

Hamilton Township Trustee Meeting

February 5, 2025

Trustee Board Chairman, Joe Rozzi, called the meeting to order at 8:30AM. Mr. Rozzi, Mr. Cordrey and Mr. Sousa were present.

Roll call as follows: Joe Rozzi
Darryl Cordrey
Mark Sousa

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the clerk's journal as the Official Meeting Minutes of January 15, 2024, Trustee Meeting.

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

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the bills as presented before the Board.

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

Public Comments

Mr. Rozzi opened the floor to public comments at 8:32AM, with nobody approaching he closed the floor to comments.

New Business

Resolution No. 2025-0205A – Initiating certain text amendments to the official Zoning Code of Hamilton Township

Planning and Zoning Director Cathy Walton explained that the text amendments include updates to setbacks, street frontage, modifications, site plan reviews, and general provisions. She also noted that she plans to focus on amendments related to landscaping this year.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve Resolution 25-0205A, a resolution initiating certain text amendments to the official Zoning Resolution of Hamilton Township, Warren County, Ohio.

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

Resolution No. 2025-0205B – Declaring 1715 Amberwood Way a Nuisance

Ms. Walton informed the Board that the property had experienced a fire caused by electric bikes in the garage. At the time of the fire, the homeowners did not have insurance on the property. She requested guidance from the Board on the next steps, presenting two options: initiating demolition and filling the basement at an estimated cost of \$26,000 or boarding up the front and side of the structure for approximately \$3,600.

The Board discussed concerns regarding the length of time before the homeowners might take action if the property were boarded up, as well as the safety risks to neighbors and children due to the unstable structure caused by fire damage. Following this discussion, the Board directed Ms. Walton to proceed with obtaining bids for the demolition and regrading of the property.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 2025-0205B - a resolution providing for the declaration of nuisance and securing of an unsafe structure for the property located at 1715 Amberwood Way and authorizing all necessary steps to undertake action and declaring an emergency.

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

Resolution No. 2025-0205C – Authorizing Private Sale of Unneeded and Unfit-For-Use Property in the Police Department

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-0205C, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

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

Motion- Approve Hamilton Township Roster as presented

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve of the Hamilton Township Roster as presented before the Board.

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

Motion- Authorize the Township Administrator to enter into an Agreement with the Myers Y. Cooper Company to modify the Warren County Thoroughfare Plan to support the developer’s proposed development at SR 48 and US 22/3.

Mr. Cordrey expressed his gratitude to the Warren County Commissioner, the Warren County Engineer’s Office, Myer Y. Cooper, and township staff for their efforts in making this agreement possible.

Mr. Rozzi made a motion with a second from Mr. Cordrey to authorize the Township Administrator to enter into an Agreement with the Myers Y. Cooper Company to modify the Warren County Thoroughfare Plan to support the developer’s proposed development at SR 48 and US 22/3.

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

Annual Trustee Retreat: 2025 Department Work Session

Finance Department:

- **Current Financial Status (as of 12/31/2024):**
 - Checking: \$2,780,909.04
 - Savings: \$11,296,119.16
 - Investments: \$6,110,603.17
 - Total: \$20,187,631.37
 - 2025 Budget: \$17,804,304.53
- **Investment Updates:**
 - Interest income increased from \$657,890.75 in 2023 to \$818,789.99 in 2024.
 - Portfolio yield increased from 3.70% to 3.99% in 2024, with plans to reinvest in higher-yield securities.
 - Federal Reserve expected to cut rates in 2025, possibly affecting future returns.

Administrator Jeff Wright and Assistant Fiscal Officer recommended that the Board hold a late summer or early fall meeting to review proposed capital projects and capital expenses in preparation for the year-end budget report. The Board agreed to the meeting, and Mr. Cordrey requested that Ms. Horman provide a comparative analysis of data from 2017 to the current year.

Fire Department:

- **2024 Accomplishments:**
 - Transition to an all-career staff.
 - Pre-plan software implementation.
 - Preparation for a large multi-agency active shooter drill.
 - Installed dash cameras in all vehicles.
 - Station access upgrades, leadership training, and completion of community needs assessments.
- **2025 Plans:**
 - Delivery of a new medic unit and quint fire apparatus.
 - Increasing daily staffing and adding a third medic unit.
 - Replacement of Self-Contained Breathing Apparatus (SCBA).
 - Hosting multiple fire training courses.
 - Replacing Ladder 76 with a 2000-gallon tanker/pumper.
- **Proposals:**
 - Hiring 3 additional full-time personnel over three years.
 - Funding for a 2000-gallon Tanker/Pumper (\$530,000).
 - Strategic planning and rebranding initiative for 2025-2030.

The Board requested Chief Jewett to explore the option of a demo tanker to reduce costs and to present a detailed plan outlining the re-branding strategy in collaboration with the Impact Group.

