



TRUSTEE MEETING AGENDA 1/17/2024

6:00 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the audio/video recording as the Official Minutes of the January 3rd Board of Trustees special and regular meeting.
- Bills before the Board

Presentation:

- Proclamation for Haverkamp Foundation
- Officer Alex Stephens and K-9 Kahn

Public Comments

New Business

Resolutions

- Resolution No. 2024-0117A –Resolution Enacting Six Month Moratorium on Adult Use Cannabis
- Resolution No. 2024-0117B – Authorizing a contract with Warren County for the 2024 Resurfacing, Chip Seal, and Striping Project
- Resolution No. 2024-0117C – Authorizing Private sale of Unneeded and Unfit-For Use Property
- Resolution No. 2024-0117D – Increase Appropriations in NatureWorks and ODNR Aquatic Education Grants Funds
- Resolution No. 2024-0117E – Authorizing the Sale of a 2015 Ambulance via Internet Auction
- Resolution No. 24-0117F- Appoint Trustee Cordrey of Hamilton Township Board of Trustees to the Warren County 911 Program Review Committee

Motions

- Motion to authorize the Township Administrator to enter into an agreement with Bachman's HVAC Solutions for HVAC maintenance and services
- Motion to approve the Hamilton Township 2024 Event Calendar
- Motion to approve the purchase of Cemetery Deeds
- Motion to authorize a payment to the Warren County TID for a traffic signal, painting of signal poles and a turn lane as part of the SR 48/Towne Center/Grandin Road project
- Motion to approve 2024 Township Highway System Milage Certification from ODOT

Public Comments

Fiscal Officer's Report

Administrator's Report

Trustee Comments

HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*

Joseph Rozzi – *Vice Chair*

Mark Sousa – *Trustee*

Kurt Weber - *Fiscal Officer*

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

Township Administrator

Jeff Wright
(513) 683-8520

Police Department

Scott Hughes – Police Chief
Phone: (513) 683-0538

Fire and Emergency Services

Jason Jewett– Fire Chief
7684 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-1622

Public Works

Don Pelfrey– Director
Phone: (513) 683-5320

Assist. Fiscal Officer

Ellen Horman
Phone: (513) 239-2377

Human Resources

Cheryl Allgeyer
Phone: (513) 239-2384

Zoning Administrator

Cathy Walton
Phone: (513) 683-8520

Parks and Recreation

Nicole Earley
(513) 683-5360

Executive Session – Motion to adjourn into executive session at ____ in accordance with ORC 121.22(G)(1) to discuss compensation of a public employee.

Adjournment

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

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

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

Hamilton Township Trustee's Police District Meeting

January 3, 2024

Trustee Board President Sousa called the meeting to order at 6:00 p.m., Mr. Cordrey and Mr. Sousa were present.

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

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

New Business

- Resolution 2024-0103- Setting Police District Trustee meeting dates and times

A motion was made by Mr. Sousa and seconded by Mr. Cordrey to approve Resolution 2024-0103.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Adjournment

With no further business to discuss, Mr. Sousa made a motion, with a second from Mr. Cordrey, to adjourn at 6:01 p.m.

Chief Hughes wished everyone a Happy New Year!

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Hamilton Township Trustee Meeting

January 3, 2024

Trustee Board Chairman, Mark Sousa, called the meeting to order at 6:02 p.m., Mr. Cordrey and Mr. Sousa were present.

Roll call as follows:

Darryl Cordrey	Yes
Joe Rozzi	Absent
Mark Sousa	Yes

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to nominate Mr. Cordrey to become the Chairman of the Board of Trustees.

Roll call as follows:

Mark Sousa	Yes
Darryl Cordrey	Yes

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to nominate Mr. Rozzi to become Vice Chair of the Board of Trustees.

Roll call as follows:

Darryl Cordrey	Yes
Mark Sousa	Yes

A motion was made by Mr. Cordrey, with a second by Mr. Sousa, to approve the clerk's journal and accept the tapes as the Official Meeting Minutes of the December 20, 2023, Trustee Meeting.

