity staff who have access to eServices in order to implement this feature.



The AoS strongly recommends the Board choose “opt-in”. We recommend the Board pass a resolution that this feature be activated within eServices by the fiscal officer. Choosing this option gives the Board assurance that the fiscal officer is performing the duties of reconciling the UAN accounting ledgers to the entity’s banking accounts. Furthermore, this feature helps mitigate some risk associated with fraud and fiscal distress and gives the Board more assurance they are reviewing current and accurate information to properly monitor the budget and financial position.

If your entity chooses not to “opt-in” we recommend the Board request a monthly financial packet which includes the current Bank Reconciliation Report and one of the above fund reports with a current report date. If the report indicates the entity has not reconciled in 60 days, it is strongly recommended the Board implement action immediately to resolve this issue. The Board may also choose to reach out to the AoS’s Local Government Services or an independent public accounting firm for assistance.

While UAN does have limited controls in place to ensure bank reconciliations are completed and calculated properly, your entity cannot solely rely on UAN as a control over the completeness and accuracy of the bank reconciliation. The “opt-in” described in this communication is only a notification when a timely bank reconciliation has not been performed. As such, we recommend the Board review the monthly reconciliations to check for abnormal activity. Abnormal activity would include, but not limited to, high or unusual reconciling items, deposits in transit, other adjusting factors, and/or old outstanding items.

The “Opt-In” feature will be available February 1, 2021. As we have stated, the AOS strongly recommends clients select this feature in eServices. If the UAN client chooses not to select this feature please make sure you have controls in place to see the entire monthly reports that are available for Board review. As we have stated above, many monthly reports will indicate if the monthly bank reconciliations are not being performed.



Keith Faber
Ohio Auditor of State

ⁱ This number represents the clients that had not performed a monthly reconciliation in the past 60 days.
ⁱⁱ The communication will be limited to the individual board member email contact information available in entity's AoS eServices account.

UAN

88 E. Broad St., 5th Floor, Columbus, Ohio 43215

LEGISLATIVE COVER MEMORANDUM

Introduction: March 3, 2021

Effective Date: Next available date

Agenda Item: **Resolution 21-0303A**
A Resolution authorizing and approving an increase in Township appropriations in the Road and Bridge Fund to reconcile budgets for calendar year 2021

Submitted By: Kenny Hickey

Scope / Description: This increase in appropriations is due to an unexpected mechanical issue with a Public Works vehicle. This appropriation moves the purchase of a new dump truck to budget year 2021. This purchase was scheduled for 2022 but will be moved forward. This should not affect other scheduled purchases following 2022.

Budget Impact: \$92,690.00

Vote Required for Passage: 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on March 3, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey - Trustee, *Chair*

Joe Rozzi – Trustee

Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 21-0303A**

**A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP
APPROPRIATIONS IN THE ROAD AND BRIDGE 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 increase the appropriations for the Road and Bridge Fund Line Item 2031-330-750-0000, Motor Vehicles in the amount of \$92,690.00 for a total amount of \$92,690.00.

SECTION 2. The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount listed in Section 1 of this Resolution.

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 _____
Joe Rozzi – Aye _____ Nay _____
Mark Sousa – Aye _____ Nay _____

Resolution adopted this 3rd day of March 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 March 3, 2021.

Date: _____

Kurt E. Weber, *Fiscal Officer*



4595 Chambersburg Rd
Huber Heights, OH 45424

PH: (937) 236-9702
FAX: (937) 236-9783

Serving All Your Upfitting Needs in Southwest Ohio

Name / Address
Hamilton Township 7780 South St Rt 48 Maineville, Ohio 45039

Estimate

Date	Estimate #
2/14/2021	21-33748

Cust P.O.#	Sales Rep	Project	Truck/Liscence #	Contact & Phone #
	ER			

Description	Qty	Cost	Total
Furnish and install Truckcraft Zeus TC435 aluminum dump body, 11.5' long, drop down 16.5" sides, 4 yd capacity, 3/16" extruded aluminum floor, Crossmembers every 5", 304 stainless hardware, center handle drop side release, tall cab guard for GM5500, double panel sides and gate, forward tailgate release, 7" long sills, 2.375" floor plank, 21400 lb capacity underbody double acting scissor hoist with electric hydraulic power unit and cab control, hitch plate with D-rings, 7 way trailer plug, LED lights per FMVSS108, mudflaps, body prop, mounted on your 84CA GM 5500 chassis.	1	41,690.00	41,690.00T
Furnish and install poly fenders over rear wheels	1		0.00T
Install OEM backup camera	1		0.00T
Furnish and install Truckcraft TC140 D-ICER Plus replacement tailgate spreader, variable speed cab control, 12V operation, spinner assembly	1		0.00T
Furnish and install Western 10 ft Pro Plus HD snowplow, Ultra mount hitch, high speed electric hydraulics, cab control, LED plow lights, rubber deflector	1		0.00T
Furnish and install forward facing, side facing and rear facing LED N Force strobes in nose of cab shield, included fabricating enclosures recessed into cab shield, amber/green, switched in cab.	1		0.00T

We look forward to your order. Should you wish to make any changes please call for quote.	Sales Tax (0.0%)
	Total
All Invoices over \$500.00 Paid by CREDIT CARD are subject to a 3% Credit Card Fee.	

