



## HAMILTON TOWNSHIP

### HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*  
Joe Walker – *Trustee*  
Joe Rozzi – *Trustee*  
James Hunter- *Fiscal Officer*

7780 South State Route 48  
Maineville, Ohio 45039  
Phone: (513) 683-8520  
Fax: (513) 683-4325

**Township Administrator**  
Brent Centers  
(513) 239-2372

**Finance Coordinator**  
Ellen Horman  
Phone: (513) 239-2377

**Human Resources**  
Kellie Krieger  
Phone: (513) 239-2461

**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

69 West Foster-Maineville Rd.  
Maineville, Ohio 45039  
Phone: (513) 683-1622  
(513) 899-1967

## TRUSTEE MEETING AGENDA 09/18/2019

6:30 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the September 4, 2019 Township Trustee Meeting
- Bills before the Board

### Public Comments – Agenda related

### Presentations – Lois McKnight

- Zoning Department update

### Human Resources

- Cemetery Deed
- Roster Update

### Township Current Business

- Motion: Advisory Committee appointment
- Motion: BZA Appointment
- Motion: Creating and posting job description of Administrative Assistant (Public Works Department)
- Resolution 19-0918: Accepting the amounts and rates determined by the Warren County Budget Committee for certification to the County Auditor
- Resolution 19-0918A: Increase of appropriations (Cemetery Fund)

### Work Session

- Communications Plan

### Jim Hunter, Fiscal Officer

- Fiscal Report

### Administrator's Report

### Public Comments - General

### Trustee Comments

### Executive Session

- In reference to O.R.C. 121.22 (G) (1) and (3)
  - (1) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official
  - (3) Conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action

### 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.*

*(continued on back)*

*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's Meeting

September 4, 2019

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

The *Pledge of Allegiance* was recited by all in attendance.

Motion made by Mr. Cordrey with a second by Mr. Walker to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the August 21, 2019 Trustee Meeting.

Roll call as follows:

Darryl Cordrey	Yes
Joe Walker	Yes
Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Walker to approve Payroll for pay cycle August 11, 2019 – August 24, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1167950681 - 1167950757.

Roll call as follows:

Darryl Cordrey	Yes
Joe Walker	Yes
Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Walker to approve the withholding payments for payment cycle August 11, 2019 – August 24, 2019, checks numbered 30767557 – 30767565 and 30767571 - 30767585.

Roll call as follows:

Darryl Cordrey	Yes
Joe Walker	Yes
Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Walker to approve billing invoices for payment cycle August 26, 2019 – August 30, 2019, checks numbered 80535 – 80547.

Roll call as follows:

Darryl Cordrey	Yes
Joe Walker	Yes
Joe Rozzi	Yes

Motion made by Mr. Cordrey with a second by Mr. Walker to approve billing invoices for payment cycle September 2, 2019 – September 6, 2019, checks numbered 80548 – 80577.

Roll call as follows: Darryl Cordrey Yes  
Joe Walker Yes  
Joe Rozzi Yes

**Public Comments-** Agenda Related

Mr. Cordrey opened the floor to public comments related to agenda items, at 6:32 pm.

Fritz Nelson and Becki Walker, stepped forward to request that the large lake at Mounts Park be opened for catch and release fishing for the remainder of the season. Both individuals expressed their opinions of why this would be beneficial to the residents and Hamilton Township as a whole. They discussed the improvements and the growth within the park. It was stated that they would like the appearance to be more inviting and exciting for anyone who visits Mounts Park and the sunflower field.

Tom Worrall thanked the Trustees and staff for all of the work and the fencing that was constructed around the community garden on Striker Rd.

Rusty Holman requested that all department heads give a quarterly review about their budgets and how the money is being spent.

Mr. Cordrey closed the floor to public comments at 6:48 pm.

**Trustee Comments**

Mr. Rozzi stated that he would like to explore ways to open up the lake at Mounts Park. The park is getting more attention and with that attention might come the ability to fund things that need to be fixed there. He is not opposed to opening the lake for a limited time to fish.

Mr. Walker expressed his safety concerns about the breach around the lake with the large drop offs.

Mr. Cordrey stated that the park has a lot of great potential to do great things down there. This Board put a plan in place for next year to make sure that we have the staffing dedicated to Mounts Park so we can open the large lake and do some things to spruce up the whole park. He is also concerned about liability for the township. There are still concerns about the fact that we have a landfill that needs to be cleaned up. He believes that everything is moving in the right direction but we need more time to prepare for additional staff to be present at the park for upkeep. He agrees that it needs to appear more exciting/inviting but he wants to stick to the plan in place.

Mr. Rozzi stated that it was okay for individuals to hike in the park however, fishing is still restricted. It does need to be a little more inviting in some way to let people know that hiking is okay.

Mr. Walker said that he was fine to go along with the staff's recommendation for opening the gates and the lake in the spring.

Mr. Rozzi asked Advisory Committee members in the audience if the Advisory Committee could put a plan together and present it at the next Trustee meeting.

*Inaudible speaking from the audience followed Mr. Rozzi's question.*

Mr. Rozzi made a motion to open the large lake at Mount's Park with limited access until the end of the season. Motion dies for lack of second.

