

## Hamilton Township Trustee Retreat Meeting

January 22, 2021

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 9:19 a.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 January 6, 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

### Human Resources

Human Resources Manager, Ms. Kellie Krieger, requested a motion to hire Mr. Jason Jewett as the new Hamilton Township Assistant Fire Chief.

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

Ms. Krieger requested a motion to approve the following cemetery purchases; Charles Hylton is purchasing Niche` 8 in the Columbaria located in the Maineville Cemetery; Dorothy Michael is purchasing lot 504, grave 4; and James and Gloria Cooke would like to purchase lot 71, graves 3 and 4 in the Maineville addition.

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
	Mark Sousa	Yes
	Joe Rozzi	Yes

### New Business

-Motion: Enter into contract with *Ordesign Environmental Services, LLC* for engineering services

Mr. Rick Ordeman has been the individual working on our landfill issues at Mounts Park. We had contracted with his previous employer who made some cutbacks during COVID. With the permission from his previous employer, he was able to take all of the files for Mounts Park and start his own company. This contract will allow the continuance of the EPA engineering work for Mounts Park landfill environmental issues.

Mr. Cordrey asked if this is the final piece of the puzzle?

Mr. Centers explained that this is for the engineering aspect.

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into contract with *Ordesign Environmental Services, LLC*.

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

-Resolution 21-0122A: 2021 Warren County Road Resurfacing Program

This is the same contract that we enter into each year with the Warren County Engineer's Office for the 2021 Resurfacing, Chip Seal, and Striping Projects. Hamilton Township does not do chip seal projects so we will not be purchasing those materials. This contract allows Warren County to buy the products in larger quantities resulting in a more economic price for the Township.

Mr. Cordrey asked if we will be completing the same mileage this year?

Mr. Hickey responded that approximately 6 miles will be completed.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0122A.

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

**Work Session/ Presentations**

Mr. Centers thanked everyone for attending the retreat. Thanks to our law firm, FrostBrownTodd, we were able to host an off-site meeting at Cincinnati Music Hall to thoroughly dive into everything Hamilton Township.

Trustee Goals were reviewed first and are as follows: discussions about Mounts Park and the future of CTC Fields, renovation costs at Station 77, exploring the possibility of renaming the Community Center, reviewing our Zoning Code, bringing back events, considering an Economic Development Fund, budget discussions and CARES Act action updates.

Next, comparable metrics with surrounding communities (Clearcreek Twp., Deerfield Twp., Franklin, Springboro, Franklin Twp., Lebanon and Turtlecreek Twp.) were presented. Clearcreek Township remains one of our closest comparable communities as far as salaries and budgets.

**Finance**

The current budget numbers reflect all projects and increases that were discussed extensively and approved at the October 21, 2020 Trustee Meeting.

The Debt Payment Schedule is as follows:

- Administration/Police House Payment is \$124,725 annually. We have 7 more principle payments; 7 more interest payments and our current interest rate is at a 3.5%.
- Fire Station 76 total remaining debt is \$3,274,683.33. We have 17 more payments and our current interest rate is 3.8%.
- Roundabout total debt remaining is \$403,732.88. We have 35 more payments and a current interest rate of 0%.

Mr. Sousa questioned if we looked into re-doing our interest payments for the bonds?

Mr. Centers stated that it had been looked into but for whatever reason they did not actually change anything.

### Human Resources

Human Resources Manager Ms. Kellie Krieger gave an update on insurance stating that we are sitting in a really good place with our insurance. We currently have approximately \$633,000 in our reserve. With that, we have an option to suspend premiums for our employees or we can continue to grow our reserve.

Mr. Cordrey asked if this is self-funded.

Ms. Krieger explained that we are not utilizing as much coverage as we were when we signed up with Jefferson Health Plan.

Mr. Sousa asked if the demand in claims is not in surplus.

Ms. Krieger stated that is correct. The employees pay monthly premiums and a portion of that goes into our reserve in the case that we have to cover any large amounts of medical expenses. The Township does have a cap on what we contribute. When we originally signed up with JHP, we had employees that were utilizing the Township contributions. That is no longer the case so more funds are distributed into our reserve monthly.