Roll call as follows:

Mark Sousa	Yes
Darryl Cordrey	Yes

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

Roll call as follows:

Mark Sousa	Yes
Darryl Cordrey	Yes

Guest Speaker- US-Kosovo Educational Exchange Board

Dr. Jessica Ashe is a Fulbright Specialist for the US-Kosovo Educational Exchange Board. She explains it is a literacy development program for pre-kindergarten to high school students to engage in interactive lessons and a benefit locally in Hamilton Township could be for local students to write and exchange letters with children in Kosovo. She is wanting to bring attention to the Trustees and nearby education systems about the program.

Mr. Sousa: Is there hopes of having students go abroad or is this just an exchange for educational information? Also, what is the current relationship with the school district?

Dr. Ashe: Currently she is the only one that is traveling to Kosovo at this point. She is hoping that the board will help in the partnership with the local school and teachers with USKEBB.

Mr. Sousa and Mr. Cordrey state they both have a great relationship with the schools and will reach out to them in help of the program.

Mr. Cordrey: Is there any pushback from state/federal regarding travel?

Dr. Ashe: She has not had pushback at the state and federal level. If security were needed, the federal government would provide that during travel. Fulbright, having an educational mandate would not send anybody with training as hers somewhere they could be in danger.

Public Comments

Mr. Sousa opened the floor to public comments at 6:13 p.m.

Joan Posey: She has concerns with the safety of the Old 3C Hwy and Route 22 intersection. She understands a traffic study was conducted recently which led to a flashing light being installed. Although the light is there, oncoming drivers in both directions on Route 22 do not slowdown in time for drivers from Old 3 C Hwy to safely turn. She is hoping the board can reach out to ODOT or Warren County Engineers Office to see if a traffic light can be installed.

Mr. Cordrey: He is aware of projects that are happening around that location and will continue to reach out to the county and state for any type of relief there.

Mr. Sousa: Discussion of a light there has been brought up in the past and that a light would cause more congestion and accidents. He hopes with the reopening of Grandin Bridge that congestion will ease up in that area.

Kurt Weber: Working at Warren County Engineers Office he is aware of the intersection and will see if the county has a plan in place for the future. However, he agrees placing a traffic light there would be more detrimental. The idea for that area is that drivers traveling to Deerfield would turn right from Old 3C onto Route 22 on the Hamilton Township side, those traveling to Hamilton Township would turn right from the Deerfield side of Old 3C.

Mr. Sousa closed the floor to public comments at 6:26 p.m.

New Business

- Resolution 24-0103A: Setting meeting dates and times.

Mr. Cordrey stated that this resolution is creating a schedule for Trustee Meetings. We will be keeping the 1st and 3rd Wednesday of the month at 6:00pm with two exceptions. February 7th's meeting will be rescheduled to February 6th, and June 19th will be rescheduled to June 18th.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103A.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

- Resolution 24-010B- Authorizing the annual Blanket Certificates and establishing financial policies for approval of purchase orders.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103B.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

- Resolution 24-0103C: Transfer of Fire and EMS Levy Fund to Fire Station 76 Capital Project Fund.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103C.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

- Resolution 24-0103D: Authorizing the disbursement of checks for payroll and payroll related withholdings and expenses.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103D.

Roll call as follows: Darryl Cordrey Yes
Mark Sousa Yes

- Resolution 24-0103E: Transfer of General Fund and Police Fund to Building Bond Fund.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103E.

Roll call as follows: Mark Sousa Yes
Darryl Cordrey Yes

- Resolution 24-0103F: Authorizing Fiscal Officer to process re-appropriations and distribute payments.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103F.

Roll call as follows: Mark Sousa Yes
Darryl Cordrey Yes

- Resolution 24-0103G: Advance from the General Fund to the Lighting District.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103G.