### **Adjournment**

With no further matters to discuss, Mr. Cordrey made a motion with a second from Mr. Walker to adjourn the meeting at 6:58 pm.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Walker	Yes
	Joe Rozzi	Yes

# Hamilton Township Public Works



HAMILTON  
TOWNSHIP

## We Are Hiring Administrative Assistant

We have an opening for a qualified and energetic Administrative Assistant who is looking for a career position with our team

Applications can be obtained online at [www.hamilton-township.org](http://www.hamilton-township.org) or by calling 513-683-8520 and speaking with Kellie Krieger, Human Resources Manager or emailing her at [kkrieger@hamilton-township.org](mailto:kkrieger@hamilton-township.org).

Deadline for application with resume and cover letter :



## HAMILTON TOWNSHIP

POSITION TITLE:	Administrative Assistant
DEPARTMENT:	Public Works
IMMEDIATE SUPERVISOR:	Public Works Director
CLASSIFICATION:	Hourly, Non-Exempt
SALARY RANGE:	\$33,280 - \$37,440 (DOQ)

### Job Description

Reports directly to the Director of Public Works. Provides a variety of routine and complex administrative, clerical and technical work in assistance to Director of Public Works; performing day-to-day tasks necessary to ensure accurate and timely performance of duties.

### Job Requirements: Minimum Qualifications Skills

- High School Diploma or equivalent
- Minimum of three (3) years related experience or any combination of training and experience that indicate possession of skills, knowledge, and abilities listed within this description.
- Prior experience as Administrative Assistant preferred
- Experience in budget preparation
- Experience in communicating and handling a variety of customer service issues
- Experience in office organization

### Knowledge, Skills & Abilities

- Valid Ohio Drivers' License.
- Comprehensive knowledge of office management, personnel, financial, and administrative practices.
- Articulate and present a positive professional image both in person and on the telephone.
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Maintain tact and courtesy when interacting with the public and employees.
- Communicate well both verbally and in writing.
- Possess strong organizational, time management, and multi-tasking skills.
- Maintain records and prepare reports.
- Research and prepare reports in a well-organized form.

- Maintain confidentiality of material.
- Must have ability to follow instructions, solve problems and work with minimal supervision
- Proficient in using current Microsoft applications, in addition to other related resources.

### Essential Functions

- Answer and direct calls, return phone calls
- Responsible for administrative support to assist the Public Works Director
- Assist in records that may involve HIPAA and privacy considerations
- Operates as confidential aide to the Public Works Director
- Coordinates and manages schedules and appointments
- Coordinate, plan and prepare for meetings
- Maintains all sensitive and confidential files, records and materials specific to the office of the Public Works Director
- Assist with monitoring certification compliance
- Assists in the preparation of budget information and presentations
- On occasion perform administrative errands using company vehicle
- Processes invoices, expense reports; tracks and monitors invoices charged against purchase authorizations and purchase requisitions
- Organizes and maintains department records and files
- Works as a team member with other support staff to ensure smooth operation of day-to-day business within the department
- Serves in other clerical roles, as needed
- Perform all other related duties as assigned by the Public Works Director
- All other duties as assigned by the Township Administrator

### Teamwork and Participation

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Communicate in a positive and respectful manner with customers and residents.
- Demonstrate flexibility and cooperative attitude when faced with change.

### Equipment

- Personal computer, Microsoft Office software, calculator, printers, copiers, telephone, fax machine, postal meter, and others.

### Physical Demands

- The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Needs to be able to climb stairs.



## Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The duties of this job are performed inside a climate-controlled office setting.

## Selection Process

- Formal application; rating of education and experience; oral interview; reference check; CVSA; drug and alcohol test; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of a CVSA, drug and alcohol test, and background check.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on September 18, 2019, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey - Trustee, *Board Chair*  
Joe Walker – Trustee, *Vice Chair*  
Joseph P. Rozzi – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 19-0918**

**A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY  
THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES  
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

**WHEREAS**, the Board of Township Trustees of Hamilton Township, Warren County, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1<sup>st</sup>, 2020, and;

**WHEREAS**, The Budget Commission of Warren County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Township Trustees of Hamilton Township, Warren County, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted;

And be it further **RESOLVED**, that there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

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 Walker –	Aye _____	Nay _____
Joseph P. Rozzi –	Aye _____	Nay _____

Resolution adopted this 18<sup>th</sup> day of September 2019.

Attest:

\_\_\_\_\_  
James D. Hunter, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Benjamin J. Yoder, *Law Director*

I, James D. Hunter., 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 September 18, 2019.

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

\_\_\_\_\_  
James D. Hunter, *Fiscal Officer*

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:30 p.m. on September 18, 2019, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey - Trustee, *Board Chair*  
Joe Walker – Trustee, *Vice Chair*  
Joseph P. Rozzi – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 19-0918A**

**A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP  
APPROPRIATIONS IN THE CEMETERY FUND TO RECONCILE BUDGETS FOR  
CALENDAR YEAR 2019**

**WHEREAS**, the Board of Township Trustees wishes to authorize and approve an increase in appropriations in order reconcile budgets and appropriations for calendar year 2019;

**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 Cemetery Fund Line Item 2041-410-300-0000, Purchase Services in the amount of \$13,280 for a total amount of \$39,280.

**SECTION 2.** The Fiscal Officer is hereby authorized and directed to approve a Super Blanket Certificate in the amount of \$13,280.

**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 Walker –	Aye _____	Nay _____
Joseph P. Rozzi –	Aye _____	Nay _____

Resolution adopted this 18<sup>th</sup> day of September 2019.

Attest:

\_\_\_\_\_  
James D. Hunter, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Benjamin J. Yoder, *Law Director*

I, James D. Hunter., 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 September 18, 2019.

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

\_\_\_\_\_  
James D. Hunter, *Fiscal Officer*