



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*

Joe Rozzi – *Trustee*

Mark Sousa – *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) 683-5320

Assist. Fiscal Officer

Ellen Horman
Phone: (513) 239-2377

Human Resources

Kellie Krieger
Phone: (513) 239-2384

Economic Development and Zoning

Alex Kraemer
Phone: (513) 239-2376

Community Development Coordinator

Nicole Early
(513) 683-5360

TRUSTEE MEETING AGENDA 4/21/2021

6:30 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the April 7, 2021 Township Trustee Meeting
- Bills before the Board

Public Comments

Human Resources

- FMLA
- Vacation Carryover

New Business

- Resolution 21-0421: Lighting District Compensation Agreement

Work Session

- Temporary Signs in Right of Way
- Subdivision Parking Resolution

Fiscal Officer's Report

- Fiscal Report and Cash Flow Analysis

Administrator's Report

Trustee Comments

Executive Session

Adjournment

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

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

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

Hamilton Township Trustee Meeting

April 7, 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 March 17, 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

Public Comments

Mr. Cordrey opened the floor to public comments at 6:32 p.m.

No comments were made therefore Mr. Cordrey closed the floor to public comments at 6:32 pm.

Presentations

Sarcoidosis Awareness Proclamation

Mr. Cordrey asked Mr. Kuhn, a Hamilton Township resident, to step forward as he was presented with a framed Proclamation declaring April as Sarcoidosis Awareness Month. Mr. Kuhn gave a brief explanation of what Sarcoidosis encompasses and then spoke on his experiences and symptoms with this rare disease. He extended his appreciation for his own residential township supporting him.

Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to remove Mr. James Diss from the active Hamilton Township Roster effective March 25, 2021. Mr. Diss submitted his resignation.

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

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

Next, Ms. Krieger requested a motion to approve the following cemetery deeds; Albert and Julie Andry would like to purchase Niche 1 & 2 in the Maineville Columbarium, deed number 2021-8; and Lynn and Gary Jameson purchased Niches 41, 42 and 43, their deed number is 2021-9.

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

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

New Business

-Motion: Bid advertisement for Baxter Road Bridge project

To place an advertisement in a local publication opening the bidding process for the Culvert #146-0.25 project on Baxter Road in Hamilton Township, Warren County.

This will allow the Township to publish the bidding process for our culvert project on Baxter Road. The advertisement will be advertised for a two-week period on or about April 13th for the expected project date of July 12-16, 2021.

Mr. Rozzi questioned how many bids we are looking to get?

Mr. Centers stated that we are looking for as many as we can get in a two-week time period. There is noon deadline on April 13th to get this posted and it will actually run April 18th -May 2nd.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the Bid advertisement for the Baxter Road Bridge.

Roll call as follows:	Mark Sousa	Yes
-----------------------	------------	-----

Joe Rozzi	Yes
Darryl Cordrey	Yes

-Resolution 21-0407: Providence subdivision section 2 road turnover

This is a Resolution accepting public streets from maintenance and setting speed limits on Section Two in the Providence subdivision, Hamilton Township, dispensing with the second reading and declaring an emergency.

This will allow Hamilton Township to accept section two of the Providence subdivision from Warren County as Hamilton Township streets and establish the Township speed limit of 25 mph. This Resolution is declared an emergency measure necessary for the immediate preservation of the peace, health, safety and welfare of Hamilton Township.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0407.

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

Public Hearing

-Resolution 21-0407A: Scheduled abatement for property located at 693 Caldwell Dr. Maineville, OH 45039

Mr. Cordrey made a motion with a second from Mr. Rozzi to open the public hearing at 6:42 pm.

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

Law Director, Ben Yoder, swore in Economic Development and Zoning Director Alex Kraemer for the purposes of presenting and speaking on these properties.

Mr. Kraemer stated that on January 5th our Zoning Inspector took pictures and reports on ten different properties in the Township. These were all properties that required either removal or repair for unsafe or unsecure structures in Hamilton Township. Mr. Kraemer has been in communication with eight of those property owners with three properties being remediated through demolition and five are in the process of securing those structures and one is in the abatement notice process from a few weeks ago. The last remaining structure is 693 Caldwell Drive.

Township staff did meet with Mr. Gray and his associate at his request on February 3, 2021 to review issues with the house. From that meeting, Mr. Gray sent in additional photos and staff conducted further review after obtaining some Police information pertaining to some of the conditions inside the house. One of our Officer's stated that they observed animal bones inside, the floor had fallen through and they were only able to make it partially in due to the conditions. After gathering this information, a certified letter was mailed to Mr. Gray notifying him of this public hearing tonight that would declare the property a nuisance and schedule the abatement.

