



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

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

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Maineville, Ohio 45039
Phone: (513) 683-8520
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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
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TRUSTEE MEETING AGENDA 11/6/2019

6:30 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the tapes as the Official Minutes of the October 16, 2019 Township Trustee Meeting
- Bills before the Board

Public Comments – Agenda related

Presentations

- Military Veteran Recognition
- Little Miami Gig – Tim Berelsman

Human Resources

- Cemetery Deeds
- FMLA
- Roster Update

New Business

- Motion: Large P.O. (Administration)
- Motion: BZA Appointment
- Resolution 19-1106: Entering into Risk Pool with OTA Risk Management

Work Session

- Capital Projects for 2020 Budget

Jim Hunter, Fiscal Officer

Administrator's Report

Public Comments - General

Trustee Comments

Executive Session

- In reference to O.R.C. 121.22 (G) (2)
 - To consider the sale or other disposition of public property

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:

(continued on back)

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

October 16, 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 October 2, 2019 Trustee Meeting.

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

Motion made by Mr. Cordrey with a second from Mr. Walker to amend the agenda and remove Resolution 19-1016- Declaring nuisance vegetation from the agenda for the evening. It was confirmed that the issue had been resolved.

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 September 22, 2019 – October 5, 2019, Electronic Fund Transfer Direct Deposit Vouchers 1170597014 – 1170597103 and 1170604175 - 1170604178.

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 September 22, 2019 – October 5, 2019, checks numbered 31001928 – 31001951 and 31002472 – 31002474.

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 October 7, 2019 – October 11, 2019, checks numbered 80681 – 80692.

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 October 14, 2019 – October 18, 2019, checks numbered 80693 – 80738.

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 October 14, 2019 – October 18, 2019, void checks numbered 80739 – 80746 and approve checks 80747 - 80754.

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 6:34 pm.

Rusty Holman questioned where he could get a copy of the budget that was discussed stating that the agenda only portrayed that capital projects would be discussed and not the entire budget.

Mr. Cordrey closed the floor to public comments at 6:39 pm.

Work Session

- Capital Projects for 2020 Budget

Mr. Centers mentioned that a copy of the itemized budget was placed on our website. He also stated that this budget will not be voted on tonight and that it will come before the Board again in another work session. The updated budget before the board only has two changes. One of those is to reflect the EPA drawings that Mr. Cordrey brought up for Mounts Park at an estimate of \$80,000. The other change is the \$20,000 that the Board requested for renovations for the community center. If the Board were to approve every single capital item that was mentioned at the last meeting as well as these items, that would bring us to 11.6 months of reserves remaining. Mr. Centers also discussed the mower for Public Works that Mr. Walker expressed concerns

about. He stated that Mr. Hickey did collect three other bids and compare other mowers. The hydrostatic is most appealing for the work needed.

Mr. Hickey and all Trustees continued the discussion on the type of mowers and the capability of each one. They determined that they would like to see demonstrations for the mowers mentioned.

Mr. Centers responded that we would get demonstrations set up as well as check out the pricing on other mowers.

Mr. Walker brought up the community center and asked what we plan to do with it if we indeed spend the money to fix it up?

Mr. Cordrey mentioned recognizing the landmark of the community center and possibly creating a historical society to display artifacts from the township.

Mr. Walker expressed that he does not feel it is right that we should be taking business away from people who rent their businesses out for a living. He feels that if the building maintenance and upkeep can sustain itself by renting it out, that would be fine but it does come at an expense.

Mr. Rozzi stated that we have seen a demand amongst non-profit organizations such as the girl scouts and boy scouts that like to use locations like the community center for meetings.

Mr. Cordrey explained that the issue before the board is trying to figure out if it makes sense to put taxpayer dollars into something that the taxpayers can use.

Mr. Rozzi discussed an option that another community has which is to pay a small membership fee that would sustain the building and then it can be used for other intentions besides what the bigger halls and businesses rent for. This would keep it non-competitive for those that run rental businesses for a living.

Mr. Centers reminded the Board that if this capital item passes, they need to purchase the building before putting money into it.

Mr. Hunter asked if there was a parking issue at the community center?

Mr. Centers replied that there is no parking. Currently we have a "hand shake agreement" with the church. If that church ever sells and the new owners say no parking, then there is nothing. We cannot add any parking because of the cemetery.

Mr. Rozzi asked about building capacity as well as current parking. As long as the church stays then we should be fine.

Mr. Cordrey expressed his beliefs that this building is a valuable asset to the community so it would be beneficial to use it in some form or fashion instead of letting it sit empty.