Mr. Cordrey commented that he would like to discuss the options more in depth at a later date to give the new Presidential Administration a waiting period since they are rumored to have different views than the last administration.

It was asked if we could reduce the premiums?

Ms. Krieger stated that we could talk to our Brokers about that. They were actually the ones that brought it to our attention to have a discussion on suspending the premiums since we are at such a great place with our reserve.

Mr. Cordrey asked if we would be “shooting ourselves in the foot” with a reduction in premiums due to Union contracting?

Mr. Centers stated that it would probably be a cleaner option to suspend for a period of time versus reducing them altogether.

Mr. Cordrey stated that he would be okay with suspending premiums for 2 months and then making this a yearly discussion moving forward. Luckily, Hamilton Township has a high retention rate but that also means that our workforce is aging so the potential to dip more into that reserve, will grow.

Mr. Sousa commented that we would be splitting hairs on cost. He would prefer a 3 month suspension.

Mr. Cordrey believes that Hamilton Township is in a great spot now; we don't want to get too ahead of ourselves thinking that we have an abundance of money to utilize.

Ms. Krieger reminded everyone that our enrollment date is July 1<sup>st</sup>, but our benefits year is January-December so that is when deductibles reset.

-Mr. Cordrey made a motion with a second from Mr. Rozzi to suspend employee insurance premiums for 2 months.

Roll call as follows:   Darryl Cordrey       Yes  
                                  Joe Rozzi                Yes

Mark Sousa

Yes

Cemetery purchases are continuing. The Columbaria was installed on June 14, 2019 and it looks great. We have sold 5 out of the 64 niches so far. Ms. Krieger stated that we should look at adding other revenue options once this Columbaria is half full. We still have a lot space left in the Maineville Addition for traditional burials.

Mr. Cordrey commented that it might be too soon to explore purchasing another Columbaria this year, but we should revisit as the interest grows.

Public Records Requests were the next topic to be discussed. In 2018 we had approximately 16 total requests for a cost of \$4,288.75. We had a substantial increase in requests for 2019; 34 requests for a total cost of \$39,677.16. In 2020, we had a significant decrease in requests and we were able to fulfill those in house so we did not incur high costs. 2020's requests came in well under \$5,000.00.

Our Fire Department continues to have the biggest turn over from employees, however our numbers are down from last year. All other departments have maintained retention rates.

Mr. Cordrey stated that this reflects the leadership that we currently have.

Mr. Centers commented that it is a good testimony to our staff.

### Police

Chief Hughes began his presentation by stating that he is very proud of the men and women that work for our Police Department especially after the challenges that 2020 presented. He reviewed the Organizational Chart that was presented to the Trustees last year when he was looking to hire additional officers after the passing of the levy. The 2021 Organizational Chart reflects the hiring of those three officers; Officer Clift, Officer Perry and Officer Ratliff. He also explained that taking over Police services for the Village of Maineville and having a contract with them for those services, has allowed us to hire Officer Stephens as well.

Chief Hughes next discussed our Citizen's Police Academy. The 2020 academy finished right before COVID hit hard. It is a 9-week course that is taught in 3-hour long sessions on Mondays. The 2021 Citizen's Police Academy is kicking off great. As expected, this year's numbers are down, but they're having a great time so far.

The next discussion was over the vehicle fleet. The proposal for 2020 was to re-enter into the Municipal Fleet Program for a four-year term for seven vehicles at a cost of approximately \$250,000.00 which does include the equipment. Unfortunately COVID caused significant delays. All 7 cruisers have arrived but we are still waiting on the new equipment for the marked cruisers. The financing amount may differ due to additional mileage placed on the "trade-ins" since we have had to keep them in rotation longer.

Mr. Cordrey asked if we will keep the new cruisers longer than originally anticipated or will we trade them in at the original time expected for a higher return?

Chief Hughes explained that the lease term is for 4 years and that term did not start until the cars were delivered to our station.

Despite COVID restrictions, our Officers were able to log close to 1,000 hours of training.

The Police Department was able to purchase new handguns, optics and holsters this year. This was something that had not been updated in over a decade.