Roll call as follows: Darryl Cordrey Yes
Mark Sousa Yes

- Resolution 24-0103H: 2024 membership agreement with Coalition of Large Ohio Urban Townships (CLOUT)

Mr. Sousa: Asked Administrator Jeff Wright if Hamilton Township should continue an agreement with CLOUT in 2025.

Mr. Wright: We will continue to monitor the advantages and disadvantages of the program and revisit the discussion before the 2025 renewal.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103H.

Roll call as follows: Mark Sousa Yes
Darryl Cordrey Yes

- Resolution 24-0103I: Authorizing private sale of unneeded and unfit-for-use property in the Police Department.

Mr. Cordrey made a motion with a second from Mr. Sousa to approve Resolution 24-0103I.

Roll call as follows: Darryl Cordrey Yes
Mark Sousa Yes

- Motion – Motion to award the contract for the Towne Center Boulevard & Grandin Road Extension East of SR 48-Part B to Ford Development Corporation.

Mr. Wright: We received several bids, and the low bid came in almost \$500,000 less than the engineer's estimate for the project. The total contract amount of \$1,615,005.25 includes an alternate of \$100,000 to have the water line diameter upsized from eight inches to sixteen inches and that will be paid for as a reimbursement from the Warren County Water and Sewer Department to the Township. The funds for the project are coming from the TIF district that is in place to capture the new property taxes that will be paid by Kroger and adjacent properties as they are developed with new commercial buildings. The low bidder, Ford Development Corporation, has performed dozens of similar sized projects and has a positive reputation and wherewithal to successfully complete this project.

Mr. Cordrey made a motion with a second from Mr. Sousa to award the contract for the Towne Center Boulevard & Grandin Road Extension East of SR 48-Part B to Ford Development Corporation.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Public Comment

Keith Osterbrock: He handed an application for the Citizen Police Academy to Chief Hughes and asked for more details about the academy.

Chief Hughes: The Citizen Police Academy is a 10-12-week volunteer program where residents learn the interworking of the criminal justice system across Warren County. The residents will visit the county jail, shown how the SWAT Team operates, dispatch, and other entities within the police department. Upon graduating from CPA, you can join the Citizen Police Academy Alumni Association that allows you to continue being involved with the Hamilton Township Police Department and other community events within the township.

Mr. Osterbrock: Thanked Chief Hughes and looks forward to the academy. He is also curious on the status of a property on US Route 22/3 where the property owner has various vehicles and other construction equipment. He wants to know if this property will be rezoned for business purposes.

Mr. Wright: He offered Mr. Osterbrock his contact card and will reach out to Cathy Walton in the Planning and Zoning department for more information regarding the property in question.

Administrator's Report

Mr. Wright: Provided the following information for the Administrator's Report:

- The staff is spending some time coordinating items with the Warren County Engineer's Office and other parties for the Towne Center Blvd. & Grandin Road extension that the Board awarded tonight.
- The Fire Department is working with a contractor to have the waterline extended to the new training tower at Mars Park. Nicole Early and Don Pelfrey are coordinating with the Fire Department to have the new water line accommodate a yard spicket to serve the future, adjacent community garden. Chief Jewett is volunteering on Friday to be the acting supervisor for the Clinton-Warren Joint Fire District since that is the day of the funeral services for Chief Wysong of that department who recently passed away in a line of duty death.
- Cheryl in HR is continuing the conversion of payroll data to an online system for efficiencies.

- Our Planning and Zoning Department is working on two cases for this week's Mainville Board of Zoning Appeals and three cases for our BZA meeting for next week.
- An update from Nicole on the Mounts Park environmental project is that we received qualification submittals from six engineering firms. Nicole, Don, Goodhue engineering and I will review the submittals, meet next week to score the firms, and bring a recommendation to the Board at our January 17th meeting.
- Our Public Works Department has sent the list of streets for the 2024 repaving program to the Warren County Engineer's Office for us to participate again in their repaving program for an economy of scale.