Based on the Ohio Revised Code 505.86, Nuisance Structures by power of authority, the Board of Trustees may decide on the repair or removal of the buildings and other structures. Buildings must be declared insecure, unsafe, structurally unsecure/unsafe or unfit for human habitation and must use Township fire department, county building department of county board of health to make that determination. That process has been met by using our Township Fire Department. The Boards determination will be to remove the structures or repair the properties. After determination, staff will provide notice to the parties with content concluding the Boards decision then order the removal or repair. That will require a 30 day notice in the public newspaper.

Mr. Kraemer reviewed the attempts that were made to notify the property owners at 6426 S. St. Rt. 48. On January 5, 2021 he sent a notice of nuisance structure by certified mail; it was received by Mr. Gray who emailed and called staff requesting a meeting. We held the meeting on February 3, 2021 with Mr. Gray and his Associate. Mr. Gray sent in photos and an appraisal from October 6, 2005. A second certified letter was sent out on March 3, 2021 and no contact was made. The Fire Inspectors report states that there are many open walls in the structure, deteriorating condition of the house and the roof, major deterioration of structural elements, does not appear to have any residents on the property, along with many other issues.

Mr. Cordrey mentioned that in one of the photos, the meter appears to have been ripped out but according to the reports a lot of the damage is inside that make it unlivable?

Mr. Kraemer stated that the Fire Inspector did not go inside but he believes that there are significant interior issues.

Mr. Sousa asked if there is a story behind the vacancy? Is there any intent to reside in the property in the near future?

Mr. Kraemer stated that he did not get the story behind it. At one point it was mentioned that there was a renter on the property, but he is unsure of what happened. Back in August of 2020 we sent a notice of high grass; it was so high that you could not see the property. Mr. Gray corrected that in October 2020 which then revealed the larger issues. Mr. Gray also does not live nearby so he is not viewing the property very often.

Mr. Rozzi asked if there are issues with trespassers getting into the house.

Mr. Centers stated that there are.

Mr. Sousa commented that it does not seem logical to neglect a property with the current real estate market.

Mr. Cordrey opened the floor to comments for this resolution at 6:54 pm. No comments were made therefore Mr. Cordrey closed the floor at 6:54 pm.

Deliberations began on the property. The Board agrees that the process is pretty straight forward.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0407A.

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

Mr. Cordrey closed the public hearing at 6:56 pm.

Work Session

Mr. Sousa wanted to have the discussion with the Board on parking restrictions. This seems to be a common complaint within all of our subdivisions. Local examples of parking ordinances were provided to the Board for reference. We are governed by the Ohio Revised Code (ORC) when it comes to blocked driveways and sidewalks. We don't have any means of enforcement when someone is parking a car in front of a neighbor's house to be spiteful and things like that. With the abundance of subdivisions that we have, this problem won't go away anytime soon.

Mr. Centers stated that this would be complaint driven. If someone calls, an Officer would go check it out, document it, and then 72 hours later (with the way our shifts work it would most likely be the same officer) would go document it again and if it did not move, we would have the authority to move forward with the citation. Staff does believe that it is important to have an ordinance like this in place. We also think it would be beneficial to include dumpsters and storage containers. The ORC stipulates that any funds from the citations go into the General Fund; we think that is because most Townships have Sheriff's department coverage, and they want it to go back to the Township. Even though we have our own Police department, we cannot trump the ORC and say that the money will go to the PD, but we would word it in there that at the end of the year we would make a check payable from the general fund to the PD for the exact amount collected.

Mr. Sousa asked if these citations would be fundamentally different than current traffic citations where we only see a small portion of that money collected?

Chief Hughes replied that it could be a little more since it would be worded in the ordinance that the money would come back to the Township. If the Board does want to move forward with this today, discussions will have to be had with the County Courts to find out how they wish to process that citation.

Mr. Cordrey is in general agreement with this, but he does not want our Officers to become ticket writers; he also does not want this to become a means of harassment between neighbors. He also brought up a point for example that if he were to park regularly in front of his own home and block his own mailbox or driveway, he doesn't want someone to call about it and create a potential for him to receive a citation.

Mr. Centers expressed that they should be very careful with wording then because it is at the Officer's discretion when they receive any complaints on this issue.

Chief Hughes offered some insight; they currently handle these complaints by making contact with homeowners to remedy the parking concerns, however it would be nice to have "teeth" if action is needed and someone refuses to move a vehicle. This should not occur often. It is also not against the law to block a mailbox but when that happens the Post Office makes the decision to not deliver mail.

Mr. Cordrey would like to see a resolution for consideration at the next meeting. He would like to give the residents and opportunity to give their opinions over the next two weeks.