Mr. Centers explained that there is a lot of history in that building and while we do not make money off it, it is a service to the community. The contract states that the building is owned by the Presbytery of Cincinnati and they gifted it to the Township. If at any time we are done with the building, we gift it back to them. We reached out to them almost a year ago and they stated that they did not want it back and we could buy it for one dollar. We have discussed different options in Executive session but that is where we stand. The offer could most likely be rekindled if we were to reach out again. The Historical Society idea may be a separate non-profit situation and the parking concerns could all be looked into.

Mr. Walker is concerned that if the parcel were to sell next to the community center, then we would not have anywhere to park. That needs to be resolved before any renovations are made.

Mr. Centers gave a quick recap of their work session stating demos for the mowers would be scheduled, other mowers would be priced, contacting the Presbytery of Cincinnati to see if the purchase offer is still available and contacting the church to see if a parking agreement can be made.

Jim Hunter, Fiscal Officer

Mr. Hunter stated that we are three quarters thru the year. 101.5% of expected revenue received. 62.617% of year to date expenditures. All departments are pretty close to being in budget. Some are slightly over but not causing concern.

Administrator's Report

Mr. Centers mentioned that the Little Miami Patriot Night at the football game went really well. They honored the Fire Department by using their challenge coin as the official coin to determine the start of the game, they let Chief Hughes lead the team onto the field and they recognized the first responders that saved a person's life at the Little Miami Food Truck Rally. We always appreciate their partnership and they did a really nice job honoring our First Responders and Veterans.

The Advisory Committee met and they discussed the communications plan that Ms. Briggs proposed. There are certain items in that communications plan that they do not feel the township is ready for right now. However, there are many items that they would like to see from that plan. They think the newsletter needs to be put out sooner rather than later for the first issue for next year. They have done three total so far and they have all been well received. They are interested in the RFP for different marketing strategies and possibly getting the newsletter into mailboxes instead of just being distributed at our local businesses.

Mr. Cordrey asked the other Trustees if they would like to have a work session to go over the communications plan. Mr. Rozzi believes that is a good idea. Mr. Cordrey and Mr. Rozzi would like to hear from the Advisory Committee and discuss what options are needed for the communications plan.

Mr. Centers responded that the Advisory Committee's opinion is that some of the things proposed such as an annual report, post cards, staff e-newsletter and video production, are not necessary at this time. However, they were interested in getting mailers and wanted to figure out a way to offset the cost of doing that since it would consist of using taxpayer dollars. The newsletters that we have been doing are feel good stories. If we are going to use taxpayer dollars then we want real content in each of them.

Mr. Rozzi expressed that he would like to see it more advertisement driven and possibly coincide with electronic media as well. As a business owner, he would like to see what the circulation is for advertising. How many people are actually seeing it?

Mr. Centers stated that we are losing advertisements due to the lack of direct mailers and no data on who sees the ads and the business that it generates.

Public Comments- General

Mr. Cordrey opened the floor to public comments at 7:11 pm.

Dan Phipps addressed individuals in attendance that were running for election stating that in America we choose not to be ruled and we elect to be governed.

Mark Sousa discussed the possibility and appeal of having a lease in place with a first right of refusal if the church were to ever sell and the potential for parking at the community center would disappear.

Becky Ehling spoke about the historical significance of the community center and cemetery. She shared that Providence Mounts who was in the War of 1812 is buried at Hopkins Cemetery and a Revolutionary War Veteran is buried at Mounts Cemetery.

Mr. Cordrey closed the floor to public comments at 7:14 pm.