Signature



4595 Chambersburg Rd
Huber Heights, OH 45424

PH: (937) 236-9702
FAX: (937) 236-9783

Serving All Your Upfitting Needs in Southwest Ohio

Estimate

Name / Address

Hamilton Township
7780 South St Rt 48
Maineville, Ohio 45039

Date	Estimate #
2/14/2021	21-33748

Cust P.O.#	Sales Rep	Project	Truck/Liscence #	Contact & Phone #
	ER			

Description	Qty	Cost	Total
Furnish and install LED N Force stobes on rear corner post of dump body amber green	1		0.00T
Furnish and install LED N Force stobes on sides of rear corner post of dump body amber green	1		0.00T
Furnish and install LED N Force stobes in grille amber green	1		0.00T
Install LED salt spreader light switched in cab	1		0.00T
Whelen Legacy Duo LED lightbar, amber/white with takedowns and alleys. All lights forward, none to rear due to cab shield	1		0.00T
Install coal door in tailgate	1		0.00T
Install Buyers stainless steel shovel holders (location to be determined due to drop sides)	2		0.00T
Furnish and install Varitech frame mount 35 gallon prewet tank, stainless steel mount brackets, enclosure, electric 12V pump, hoses, nozzles, cab control	1		0.00T
Furnish and install stainless steel pull out ladder 2 step, with grab handle on cab shield	1		0.00T

We look forward to your order. Should you wish to make any changes please call for quote.

Sales Tax (0.0%) \$0.00

All Invoices over \$500.00 Paid by CREDIT CARD are subject to a 3% Credit Card Fee.

Total \$41,690.00

If estimate is accepted, please circle any option which is needed but not shown in estimate total. A new estimate will be provided. Insert P.O. # in block provided. Please sign and date and return by fax at your convenience

Signature _____

4X4 REG CAB

MODEL & FACTORY OPTIONS	MSRP	INV AMT	RETAIL - STOCK
2021 SILVERADO MEDIUM DUTY AWD-REG		GENERAL MOTORS LLC	
GAZ SUMMIT WHITE	/V8D		
H2Q DARK ASH/JET BLACK ACCENTS		RENAISSANCE CENTER	
ORDER NO. XKWSSX/TRE	STOCK NO.	DETROIT MI 48243-1114	
VIN 1HT KJPV K0 MH619720		VEHICLE INVOICE 1OD11352373	
*****13*09657S			
CK56403 SILVERADO MEDIUM DUTY AWD	52126.64	49182.40	INVOICE 01/19/21
CAB			SHIPPED 12/10/20
AKO GLASS, DEEP TINTED	100.00	91.00	EXP I/T 12/14/20
A31 WINDOWS, POWER	290.00	263.90	INT COM 01/21/21
DPN MIRRORS, OUTSIDE HEATED POWER	355.00	323.05	PRC EFF 12/10/20
ADJUSTABLE, VERTICAL			KEYS XXXXX XXXXX
TRAILERING			WFP-S QTR OPT-1
DP9 CHROME MIRROR CAPS	50.00	45.50	BANK: HUNTINGTON
ED9 WHEELBASE, 165", 84" CA	N/C	N/C	CHG-TO 09-657
E0N ASSIST STEPS, ALUMINUM	200.00	182.00	
E20 DOOR HANDLES, OUTSIDE, CHROME	40.00	36.40	SHIP WT: 8420
FPF DPF, DIESEL PARTICULATE FILTER	250.00	227.50	HP: 52.7
MANUAL REGENERATION			GVWR: 19500
FU7 REAR SUSPENSION, 15,500 LBS	50.00	45.50	GAWR.FT: 7500
GGG SILVERADO 5500HD MEDIUM DUTY	2255.00	2052.05	GAWR.RR: 15000
GVWR, 19,500 LBS.			NTR: 2.5
HD1 REAR AXLE, 15,000 LB.	675.00	614.25	DAN: MD
IOB CHEVROLET INFOTAINMENT SYSTEM	275.00	250.25	
7" DIAGONAL COLOR TOUCHSCREEN			
SELECT BLUETOOTH STREAMING,			
AM/FM STEREO			
JL1 TRAILER BRAKE CONTROLLER	275.00	250.25	
K05 ENGINE BLOCK HEATER	90.00	81.90	
L5D ENGINE DURAMAX 6.6L DIESEL	N/C	N/C	
TURBO V8, B20-DIESEL COMPATIBLE			
MIU TRANSMISSION, 6-SPEED AUTOMATIC	290.00	263.90	
RUGGED DUTY SERVICE			
N4C 50-STATE EMISSIONS	N/C	N/C	
PTO POWER TAKE OFF, ENGINE	275.00	250.25	
CONTROL PROVISIONS			
R6G 26,000 LBS. GCWR	N/C	N/C	
UVC REAR VISION CAMERA	200.00	182.00	
UY7 TRAILERING WIRING PROVISIONS	30.00	27.30	
VYU SNOW BLOW BREP PACKAGE	340.00	309.40	
V22 CHROME GRILLE	195.00	177.45	
V46 FRONT BUMPER, CHROME	100.00	91.00	
V76 RECOVERY HOOPS, FRONT	25.00	22.75	
X8D TIRES, FRONT TRACTION,	190.00	172.90	
BLACKWALL			
Y8D TIRES, REAR TRACTION,	380.00	345.80	
BLACKWALL			
092 REAR AXLE, 4.30 RATIO	N/C	N/C	