We were also able to add a member of the Hamilton Township Police Department to the Warren County Drug Task Force. This is a first in Hamilton Township history.

Mr. Centers mentioned that opportunities such as the Drug Task Force are key factors in our retention because Officers want to see different ways that they can excel their careers.

Chief Hughes continued that the first records destruction in Township history took place in 2020.

We also added another Officer, Officer Elzey, to the Warren County Tactical Response Unit. Chief Hughes stated that he would like to add another Officer to this team as well that way we can have one on every shift.

Mr. Cordrey asked how our numbers compare with other departments/Townships for these additional training opportunities?

Chief Hughes commented that we are comparable with other departments for the first time.

We had another perfect property room audit for the 3<sup>rd</sup> year in a row. This is a big deal!

Sgt. Rector graduated from the CLEE (Certified Law Enforcement Executive) program. Sgt. Wall completed the Police Executive Leadership College (PELC). We have a 98% compliance with all Officers completing their monthly training through Lexipol.

Chief Hughes ended his presentation by giving a brief summary of the events that led up to Maineville dissolving their Police Department. This led to the Village contracting with Hamilton Township to cover their emergency services. Chief attends the Council meetings in which Maineville has expressed that they are very happy with the coverage that Hamilton Township provides.

Mr. Cordrey asked if Chief Hughes is planning to hire an Assistant Chief for the department?

Chief Hughes explained that he wanted to do it in 2021 but he is not sure if that will happen this year.

Mr. Sousa asked when the new cruisers will be added to the rotation. Chief Hughes responded that they are hoping to equip them and add them into rotation within the next few weeks.

## Fire

Chief Reese began his presentation by giving an update on the vehicle fleet for the Fire Department. Medic 76 and Medic 77 are both holding up well. The current Medic 78 is a 2008 but we are getting a new medic unit to replace that; we are expecting a mid-July delivery for that vehicle. We are expecting a late spring/ summer delivery for the new Engine 77. Ladder 77 is a 2006 model that does require some bumper to bumper maintenance so he would like to look at replacing that soon.

Mr. Sousa mentioned that insurance was covering a fire truck rental for Engine 77 but that was only for a period of time; will we have to come out of pocket at all to keep a rental until the new truck is delivered?

Chief Reese explained that while that is a possibility, he wants to talk to his salesman first to get some details.

Chief Reese continued that he is currently in discussion of doing a government lease, very similar to the program that the Police Department is using, so that he can purchase 2 new staff vehicles instead of just 1 as anticipated. He discussed in detail the timeline in which he would like to replace Fire Trucks and various other gear and equipment for the Fire Department over the next few years.

With the exception of Turner Construction working on a few warranty items for us, Station 76 is finished. Approximately \$5,720.61 contingency was returned. We have struggled to purchase furniture and get it installed due to COVID, but they are doing their best. The landscaping was completed by Greenfield Plant Farm for about half the cost that was originally projected when this project started. Chief Reese has also been working with a company to get signage on the new Fire Station.

Chief Reese gave an update on Station 77. At last year's retreat he mentioned that he would like to have some renovations done. After further research, those renovations would cost approximately \$30,000 and would consist of replacing the current tiles in the living quarters, replacing cabinetry and appliances and having the bay floors redone.

Mr. Cordrey suggested the idea of considering a need for a new Station 77 in the near future. He stated that they could start researching and game planning to see what that would look like for 2022 or 2023.

Mr. Centers was looking for clarification if Mr. Cordrey meant new as in replace this current station or new as in adding a third station?

Mr. Cordrey stated that he was thinking to construct a larger replacement but they could also discuss adding a third.

Chief Reese mentioned that he would like to relocate Station 77 but that would require the Township to purchase land most likely. He would love to explore all options.

Mr. Rozzi asked if it is time to have both stations evaluated for statistical purposes to determine the best location for Station 77.

Mr. Centers interjected that if we are going to invest a large amount of money into any of our departments, our Public Works is desperately in need of an overhaul or new building before making major changes for Station 77.

Mr. Cordrey discussed renovating the current Station 77 and using it as the Public Works garage. That would allow Public Works to move out of the building at Testerman Park and then they could discuss purposes for that location as well. He believes that next year would be the ideal time to start discussing these plans and processes.