Trustee Comments

Mr. Sousa: He wanted to recognize Kurt Weber and all the parties that worked on the Grandin Bridge development project. Also thanked Mr. Weber for coming in last week to swear him in for his second term. He acknowledges the rash of water main breaks along State Route 48 and some of the connectors nearby. Mr. Wright is in communication with Warren County Water and Sewer to find answers to why we are experiencing acceleration in breaks and if it is happening in other areas of Warren County. He sympathizes with residents in their frustration and especially for those that had to deal with the break that occurred the day before Thanksgiving.

Mr. Cordrey: Also understands the frustration over the water main breaks and ensures that we will work with the county to resolve the issue. He wishes everyone a happy 2024! It is going to be an exciting year here in the Township, projects should hopefully be completed such as the widening of SR 48 and the Kroger store.

Executive Session

Mr. Cordrey made a motion at 6:50 p.m. with a second from Mr. Sousa to enter Executive Session in reference to O.R.C. 121.22 (G)(1) to discuss employment of a public employee.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

Mr. Cordrey made a motion with a second from Mr. Sousa to come out of Executive Session at 7:15 p.m.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

Adjournment

With no further business to discuss, Mr. Cordrey made a motion, with a second from Mr. Sousa, to adjourn at 7:15 pm.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes



Proclamation

WHEREAS, The Hamilton Township Police Department has been the recipient of a generous donation of \$16,000 from the Matt Haverkamp Foundation in July of 2023; and

WHEREAS, The Matt Haverkamp Foundation, through its contribution, has demonstrated an unwavering commitment to the community of Hamilton Township, aiming to enhance the safety and well-being of all residents within its boundaries; and

WHEREAS, The endeavors of The Matt Haverkamp Foundation extend beyond a singular act of generosity, as evidenced by its consistent investment in communities, particularly in the greater Cincinnati area, with a primary focus on supporting law enforcement agencies canine programs; and

NOW, THEREFORE, BE IT RESOLVED that Hamilton Township expresses its deepest gratitude to The Matt Haverkamp Foundation for its outstanding philanthropy and commitment to fostering a safer environment for all residents. The impact of the foundation's contribution, particularly in the acquisition and training of K9 Kahn, resonates profoundly in enhancing the capabilities of the Hamilton Township Police Department.

NOW, THEREFORE, on this 17th day of January, 2024, the Board of Hamilton Township Trustees pause in our deliberations to say 'Thank You' for your dedication to Hamilton Township.

IN WITNESS WHEREOF,

Darryl Cordrey, Chair

Joseph Rozzi

Mark Sousa



**Office of Township Administrator
1/17/24 Trustee Meeting**

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Office of Township Administrator:

Motion to approve Resolution 24-0117A – A resolution imposing a moratorium of six months on the processing and issuance of any permits allowing adult use cannabis operators within Hamilton Township, Warren County, Ohio.

As you are aware, Ohio voters approved State Issue 2 on November 7th. That action authorized and regulated the possession, use, and sale of recreational marijuana and cannabis products. The new law allows a board of township trustees to adopt a resolution by majority vote to prohibit or limit the number of adult-use cannabis operators permitted within the unincorporated territory of the township.

The proposed resolution would enact a temporary moratorium of six months on the issuance and processing of permits for adult use cannabis operators within Hamilton Township. The purpose of this moratorium is to allow Township staff and the Board of Trustees to study the law and the related issues and then determine whether to limit or entirely prohibit adult use cannabis operators within the Township and to prepare any necessary regulations.

If a majority of the Board adopts this resolution for the temporary moratorium on the commercial operators for cannabis sales, the resolution would not prohibit or regulate other components of Issue 2, including adult possession of up to two and a half ounces of marijuana or the growth of up to six plants per adult at a private residence for personal use.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on January 17, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0117A**

**A RESOLUTION IMPOSING A MORATORIUM OF SIX MONTHS ON THE
PROCESSING AND ISSUANCE OF ANY PERMITS ALLOWING ADULT USE
CANNABIS OPERATORS WITHIN HAMILTON TOWNSHIP, WARREN COUNTY,
OHIO**