Trustee Comments

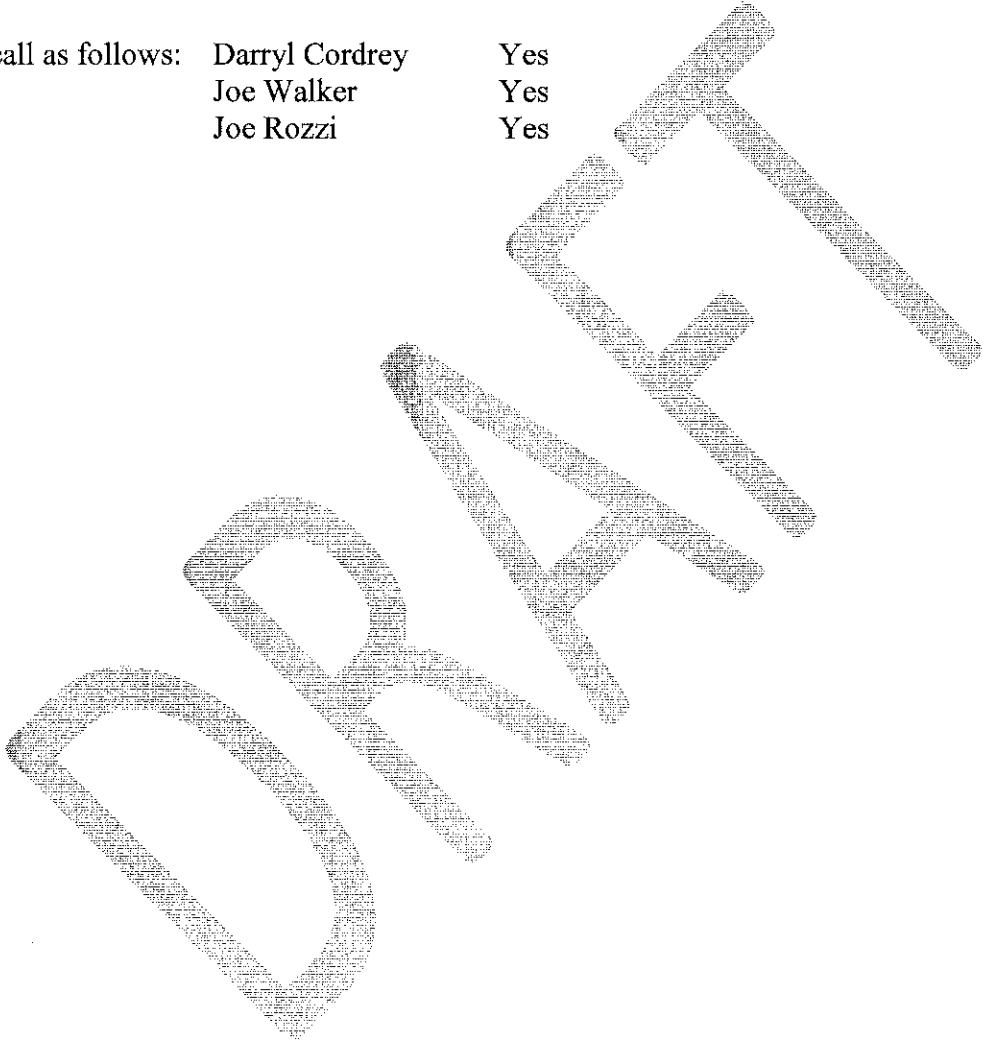
Mr. Cordrey thanked the Little Miami School Board and District for the recognition at Patriot Night. It was great to see how our First Responders were honored. It was very well done and we appreciate the partnership that we have with the school district. He also thanked the Police and Fire Departments for getting the word out about Issues 1 & 2. We have another groundbreaking

on October 23rd for the Abode Advantage Development. It has been great to see all of the economic growth that we have going on over the last twenty months.

Adjournment

With no further matters to discuss, Mr. Cordrey made a motion with a second from Mr. Walker to adjourn the meeting at 7:17 pm.

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





October 2, 2019

Hamilton Township Trustees
7780 South St Rt 48
Hamilton Twp, OH 45152

Dear Trustees,

We are pleased announce that on September 24, 2019, the Ohio Department of Commerce granted Little Miami Gig authorization to provide video services in Hamilton Township.

Little Miami Gig will begin delivering video services to residents and businesses within your jurisdiction at the earliest possible date, but not earlier than ten (10) calendar days from the date of this letter.

This notice is being provided in accordance with Ohio Revised Code § 1332.27(A). As a township, you are advised to review Ohio Revised Code §§ 1332.21 through 1332.34 to determine your rights and responsibilities.

At Little Miami Gig, we look forward to building a long-lasting mutually beneficial relationship with Hamilton Township.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy N Berelsman'.

Timothy N Berelsman,
CEO

Cc: Director of the Ohio Department of Commerce

LEGISLATIVE COVER MEMORANDUM

Introduction: November 6, 2019

Effective Date: Next available date after passage

Agenda Item: **Motion**
To approve a Large Purchase Order of \$15,000 for the Administrative Comprehensive Plan

Submitted By: Brent Centers

Scope / Description: This P.O. is for the Comprehensive Plan conducted by the Warren County Regional Planning Commission. This \$15,000 is accompanied by the \$5,000 Duke Energy Grant for a total cost of \$20,000.