** CONTINUED ON PAGE 2 **



Dan Fiely
Commercial Fleet Manager

442 N. Main St, Dayton, OH 45405
(c) 937-369-7815 (p) 937-220-6350
dfiely@whitecars.com
www.whiteallencev.com



WHITE-ALLEN CHEVROLET

2021 SILVERADO MEDIUM DUTY 4WD REG
GAZ SUMMIT WHITE /V8D
H2Q DARK ASH/JET BLACK ACCENTS
ORDER NO. XKWSSX/TRE STOCK NO.

GENERAL MOTORS LLC

RENAISSANCE CENTER
DETROIT MI 48243-1114

VIN 1HT KJPV K0 MH619720

VEHICLE INVOICE 10D11352373

*****13*09657S

MODEL & FACTORY OPTIONS

MSRP INV AMT RETAIL - STOCK

** CONTINUED FROM PAGE 1 **

IN STOCK
\$ 51,000.⁰⁰
+
BODY

TOTAL MODEL & OPTIONS	59056.64	55488.70	ACT 237	55439.44
DESTINATION CHARGE	1695.00	1695.00	H/B 261	1770.90
TIRE WEIGHT TAX		26.64		

STICKER

TOTAL	60751.64	57210.34	PAY 310	57210.34
MEMO: TOTAL LESS HOLDBACK AND				
APPROX WHOLESALE FINANCE CREDIT		54449.54		

 INVOICE DOES NOT REFLECT DEALER'S ULTIMATE COST BECAUSE OF MANUFACTURER
 REBATES, ALLOWANCES, INCENTIVES, HOLDBACK, FINANCE CREDIT AND RETURN TO
 DEALER OF ADVERTISING MONIES, ALL OF WHICH MAY APPLY TO VEHICLE.

WHITE-ALLEN CHEVROLET

LEGISLATIVE COVER MEMORANDUM

Introduction: March 3, 2021

Effective Date: Next available date

Agenda Item: **Resolution 21-0303B**
A Resolution authorizing and approving an increase in Township appropriations in the Gasoline Fund to reconcile budgets for calendar year 2021

Submitted By: Kenny Hickey

Scope / Description: This increase in appropriations is due to an unexpected unemployment claim from *Ohio Jobs and Family Services* for a prior employee of Hamilton Township.

Budget Impact: \$7,300.00

Vote Required for Passage: 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on March 3, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 21-0303B**

**A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP
APPROPRIATIONS IN THE GASOLINE 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 increase the appropriations for the Gasoline Fund Line Item 2021-330-240-0000, Unemployment Compensation in the amount of \$7,300.00 for a total amount of \$10,300.00.

SECTION 2. The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount listed in Section 1 of this Resolution.

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 _____
Joe Rozzi – Aye _____ Nay _____
Mark Sousa – Aye _____ Nay _____

Resolution adopted this 3rd day of March 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 March 3, 2021.

Date: _____

Kurt E. Weber, *Fiscal Officer*

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
OFFICE OF UNEMPLOYMENT INSURANCE OPERATIONS**

DETERMINATION OF UNEMPLOYMENT COMPENSATION BENEFITS

JFS-83000 11/10/2018		Claimant's Name	Claimant ID	Social Security Number	Determination Identification Number
Benefit Year Beginning Date		Benefit Year Ending Date		Application Date	Date Issued
07/05/2020		07/03/2021		07/16/2020	09/28/2020
HAMILTON TOWNSHIP, WARREN COUNTY 7780 S STATE ROUTE 48 HAMILTON TOWNSHIP, OH 45039-8803				ODJFS Office Marietta Adjudication Center PO Box 182212 Columbus, OH 43218-2212 Phone: (866) 867-0044 Fax: (614) 466-7449	
Employer's Name				UC Account Number	
HAMILTON TOWNSHIP, WARREN COUNTY				[REDACTED]	