WHEREAS, Chapter 3780 “Adult Use Cannabis Control” of the Ohio Revised Code, which legalizes adult use marijuana usage, cultivation, processing, and sales in the State of Ohio, was adopted by the voters of Ohio on November 7, 2023; and

WHEREAS, Chapter 3780 of the Ohio Revised Code took effect December 7, 2023; and

WHEREAS, for the purposes of this Resolution, “adult use cannabis operators” are given the same definition as found in Chapter 3780 of the Ohio Revised Code; and

WHEREAS, Ohio Revised Code Section 3780.25 authorizes a township to limit the number of, or entirely prohibit, adult use cannabis operators; and

WHEREAS, the Board of Township Trustees seeks time to study whether it should entirely prohibit adult use cannabis operators within the Township or, alternatively, develop and implement regulations concerning adult use cannabis operators operating in the Township; and

WHEREAS, Township staff will require time to review and make recommendations on potential zoning regulations, prohibition, or limitations of adult use cannabis operators so that any necessary regulations conform to goals of Hamilton Township and help ensure the public peace, health, safety, and welfare of its citizens; and

WHEREAS, a moratorium of six months on the issuance and processing of permits allowing adult use cannabis operators within Hamilton Township will allow the Board of Trustees time to accomplish the Township’s goals and help ensure the public peace, health, safety, and welfare of its citizens.

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

SECTION 1. The Board of Trustees hereby imposes a moratorium of six months on the issuance and processing of permits for adult use cannabis

operators within Hamilton Township, Warren County, Ohio. The purpose of this moratorium is to allow Township staff and the Board of Trustees to study the law and the related issues and then determine whether to limit or entirely prohibit adult use cannabis operators within the Township and to prepare any necessary regulations.

SECTION 2.

The Board of Trustees seeks to limit the duration of the moratorium and to instruct the Township staff to immediately undertake a review of the law and related issues. Staff will then make recommendations to the Board regarding whether to permit adult use cannabis operators within the Township, and how to regulate accordingly.

SECTION 3.

It is hereby found and determined that all formal actions of the Board concerning and relating to the passage of this Resolution were taken in an open meeting of the Board, and that all deliberations of the Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Joseph Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____
Darryl Cordrey –	Aye _____	Nay _____

Resolution adopted this 17th day of January 2024.

Attest:

Kurt E. Weber, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Kurt E. Weber, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on January 3, 2024.

Date: _____

Kurt E. Weber, *Fiscal Officer*



**Office of Public Works
1/17/24 Trustee Meeting**

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Public Works Director:

Motion to approve Resolution 24-0117B- a resolution authorizing a contract with the Warren County Engineers Office for the Warren County 2024 Resurfacing, Chip Seal, and Striping Project.

Annual process that allows Hamilton Township to take advantage of bulk pricing for road resurfacing by bidding out streets along with the County Engineer, other townships, and municipalities throughout Warren County.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on January 17, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joe Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0117B**

**A RESOLUTION AUTHORIZING A CONTRACT WITH THE WARREN COUNTY
ENGINEER'S OFFICE FOR THE WARREN COUNTY 2024 RESURFACING, CHIP
SEAL, AND STRIPING PROJECTS**

WHEREAS, the Warren County Engineer's Office will meet all of the applicable state and local requirements for bidding public contracts for the Warren County Engineer's Combined County and Township 2024 Resurfacing, Chip Seal, and Striping Projects which consists of the resurfacing, chip seal, and striping of certain roads in Warren County, including roads under the jurisdiction of Hamilton Township (the "2024 Road Project"); and,

WHEREAS, the Board of Township Trustees wishes to participate in the Warren County 2024 Road Project through an agreement with the Warren County Engineer's Office; and,

WHEREAS, in order to save time and money, and expedite the bidding process, it benefits Hamilton Township to enter into an agreement with the Warren County Engineer's Office for the 2024 Road Project for 2024 construction season.

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

SECTION 1. The Board hereby authorizes and approves the participation of Hamilton Township in the 2024 Road Project and approves an agreement with the Warren County Engineer's Office to participate with the Warren County Engineer for the bidding and payment of the 2024 Road Project for the 2024 construction season.