Mr. Sousa mentioned having a detailed work session later in the year to talk about the long term vision for the Township.

Mr. Rozzi commented that many years ago after evaluations, it was recommended that in order to appropriately service the Township, we should have 5 Fire Stations.

The question was asked if Public Works could in fact use the Station 77 building? Mr. Hickey responded that Public Works has well outgrown their facilities and it was always part of the plan to move them to the current Station 77 building, once the Fire Department moves.

Chief Reese continued with his staffing update. We currently have 19 full time on shift, 3 full timers that work 40 hour schedules, and we just added our Assistant Chief. He is researching the SAFER Grant for the possibility of adding 2 to 3 more Fire Fighters. We currently have 13 part timer's with 1 part time Administrative Assistant. Chief's goal is to continue to recruit and offer schooling. He stated that we are getting several applicants fresh out of school and we are hoping to develop them into great Fire Fighters. He also explained that he was unsure if we would be able to continue offering to send staff to Paramedic school; fortunately with the CARES Act funds allowing us to purchase a new Ambulance that freed up money to send additional personnel to medic school. The individuals that take advantage of this opportunity have to make a 3 year minimum commitment to Hamilton Township for employment.

Mr. Sousa reminded that Chief Reese had mentioned in the recent past that he wanted to look into the possibility of hiring EMS personnel only, is that still the case?

Chief Reese mentioned that it is still on his radar but there are some big factors to weigh. Right now our department seems to be holding our own.

Chief Reese concluded his presentation by commending several members of his Fire Department for the outstanding work that they conducted through this entire pandemic.

### RedTree Investment Group

Jennifer Trowbridge with RedTree Investment Group spoke next. She introduced herself by explaining that she is a co-founder of RedTree. She discussed the mission of the investment group and stated that they work with public entities. The Ohio Revised Code dictates what the township can invest in. The maximum maturity is five years on any investment. Our partnership began in August of 2019 when our portfolio was funded with \$3,074,471 in cash. This money was purposefully invested over a three-month period so that it was not all put into the market at once. The goals are to protect principle, provide liquidity and earn a market rate of return. These investments accrue interest daily; however, they only pay semi-annually or annually. If we would like to begin looking into Commercial Paper and/or Municipal Bonds investments, Mr. Weber is required to take additional classes through the Treasurer of State. For now, we will continue to invest as much as we can.

Ms. Trowbridge thanked everyone for our business!

### Community Events

Nicole Earley, Community Events Coordinator, gave a brief summary of what 2020 brought for our community. Unfortunately all in person events were cancelled but we were able to come up with some creative virtual activities such as the Great Pumpkin Hunt, the Fall Decorating Contest, Virtual Paint-A-Plow, and the Trim the Township Contest to keep the community engaged.

2021 will bring lots of change to events. We have to submit all event plans to the Warren County Health district for review. They will sign off on anything as long as all requirements are met for COVID mitigation. Events will be held primarily outdoors. A list of all event dates was presented to the Board and will be released to the public to allow for plenty of notice to the community.

Ms. Earley discussed the newsletter next. Moving forward we will only be offering a digital copy. This will cut down on the cost and we will be doing a re-release in April of this year.

Mr. Cordrey asked if there would be advertisements?

Mr. Centers explained that when advertisements were done before there seemed to be a push for information but there was no real revenue for any of the businesses. Since businesses have already been hit hard with the pandemic, instead of asking them for newsletter advertisements, we would rather work with them for possible event sponsorships.

Ms. Earley stated that looking ahead for 2021 we are going to continue with virtual events such as a story walk, an event called kindness rocks, and spotlight a "Resident of the Week".

Mr. Rozzi commented that while people may not attend in the numbers that they did before, there is still a community wide desire to participate in events.

Mr. Sousa agreed that people are at a point where they are making decisions about personal attendance for things.

Mr. Cordrey stated that Ms. Earley joined our team at an odd time for events during a pandemic but she has adapted and taken the Boards visions and run with them; he thanked her for the work she has put into this.