Budget Impact: \$15,000

Vote Required for Passage: 2 of 3

HAMILTON TOWNSHIP, WARREN COUNTY
Regular Purchase Order

Office Of HAMILTON TOWNSHIP 7780 South State Route 48 MAINEVILLE, OH 45039-0699	Vendor Warren County Regional Planning 406 Justice Drive Lebanon, OH 45036	Purchase Order Number: 22-2019 Total: \$15,000.00 Issue: 10/29/2019 Expires:
Ship To HAMILTON TOWNSHIP 7780 South State Route 48 MAINEVILLE, OH 45039-0699	Bill To HAMILTON TOWNSHIP 7780 South State Route 48 MAINEVILLE, OH 45039-0699	Miscellaneous Approval:
Terms		
Purpose		

Quantity	Unit	Item Description	Unit Price	Subtotal
1.00		Admin. Comprehensive plan	\$15,000.00	\$15,000.00

Account Code	Account Description	Amount
1000-110-360-0000	Contracted Services	\$15,000.00

Material on this order is exempted from Ohio Sales Tax and Federal Excise Taxes.

<p style="text-align: center;">FISCAL OFFICER CERTIFICATE</p> <p>It is hereby certified that the amount of \$15,000.00 required to meet the contract agreement, obligation, or expenditure for the above, has been lawfully appropriated, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the</p> <p style="text-align: center;">----- General -----</p> <p>Fund (and others as above) free from any obligation or certification now outstanding.</p> <p>Certification: _____</p> <p>Date: 10/29/2019 Fiscal Officer: James Hunter</p>	<p style="text-align: center;">APPROVED BY</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">This order is not valid unless Fiscal Officer Certificate is signed.</p>
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LEGISLATIVE COVER MEMORANDUM

Introduction: November 6, 2019

Effective Date: Next available date after passage

Agenda Item: **Motion**
A motion to approve the appointment of Mark Wernery to the Board of Zoning Appeals Alternate position.

Submitted By: Alex Kraemer

Scope / Description: This motion is to appoint Mark Wernery to the vacant Board of Zoning Appeals Alternate position. Mark was one of two candidates that went through an interview process with the Human Resources Manager, Director of Economic Development and Zoning, and the Township Administrator following the 30 day posting of the position.

Mark has proven his commitment to the Township through his service on the Advisory Committee and shown great interest in the community by this service as a stakeholder for the Comprehensive Plan Action Committee.

This will fulfil the last remaining position on the Board of Zoning Appeals giving us a full voting Board plus one Alternate.

Budget Impact: \$0

Vote Required for Passage: 2 of 3

LEGISLATIVE COVER MEMORANDUM

Introduction: November 6, 2019, 2019

Effective Date: January 1, 2020

Agenda Item: **Resolution 19-1106**
A Resolution entering into a risk pool with Ohio Township Association Risk Management Authority (OTARMA) pursuant to Ohio Revised Code 2744.081

Submitted By: Brent Centers

Scope / Description: This Resolution is for the Township to adopt a policy regarding “employee dishonesty and faithful performance of duty” in accordance with O.R.C. 3.061 with a required adoption date of January 1, 2020.

This document will stand as our coverage document with OTARMA insurance, rather than the Township holding a separate surety bond, to cover the loss by fraudulent or dishonest actions of employees and failure of employees to faithful performance duties

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 November 6, 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 19-1106**

**A RESOLUTION ENTERING INTO A RISK POOL WITH OHIO TOWNSHIP
ASSOCIATION RISK MANAGEMENT AUTHORITY (OTARMA) PURSUANT TO
OHIO REVISED CODE 2744.081**

WHEREAS, Hamilton Township, Warren County is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio Revised Code herein “ORC,” 2744.081;

WHEREAS, House Bill 291 was signed into law on December 20, 2018 and became effective March 2019; authorizes the use of an, “employee dishonesty and faithful performance of duty policy,” instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and;

WHEREAS, in accordance with ORC 3.061. the township must adopt a policy by resolution to allow the use of an “employee dishonesty and faithful performance of duty” coverage document, rather than a surety bond, to cover the loss by fraudulent or dishonest actions of employees and failure of employees to faithful performance duties; the following shall apply to the policy:

1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.
2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual’s term of office or employment and the officer, employee or appointee shall not commence the discharge of duties until coverage is documented.
3. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.
4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.

5. Elected officials, prior to taking the oath of office, shall obtain approval of the intent to use the township's OTARMA coverage agreement and affirm that the township's coverage complies with ORC 3.061. Said approval shall be obtained by Hamilton Township, Warren County.

WHEREAS, Hamilton Township, Warren County's, "employee dishonesty and faithful performance of duty policy" through the OTARMA coverage complies with ORC 3.061: and;

NOW, THEREFORE, BE IT RESOLVED, that on this date of November 6, 2019, Hamilton Township, Warren County hereby authorizes the township to purchase and use "employee dishonesty and faithful performance of duty" through OTARMA instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties. ;

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 6th day of November 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 November 6, 2019.

Date: _____

James D. Hunter, *Fiscal Officer*