SECTION 2. The Township Administrator or the Township Public Works Director of Hamilton Township are hereby authorized to execute and file all documents associated with the 2024 Road Project including the forwarding of the estimated totals needed for the 204 Road Projects as prepared by the Township Public Works Director.

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 _____
Joseph Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 17th day of January, 2024.

Attest:

Kurt E. Weber, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Kurt E. Weber, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on January 17, 2024.

Date: _____

Kurt E. Weber, *Fiscal Officer*



Office of the Police Chief
01/17/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Police Chief

Motion to approve Resolution 24-0117C- a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department

This property involves two automobiles being stored at the impound lot that were involved in crashes and each have a fair market value less than \$2,500 and a private sale will result in the highest sales amount.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on January 17, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph P. Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0117C**

**A RESOLUTION AUTHORIZING PRIVATE SALE OF UNNEEDED AND UNFIT-FOR-
USE PROPERTY IN THE POLICE DEPARTMENT**

WHEREAS, the Board of Trustees has certain property in its Police Department, which is no longer needed for public use, is obsolete, or is unfit for the use for which it was acquired;

WHEREAS, the property which the Board of Trustees has determined to no longer be needed for public use or to be obsolete or unfit for the use for which it was acquired is as follows:

Year	Make	Model	Vin:
2007	Jeep	Patriot	1J8FF28WX7D294449
2003	Nissan	Maxima	JN1DA31A83T413152

WHEREAS, the Board of Trustees has determined that the fair market value of the above listed items is not in excess of two thousand five hundred dollars (\$2,500.00);

WHEREAS, due to the determination of the value of the above-listed property, Section 505.10(A)(2)(a) of the Ohio Revised Code authorizes the Board of Trustees to sell the property by private sale, without advertisement or public notification;

WHEREAS, the Board of Trustees has determined that due to the nature of the above-listed items, disposal of that property by private sale is desirable.

NOW THEREFORE BE IT RESOLVED, that the above-listed property shall be sold, by private sale, without advertisement or public notification.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Joseph P. Rozzi –	Aye _____	Nay _____
Mark Sousa	Aye _____	Nay _____
Darryl Cordrey	Aye _____	Nay _____

Resolution adopted this 17th day of January, 2024.

Attest:

Kurt Weber, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Kurt Weber, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on January 17, 2024.

Date: _____

Kurt Weber, Fiscal Officer



Office of Township Administrator
01/17/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Administrator.

Motion to approve Resolution 24-0117D- a resolution approving an increase in township appropriations in the NatureWorks Grant Fund and ODNR Aquatic Education Grant Fund to reconcile budgets for the calendar year 2024.

It is necessary to increase appropriations in the 2024 Budget to account for a \$50,000 NatureWorks grant that will be used to repave tennis and pickleball courts in Testerman Park and a \$6,504 ODNR Aquatic Education Grant that will be used for programming, advertising and special events related to the public fishing in our parks.

The Township of Hamilton, Warren County, Ohio Board of Trustees met in regular session on January 17, 2024, at 6:00 p.m. at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph P. Rozzi – Trustee, Vice *Chair*
Mark Sousa – Trustee

Mr. _____ presented the following Resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO
RESOLUTION NUMBER 24-0117D**

**A RESOLUTION APPROVING AN INCREASE IN TOWNSHIP APPROPRIATIONS IN
THE NATUREWORKS GRANT FUND AND ODNR AQUATIC EDUCATION GRANT
FUND TO RECONCILE BUDGETS FOR THE CALENDAR YEAR 2024**

WHEREAS, the Board of Township Trustees wishes to authorize and approve an increase in appropriations in order to reconcile budgets and appropriations for the calendar year 2024;

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

- SECTION 1.** The Fiscal Officer is hereby authorized and directed to increase the appropriations for the NatureWorks Grant Fund line item 2911-610-360-0000 contract services in the amount of \$50,000.00 and to increase the appropriations for the ODNR Aquatic Education Grant line item 2912-610-400-0000 supplies and materials in the amount of \$6,50400.
- SECTION 2.** The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount reflected in Section 1 of this Resolution.
- 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:

Joseph P. Rozzi –	Aye _____	Nay _____
Mark Sousa	Aye _____	Nay _____
Darryl Cordrey	Aye _____	Nay _____

Resolution adopted this 17th day of January, 2024.