### Mounts Park EPA Update

Mr. Rick Ordeman with Ordesign, LLC spoke on behalf of the Mounts Park EPA updates. He explained the background of Mounts Park stating that it was formerly a gravel quarry. Part of the land was used as a landfill many years ago. That landfill was closed in the mid-1970/s in accordance with the Ohio EPA requirements. In 1976 those standards were to dump approximately 2 feet of soil on top of the landfill and then plant vegetation around it to keep the trash in place. A stream flowed from south to north along the eastern edge of the park and into Big Foot Run and the Little Miami. Development of the housing communities to the southeast along with the blockage of Big Foot Run from the gravel company, resulted in the stream backing up, eroding downward and into the landfill. With this, the Ohio EPA inspected the park and identified that the landfill cap had been breached and waste was eroding out of the landfill and into the lake and potentially the Little Miami River. The EPA issued a Notice of Violation requiring that the waste be stopped from entering the lake and the landfill cap be restored. This is where the Township retained Mr. Ordeman's services.

To date, the Township has installed a fence at the outfall of the stream to stop waste from washing into the lake. Mr. Ordeman has met with the Ohio EPA to discuss an approach and timing. A schedule has been developed for completing the required steps to restore the stream and landfill. Mr. Ordeman's team has conducted the required studies to prepare a stream restoration application for the Ohio Department of Natural Resources (Water determination, Wetlands Delineation study, threatened and endangered species study, and a Project Summary form for Archaeology). Mr. Ordeman worked with LJB Inc. to develop and evaluate three options for restoring the stream:

- Restore the stream to its original flow pattern
- Reroute the stream so that it will not impact the landfill
- Modify the current channel and line it so it does not erode the landfill moving forward

The selected plan is to modify the current channel and line the stream so that it does not erode the landfill moving forward.

Mr. Cordrey asked if this will mitigate the flooding on Stubbs Mills?

Mr. Centers responded that it will not. The flooding is more to do with the gravel company and we are looking into that separately.

Mr. Ordeman continued that the plans moving forward are as follows:

- complete the Archaeological Assessment required by the State Historic Preservation Office
- Post plan for public comment
- Submit stream modification plan to the Ohio EPA for review
- prepare the landfill restoration plan and get it reviewed by the Ohio EPA
- submit 401/403 permits for the Army Corps of Engineers approval
- work to obtain a grant to help pay for the restoration work
- prepare a bid specification/work plan to get bids for completing the work (Ordesign to assist LJB with this task)
- implement the work plan.

Mr. Ordeman explained that we are less than a month behind the original schedule. That was due to his previous employer making changes but he believes that he can make up the time. He is working on identifying grant funds that could potentially cover the cost as the rechanneling and recapping are going to cost the most.

Mr. Sousa expressed concern about the physical, overall cost for this project.

Mr. Ordeman stated he understands that part. Once the permits are approved, the work can begin.

The Board thanked Mr. Ordeman for his update.

### Public Works

Mr. Hickey began his presentation by explaining that for 2021 he is looking to fill a vacant Service Worker position.

Next, he discussed the Public Works goals for vehicle/equipment capital purchases over the next four years. In 2021 he would like to purchase a ¾ ton pickup truck and a 1.5 ton flatbed. 2022 he would like to purchase a new dump truck, mechanic's truck, a skid loader and a larger minihoe. In 2023, he would like to purchase a larger roller with a vibrator as well as an air compressor/generator. And lastly in 2024 he would like to purchase a one-ton dump truck.

Road Assessments will consist of sign condition ratings, pavement ratings, pavement marking ratings (Edge Lines, Center Lines, Stop Bars), Guardrail condition ratings/inspections, annual catch basin inspections, Culvert ratings and ditch inspections. They started a program called PubWorks which actually logs everything listed above to make it easier to prioritize in the future.

Overall road resurfacing will cost approximately \$600,000 this year. We will also be doing work on the Baxter Road Bridge. Bidding for this project will go out in early May. We will need to buy right of entrée on some of the properties that are effected with this project. We will have a meeting with the residents on Baxter Road to inform them of the details and answer any questions; a reminder letter will be mailed out to those residents as the work gets closer. The total cost for this project in particular is \$135,000.00.