THIS NOTICE IS A DETERMINATION OF AN INITIAL APPLICATION FOR UNEMPLOYMENT BENEFITS, ISSUED IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 4141.28(D) & (E), OHIO REVISED CODE

The Ohio Department of Job and Family Services has ALLOWED the claimant's application for unemployment compensation benefits with a benefit year that begins 07/05/2020. During this one-year benefit period, the claimant's benefits rights are as follows:

Weekly Benefit Amount is:

Dependency Class is:

Total Benefits Payable Amount is:

P.O. 9-2020
 \$541.00
 \$37.87.00 P.O.
 \$3000.00 BC
 \$67.87.00
 Need 7279.00

The claimant's employment during the base period, 04/01/2019 to 03/31/2020 met the weeks and wages eligibility requirement. The chart below shows the employer's Total Amount Chargeable and Proportional Charge with each base period employer, which were used to determine the claimant's benefit rights.

Employer Name	Total Amount Chargeable	Proportional Charge
HAMILTON TOWNSHIP, WARREN COUNTY	\$14,066.00	100.0000%

This agency finds that the claimant was discharged without just cause, per Ohio Revised Code Section 4141.29(D)(2)(a). The facts provided did not support the claimant was discharged by HAMILTON TOWNSHIP, WARREN COUNTY on 06/09/2020 for not being able to perform the required work.

Interested Parties: [REDACTED]

APPEAL RIGHTS: If you do not agree with this determination, you may file an appeal by mail or fax to the ODJFS office provided. You may also file an appeal online at <https://unemployment.ohio.gov>. The appeal should include the determination ID number, name, claimant's social security number, and any additional facts and/or documentation to support the appeal. **TO BE TIMELY, YOUR APPEAL MUST BE RECEIVED/POSTMARKED NO LATER THAN 10/19/2020** (21 calendar days after the 'Date Issued'). If the 21st day falls on a Saturday, Sunday, or legal holiday, your deadline has already been extended to include the next scheduled work day. If you do not file your appeal within the 21-day calendar period, include a statement with the date you received the determination and your reason for filing late. If your appeal is late due to a physical or mental condition, provide certified medical evidence that your condition prevented you from filing within the 21-day period. In order for your appeal to be considered timely, it must be received/postmarked no later than 21 calendar days after the ending date of the physical or mental condition.

Si usted no puede leer esto, llame por favor a 1-877-644-6562 para una traducción.

A1003D26980059052010G



LEGISLATIVE COVER MEMORANDUM

Introduction: March 3, 2021

Effective Date: Next available date

Agenda Item: **Resolution 21-0303C**
A Resolution authorizing and approving an increase in Township appropriations in the Coronavirus Relief Fund to reconcile budgets for calendar year 2021

Submitted By: Brent Centers

Scope / Description: This increase in appropriations is moving the surplus of CARES Act funding that was not expended in 2020. These funds will be placed in the 'Supplies and Materials' line for upcoming purchases.

Budget Impact: \$317,730.54.00

Vote Required for Passage: 2 of 3

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on March 3, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 21-0303C**

**A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP
APPROPRIATIONS IN THE CORONAVIRUS RELIEF 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 increase the appropriations for the Coronavirus Relief Fund Line 2272-190-400-0000, Supplies and Materials in the amount of \$317,730.54 for a total amount of \$317,730.54.
- SECTION 2.** The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount listed in Section 1 of this Resolution.
- 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 _____
Joe Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 3rd day of March 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 March 3, 2021.

Date: _____

Kurt E. Weber, *Fiscal Officer*

LEGISLATIVE COVER MEMORANDUM

Introduction: March 3, 2021

Effective Date: Next available date

Agenda Item: **Resolution 21-0303D**

A Resolution authorizing and approving an increase in Township appropriations in the Coronavirus Relief Fund to reconcile budgets for calendar year 2021

Submitted By: Brent Centers

Scope / Description: This increase in appropriations is moving the surplus of CARES Act funding that was not expended in 2020. These funds will be placed in the 'Accounting and Legal fees' line for upcoming purchases.

Budget Impact: \$75,000.00

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

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on March 3, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 21-0303D**

**A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP
APPROPRIATIONS IN THE CORONAVIRUS RELIEF 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 increase the appropriations for the Coronavirus Relief Fund Line 2272-190-311-0000, Accounting and Legal Fees in the amount of \$75,000.00 for a total amount of \$75,000.00.
- SECTION 2.** The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount listed in Section 1 of this Resolution.
- 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 _____
Joe Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 3rd day of March 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 March 3, 2021.

Date: _____

Kurt E. Weber, *Fiscal Officer*