Attest:

Kurt Weber, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Kurt Weber, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of January 17th, 2024.

Date: _____

Kurt Weber, Fiscal Officer



Office of Fire Chief
01/17/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Fire Chief

Motion to approve Resolution 24-0117E- a resolution authorizing by internet auction the sale of unneeded and unfit-for-use property in the Fire Department and declaring an emergency.

This property involves a 2015 Horton/Navistar ambulance that is being replaced and the Township will receive greater value by selling the unit on GovDeals as compared to a private sale or a trade-in.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on January 17, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph P. Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0117E**

**A RESOLUTION AUTHORIZING BY INTERNET AUCTION THE SALE OF
UNNEEDED AND UNFIT-FOR-USE PROPERTY IN THE FIRE DEPARTMENT AND
DECLARING AN EMERGENCY**

WHEREAS, the Board of Trustees has certain property in its Fire Department, which is no longer needed for public use, is obsolete, or is unfit for the use for which it was acquired;

WHEREAS, Ohio Revised Code 505.10 confers authority on the Board of Township Trustees to sell personal property, including motor vehicles, by public auction when the fair market value of the property is, in the opinion of the Board, in excess of two thousand five hundred dollars (\$2,500) and the property is not needed for public use, is obsolete, or is unfit for the use for which it was acquired;

WHEREAS, Ohio Revised Code 505.10(D) allows the Board to conduct that public auction through an internet auction;

WHEREAS, the property which the Board of Trustees has determined to no longer be needed for public use or to be obsolete or unfit for the use for which it was acquired is as follows:

2015 Horton/Navistar medic unit

NOW THEREFORE BE IT RESOLVED, that the above-listed property shall be sold, via a public internet auction.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Joseph P. Rozzi –	Aye _____	Nay _____
Mark Sousa	Aye _____	Nay _____
Darryl Cordrey	Aye _____	Nay _____

Resolution adopted this 17th day of January, 2024.

Attest:

Kurt Weber, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Kurt Weber, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on January 17, 2024.

Date: _____

Kurt Weber, Fiscal Officer

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on January 17, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph P. Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0117F**

**A RESOLUTION TO APPOINT TRUSTEE DARRYL CORDREY OF HAMILTON
TOWNSHIP BOARD OF TRUSTEES TO THE WARREN COUNTY 911 PROGRAM
REVIEW COMMITTEE**

WHEREAS, Chapter 128 of the Ohio Revised Code requires a newly drafted countywide 911 plan for implementing and operating a countywide 911 system to be submitted to the State of Ohio 911 Program Office; and,

WHEREAS, Section 128.06 of the Ohio Revised Code requires a county 911 program review committee to maintain and amend said final plan, and the county 911 program review committee shall include a member of a board of trustees selected by the majority of the boards of the township trustees in Warren County pursuant to resolution; and,

WHEREAS, Trustee Cordrey of Hamilton Township Board of Trustees has volunteered to serve on the Warren County 911 Program Review Committee.

NOW THEREFORE BE IT RESOLVED, to select Darryl Cordrey of Hamilton Township Board of Trustees to serve as a member of the Warren County 911 Program Review Committee.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Joseph P. Rozzi –	Aye _____	Nay _____
Mark Sousa	Aye _____	Nay _____
Darryl Cordrey	Aye _____	Nay _____

Resolution adopted this 17th day of January, 2024.

Attest:

Kurt Weber, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Kurt Weber, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on January 17, 2024.