Mr. Cordrey stated that these types of projects had been backlogged before the passing of the road levy; will this completion get us back on track?

Mr. Hickey responded with a yes and stated that with their new program, they should be fully prepared for these projects long before the work starts.

- Community Garden improvements and upgrades were done by adding the fencing on the frontage of the property, mowed/trimmed the parameter of the property, cleaned and maintained the garden and we will be adding an entry sign that will match the rest of the Township park signs.

-Community Center updates:

- purchased property
- worked a contract with the Hopkinsville Church of God
- repairing the soffits, shutters and gutters (\$1,476.33)
- repairing the floor/ foundation (\$34,254.14)
- adding a new Community Center sign (\$2,990.00)
- repairing screens, stairs, landscaping, etc. (\$10,000.00)

Mr. Cordrey brought up the possibility of changing the name for this building to go with the "facelift" that it will get.

Mr. Center mentioned that we already budgeted for branding for the sign, do we want to go with the same theme as everything else?

Mr. Cordrey replied that he would like for it to be the same as other Township properties and have the Hamilton Township emblem on the sign, but consider a different name than just the Community Center.

Mr. Sousa commented that he wants it to be clear that this is a public, community center. He asked where we are on the improvements?

Mr. Centers stated that we have one company that can physically do the work.

Next, Mr. Hickey gave an update on Cemeteries; they performed 27 burials. We are keeping Y2K for cemetery mowing and we will be adding entry signs to all three cemeteries.

-Testerman Park projects for 2020 consisted of adding an entry sign. Future goals within Testerman would be to upgrade the restrooms, upgrade the shelters, and update the walking trail.

- Marr Park 2020 projects consisted of adding an entry sign. Future goals for this park are to add additional organizations, a shelter, and add trees along the driveway.

Mr. Cordrey asked if there are parts of Marr Park that are under used?

Mr. Hickey stated that Cincinnati United uses all of the space besides one area in the very back. Lacrosse would like to use those 3 fields. They are unregulated which means that soccer cannot use them.

Mr. Centers stated that the Lacrosse Organization would handle some of the major capital projects.

Discussions about the old white farm house took place. Unfortunately the house is a liability and is not repairable.

-Dog Park 2020 projects consisted of upgrading the driveway and adding an entry sign. Future projects are to upgrade the fencing.

Mr. Cordrey asked about parking for the Dog Park. Mr. Hickey replied that there is sort of a “hand shake” or general understanding with Baker’s Vet for the dog parking but there is nothing official.

-Munitions Park projects have just been to mow and maintain the area. That same work will continue.

- Mounts Park 2020 projects consisted of adding a walking trail, adding an entry sign and moving the entrance. Future improvements/goals are to repair the landfill, add a dock to the larger lake, Naming the trail ways and adding markers, hiring a seasonal employee to maintain the park and adding benches around the lake.

Mr. Sousa discussed the idea of reaching out to residents for help with constructing the trail markers. He also brought up the idea of a Memorial Garden to honor loved ones. That could consist of residents purchasing benches that say “In Loving Memory of...” and they could be placed in various locations around the lakes or park. We could also offer the idea of purchasing trees to have planted in honor of loved ones. These are ways to allow our residents to be involved with contributing in beautifying our park. He also suggested the idea of having Nature classes. Anything that consists of volunteers to educate and engage our community to help with increasing attendance and frequency to Mounts Park.

Mr. Cordrey commented that this is a good idea. He asked if they would be placed in designated “No Fishing” areas?

Mr. Centers explained that we would try to place these types of mementos off the fishing paths, however we want benches all over the park to be purchased and used as memorials.

Mr. Sousa stated that he is hoping to have this ready for the warmer weather this year. He would like for us to plan the placement of the benches now.

Mr. Cordrey suggested the idea of donations instead of actual purchases.

Mr. Sousa responded that we low maintenance/cost effective options would be nice to peak interest.

Mr. Centers stated that we will have to do some research and get costs together.