Public Works:

- **2025 Projects:**
 - Budgeted \$401,500 for a new public works facility design and oversight.
 - Construction to begin in mid-to-late summer 2025, with completion expected by early fall 2026.
 - Ordering a 2025 International HV-607 Dump Truck.
 - Replacing 800 ft. of guardrail on Grog Run Rd. (\$17,000-\$20,000).
 - Joint culvert replacement project with Village of Maineville (\$100,000).
 - \$1.2 million budgeted for annual road resurfacing (7.09 miles).

Mr. Pelfrey sought guidance from the Board on their roof preference for the new public works facility, presenting the option of a metal roof for reduced maintenance costs while preserving aesthetics or a fully shingled roof. The Board agreed on selecting a metal roof over shingles.

Planning and Zoning:

- **Updates on Zoning Software (iWorQ) and Reporting Improvements.**
- **Zoning Resolution Text Amendments**
- **Medical Marijuana Use Regulations:**
 - Businesses cannot be within 500 feet of schools, churches, libraries, playgrounds, or parks.

Zoning Director Cathy Walton asked the Board whether they preferred a monthly or quarterly zoning permit report and if they wanted both residential and commercial data included. The Board requested quarterly reports for both residential and commercial permits.

Additionally, Mr. Cordrey proposed adding a requirement to the Zoning Resolution mandating the installation of a deck with second-floor door buildouts, rather than using a cattle gate, to enhance homeowner safety and first responder accessibility during emergencies. Ms. Walton agreed to investigate the feasibility of implementing this requirement.

Law Director Brodi Conover explained that despite changes in tax regulations for retail, manufacturing, and cultivation of marijuana, townships still have opportunities to generate revenue. He noted that the township could implement it into a JEDD or establish a community benefit agreement with the dispensary or cultivator.

Administration & Economic Development:

- **Development Updates:**
 - Various ongoing commercial and residential projects (Aldi, Auto Condominiums, etc.).
 - JEDD (Joint Economic Development District) revenue projections.
 - Kroger TIF fund balance review.
- **Staffing & Leadership Training:**
 - Leadership training initiative for all township employees.
 - RITE EQ Leadership Training estimated cost: \$18,700.

The Board expressed support for the RITE Leadership training for Hamilton Township staff, as well as for any local jurisdictions interested in participating. Additionally, the Board is in favor of exploring various marketing strategies and intends to collaborate with Little Miami and Kings High Schools through their social media and marketing programs. There is also interest in pursuing sponsorship opportunities with local high schools.

Furthermore, the Board supports adding staff to various departments; however, they emphasized the need for department leaders to identify funding within their budgets and develop a comprehensive hiring plan.

Police Department:

- **2024 Accomplishments:**
 - Restructure of command staff, new sergeants, and detective addition.
 - Drone program implementation. (Receiving drones is March 2025)
 - Upgraded non-lethal shotguns.
- **Future Needs:**
 - Locker room and office expansion.
 - Increase in staffing and funding.

Human Resources:

- **Digital Payroll:** Fully implemented via Paycor.
- **Employee Benefits & Retention:**
 - 2025 medical and dental insurance up for renewal.
 - Employee headcount breakdown.
 - Transition to a fully full-time fire department.
 - Police and public works staffing updates.

Parks and Recreation:

- **Capital Expenses:**
 - Mower replacement.
 - Testerman Park athletic court renovation.
- **Grant Opportunities:**
 - Multiple applications for funding community projects (e.g., hazard mitigation, flood risk reduction, environmental protection).
 - Participation in the America 250-OH 2026 Freedom Parade & Festival.

Mr. Sousa strongly advocates for the County's involvement in the Mounts Park restoration project, emphasizing that the issue includes stormwater management, an area in which the county already has an established stormwater program. Law Director Ben Yoder recommends reaching out to the Warren County Water and Soil Conservation District to explore potential funding options.

Public Comments

Mr. Rozzi opened the floor to public comments at 2:28 PM, with nobody approaching he closed the floor to comments.

Trustee Comments

Mr. Cordrey expressed his gratitude to the staff, noting that the Annual Retreat provides a valuable opportunity for meaningful discussion, with many great ideas shared and significant progress made. He looks forward to the fall meeting to focus on budgeting matters.

Mr. Sousa thanked the staff for their dedication and shared his enjoyment of the retreat. He also expressed his appreciation for Mr. Wright and the work he has already accomplished for the Township, looking forward to Hamilton Township's future under his leadership.

Mr. Rozzi, who has served as a Trustee for seven years, conveyed that it has been a true pleasure working with the staff, commending their 110% effort in everything they do, which greatly eases the work of the Trustees. He announced that he will run for office again and expressed his hope to see the completion of ongoing projects.

Adjournment-

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 2:40 PM.

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