Fiscal Report

Mr. Weber has nothing to report at this time.

Administrator's Report

Mr. Centers acknowledged that Mounts Park opened on April 1st and it has been packed.

We brought back our Newsletter thanks to our Community Development Coordinator, Nicole Earley. It's all digital now and will be coming our quarterly via our website and Facebook. There is also an option on our website to sign up for the emailed version of our Newsletter.

Trustee Comments

Mr. Rozzi stated that he made it to Mounts Park on Sunday and it was nice to see people out and about.

Mr. Sousa also made it down to Mounts Park and mentioned that the Public Works crew made the gravel lots look better by leveling them out. He also commended Ms. Earley for the work on the Newsletter; it looks really nice and is broad and encompassing of all departments. He also mentioned that there was a significant stimulus bill that was recently passed delegating more money than offered in past bills, and it was brought to our attention that the most recent legislation does not include Township's in distribution of this money. Mr. Centers put together a letter that the Board has signed and sometime in the near future we will present this to the County Commissioners and hope to have some conversations as they receive funds. Mr. Sousa read aloud the letter that was formulated to pass along to County Leaders. Mr. Centers did some research and approximately 60% of the county population is Township based so it does not make sense to him that we were left out.

Mr. Cordrey commented on Mounts Park and our first Township event; Earth Day Clean-up on April 22nd from 9-3 at the park followed by our Picnic in the Park on May 8th. We are hopefully getting closer to being back to normal. He thanked Ms. Earley for the work on the newsletter.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:16 pm.

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

LEGISLATIVE COVER MEMORANDUM

Introduction: April 21, 2021

Effective Date: Next available date after passage

Agenda Item: **Resolution 21-0421:**
A RESOLUTION AUTHORIZING COMPENSATION TO ELLEN HORMAN PURSUANT TO O.R.C. 515.12

Submitted By: Brent Centers

Scope / Description: O.R.C. 515.12 “(A) All officers shall receive for services performed under sections 515.01 to 515.16 of the Revised Code the same fees allowed for other similar services.

The township fiscal officer shall receive for the fiscal officer's services the sum of fifty cents from each lot or land owner for whom a notice is prepared and the sum of fifty cents for each annual assessment certified to the county auditor.

All payments for the services of township officials shall be included in the cost of the lighting district or relocation and assessed against the property. The compensation shall be in addition to all other compensation provided by law.

(B) The board of township trustees may, by resolution, employ additional personnel in place of the township fiscal officer to prepare and certify notices for each lot or land owner and shall pay a reasonable sum not to exceed fifty cents for each lot or land owner for whom a notice is prepared and a reasonable sum not to exceed fifty cents for each annual assessment certified to the county auditor. The actual cost of the additional personnel, together with other reasonable expenses incurred by the board, shall be assessed proportionately against each lot or land owner and shall be included in the cost of the lighting district or relocation.”

Fiscal Officer Weber has elected to delegate the responsibilities and monetary collections to Ellen Horman (Assistant Fiscal Officer) for the Lighting District duties.

Budget Impact: \$0.50 per unit to Ellen Horman

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 April 21, 2021, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 21-0421**

**A RESOLUTION AUTHORIZING COMPENSATION TO ELLEN HORMAN
PURSUANT TO O.R.C. 515.12**

WHEREAS, Township has authorized and is maintaining several lighting districts; and,

WHEREAS, the Township Fiscal Officer and Ellen Horman, the Assistant Fiscal Officer, provide services in connection with computing and certifying the assessment for each lot in each lighting district each year; and

WHEREAS, O.R.C. 515.12 authorizes compensation of the Fiscal Officer and additional personnel who act on behalf of the Township Fiscal Officer to prepare certified notices for each lot or land owner in connection with the lighting district assessment; and

WHEREAS, Ellen Horman worked computing and certifying the assessments in addition to her regular duties as Assistant Fiscal Officer.

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

SECTION 1. That the Board of Trustees authorizes payments of Fifty Cents (\$.50) for each lot in each lighting district for which 2020 assessments, payable in 2021, were computed and certified as compensation for preparing and certifying assessments to each landowner, said payments to be made to Ellen Horman pursuant to O.R.C. 151.12.

SECTION 2. The actual cost of the Fifty Cents (\$.50) payment, together with other reasonable expenses incurred by the Township, will be assessed proportionately against each lot and shall be included in the cost of operating each lighting district.

SECTION 3.

This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the Township, and therefor this Resolution shall be in full force and effective immediately upon its adoption without further public reading.

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 21st day of April, 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 April 21, 2021.

Date: _____

Kurt E. Weber, *Fiscal Officer*