### Mounts Park Ball Fields

The goals for the 2021 Season are rebranding the field and exploring the idea of working with Ohio Power on a one-year contract (they will repair and upkeep the fields)

Long term plans consist of the following repairs:

- upgrading fencing and backstops (\$239,920.00)
- repairing dugouts (\$5,000.00)
- upgrading batting cages
- blacktop the walkways (\$23,854.20)

Utilities:

- running water (\$3,000.00 tap fee, minimum \$27/monthly)
- Restrooms (porto-lets, holding tank, running sewer (closest sewer is in front of The Villages of Classic Way, estimated \$1 million for the run))
- running electric for light poles (\$400,000.00)

Mr. Cordrey commented that he is concerned with a contract with Ohio Power because of safety.

Mr. Hickey explained that they would be updating the deteriorating walls. Ohio Power is aware that the contract would allow us to stop the work they are going to do, at any time. They are interested in getting these fields usable and ready for the kids; they are not looking to make money. Just so the Board is aware, Ohio Power actually came to us with the proposal; we did not seek them or anyone else out at this time. There could potentially be other companies that are interested in this type of contract as well.

Mr. Cordrey stated that a one year “contract” would be fine in order to allow these fields to be played on for the 2021 season.

Mr. Hickey ensured the Board that we would keep an eye on this operation at all times.

Mr. Rozzi asked who would determine what repairs should be made and if they are done safely?

Mr. Hickey stated that both himself and our Zoning Inspector, Cory Sanders would check regularly. These repairs could cost around \$6,000.00.

Mr. Centers stated that we would get an extensive repair list together. In the fields current standings, no can use them for the 2021 season. We could contract for this year so our Township can play and then prepare to fully take over and open for the 2022 season under Township operations.

Mr. Sousa commented that’s he would be okay with a one year, protected plan to get us by and then get after the real work as soon as we are able to.

Continued in-depth discussion took place about the expectations with staffing plans and the overall cost to run the ball fields at Mounts Park. Mr. Centers expressed that we will get all hard numbers together to present to the Board for a field of dreams option versus basic operations.

### Economic Development

Director of Economic Development and Zoning, Alex Kraemer began his department update referencing the Hamilton Township Comprehensive Plan. This passed the Warren County Regional Planning Commission Full Board on January 12, 2021. The final public hearing will come before the Board of Trustees on February 3, 2021.

The Economic Development website is finally live and highlights a lot of our businesses and movement in Hamilton Township. This will be updated regularly.

Mr. Kraemer next mentioned the idea of an Economic Development Fund. The purpose is to assist developments with unanticipated costs; help a current business expansion; provide infrastructure improvements; attract business, etc. Deerfield Township, Union Township in Clermont County, City of Monroe and the City of Fairfield all have options like this.

The Little Miami Industrial Park update is as follows:

- SUMCO building demolished
- Debris is being removed; new 45 day timeline begun, cleanup due March 5, 2021.
- 104 acres available for development
- Roughly 10 acres under contract for trucking company
- Additional 5 acres in discussion
- Site rendering has been uploaded to our website as well as an overall site video

Current Development consists of the Neyer property on State Route 48. Most may remember this from the Burger King proposal last year; from what Mr. Kraemer understands, that is a dead deal but they are under contract for a retail strip center.

Shooters generated approximately \$42,000 revenue in 2020 to the Hoptown TIF Fund. There is potential for future development here.

Mr. Kraemer allowed our Economic Development Intern, Brandon Williams to present his Co-op Project to the Board. Mr. Williams explained that there are 3 specific parcels that he and Mr. Kraemer considered for this project. He presented a plan for "Towne Center" to be located on the Gallenstein property that is located between State Route 22/3 and State Route 48. Ideally this space would be a "Live, work, play" type of community that would consist of multi-use development. He related it closely to the "Norton Commons" community located in Louisville, Kentucky. The Board of Trustees were very impressed with the plans before them.

Mr. Cordrey asked how we can get this type of development moving in Hamilton Township.

Mr. Centers explained that he and Mr. Kraemer met with the Gallenstein's last year; we do not want to put money in up front and they do not want to move without the infrastructure. This is exactly the type of plan that we need. Tom Gallenstein appears to be happy with this Co-Op project but still needs to talk to his business partner before any definite decisions can be made.

Mr. Sousa questioned if the Gallenstein's own all of these parcels?

Mr. Kraemer replied that they do. However, with this type of project, no zoning changes would be necessary which is very ideal.

The Board thanked Mr. Williams for the work put into this in his short time with us. They are excited to see what else this partnership will bring over the next few months

Mr. Kraemer continued with a Zoning Commission review; current members are Dan Riegner, Amanda Webb, Brady Hood, Julie Perelman, Randy Kuvin, and alternate Eric Reiners. They had a total of 6 meetings in 2020 and provided recommendations to the Board of the Trustees for CBD Oil Establishment regulations, 52 Stephens Road developments, Burger King and the Villages of Hopewell Valley, section E.

The Board of Zoning Appeals current members are Harold Eberenz, Michael Blomer, Ryan Ziemba, Brandon Roark, Mark Wernery and alternate Holly Roush. They had a total of 6 meetings in 2020 that consisted of 3 house variances, 2 land variances, 1 conditional use, 1 pool variance and 1 commercial variance; 6 were approved and 2 were denied.

Our permit revenue remains steady. The Board voted to change the permit prices in 2019 but after further review, we might want to have discussions about revising those costs again so that we are more comparable to communities of our size.

We continued to send Zoning violation letters in 2020. Abatement concerns arose on Elizabeth Street, Winding Way, Overbrook Avenue, Harrison Road, and Schlottman Road. Those successfully corrected at the Township level were an old vacant house on State Route 48 that was torn down in early January 2021 and Junk and Debris were removed from 9457 Schlottman on January 11, 2021.

Lastly Mr. Kraemer highlighted the New Businesses/Developments in Hamilton Township in 2020; Dunkin', Kratzer's Hometown Pharmacy, Mercy Health Primary Care Office, Mercy Health Urgent Care, Servatti's Pastry Shop, Abode Advantage, Alexander Pointe, 50 Hildebrandt Development, EvoFit (Maineville).

### **Executive Session**

Mr. Cordrey made a motion with a second from Mr. Rozzi, to enter into Executive Session at 4:00 pm in reference to ORC 121.22 (G) (8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance.

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

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of Executive Session at 4:17 pm.

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

### **Work Session (Cont'd)**

#### **Frost Brown Todd**

Mr. Yoder gave a summary of services provided to Hamilton Township in 2020; general services, Law Director attendance at every Trustees meeting, major public records requests, personnel investigations, Fiscal Officer delegation of duties, assisted with plans to construct new fire station and close the old station, BZA and Zoning Commission training, reviewed township contracts, drafted and updated numerous policies such as the investment policy, political activity policy, chain of command policy, payroll deductions policy, public records policy and discipline procedure and appeal process.

In 2019 the total legal fees were approximately \$195,000. There was a dramatic decrease for 2020 resulting in a legal bill of approximately \$101,000. Mr. Yoder reminded everyone that typically election years to have an increased bill so 2021 fees may rise.

### **Administrator's Report**

Mr. Centers did not have much to report on. He reminded that Board that the Employee Recognition Awards would take place on February 3, 2021.

### **Trustee Comments**

Mr. Rozzi commented that we've had a good year. He thanked everyone for their hard work.

Mr. Sousa stated that he is a year in as Trustee and he is wearing a hat in a community that he has complete faith in. He expressed that the staff's Day to Day duties are done so well that it

allows the Trustees to focus on other aspects. We are close to some big things happening and Hamilton Township is moving forward. He thanked everyone for all of their hard work.

Mr. Cordrey reminded that this is an election year; this time will have a different atmosphere. He is confident in the movement of the Township.

Mr. Sousa stated that he has enjoyed working with Mr. Rozzi and Mr. Cordrey.

Mr. Cordrey thanked everyone for all of their work. He stated to never underestimate the power of these retreats as this gives the Board a chance to have discussions in depth that maybe wouldn't otherwise be had. He also thanked FrostBrownTodd for their knowledge and great relationship.

**Adjournment**

With no further business to discuss, Mr.Cordrey made a motion with a second from Mr. Rozzi to adjourn at 4:32 pm.

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