Date: _____

Kurt Weber, Fiscal Officer



Office of Township Administrator
1/17/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Office of Township Administrator:

Motion to authorize the Township Administrator to enter into an agreement with Bachman's HVAC Solutions for HVAC maintenance and services.

Background:

The HVAC contractor that previously maintained and serviced the heating and cooling systems at the Administration Building, Public Works campus buildings and Fire Stations 76 and 77 was purchased by a national company last year and the quality of service and communication suffered so much that we have had to replace them.

It is very important to have HVAC systems in public buildings that we will use for a long time be scheduled for preventive maintenance several times a year. More reliable preventive maintenance tends to benefit us by extending the life span and efficiency of the systems. Bachman's HVAC Solutions is a regional company that other comparably sized townships have contracted with great success to perform preventive maintenance and to repair and replace equipment.

Bachman's has three levels of service that can be selected: bronze, silver and gold. The more expensive the plan, the more frequent the preventive maintenance and the more parts and labor will be covered when equipment needs to be repaired or replaced. For example, the plan I am recommending for the Administration Building would include the expense of moving and maintainable parts, emergency service and trouble calls and the labor for repair and replacements. The administration building has over twenty components to the HVAC system, including AC units, multiple furnaces and several air handlers. An advantage to moving to this type of program is that it incentivizes the company to be thorough with their preventive maintenance so that they can avoid or reduce the calls for service on which they would not receive additional compensation. These types of agreements also benefit us by having a better predictability of expenses and budget.

The agreements being proposed by Bachman's are three years in length and the price per year will not increase during the time of the agreement. The pricing will be \$16,920 for the Administration/Police building, \$4,272 for the two fire stations, and \$1,104 for the buildings at the Public Works campus.

Bachman's Customized
Proactive HVAC Maintenance Proposal
for:
Hamilton Township
Administration/Police
Building



December 14, 2023





Preventive Maintenance Program Benefits for:



Benefits

- 24/7/365 Availability - 2 Hour Response Time
- Maximized use of internal team and partner resources
- Assigned Tech Team for Continuity
- Protect and Extend the Useful Life of Your Equipment
- Diagnosis, Recognition and Communication of Potential Issues
- Local "Right-sized" Partner
- Simplified and Comprehensive Support

Why We Are A Good Business Partner

1. We are sensitive to the needs each client's unique facility requirements.

- We take the time to learn what each of our customer's unique requirements are and implement them into our business plan for that customer.

2. We understand the need to meet Response Times.

- As a Commercial/Industrial contractor, we are focused to respond quickly at any time of day or night.
- Unplanned service response time: 4-hours or less in most instances.
- We are on-call 24/7/365

3. We excel at Communicating.

- We actively communicate with our customers to stay alert to any changes to their needs.

4. We are aware of how our services could influence the perception of our client's facilities and operations.

- Properly running HVAC systems are critical in helping enhance each employee's and visitor experience in your facility.





Preventive Maintenance and Services Proposal
Administration & Police Building
12/12/2023

Environmental HVAC			
Agreement Type	Bronze	Silver	Gold
Program Annual Cost \$	\$5,772	\$8,364	\$16,920
Program Monthly Cost \$	\$481	\$697	\$1,410
Services and Items			
Equipment Replacement	Per Quote	Per Quote	Cost Plus 10%
Moving and Maintainable Parts	Not Included	Not Included	Included
Emergency Service & Trouble Calls	Not Included	Not Included	Included
Repair & Replace Labor	Not Included	Not Included	Included
Preventive Maintenance Labor	PM 2x per year	PM 4x per year	PM 4x per year
Test & Inspect Labor	PM 2x per year	PM 4x per year	PM 4x per year
Filters and Filter Changes	Included 2x's per year	Included 4x's per year	Included 4x's per year
Condenser Coils Cleaned	PM 1x per year	PM 1x per year	PM 1x per year

Additional Services			
Agreement Type	Bronze	Silver	Gold
Services and Items			
Equipment Replacement	Per Quote	Per Quote	Cost + 10%
Maintainable & Non-Maintainable Parts	Per quote	Per quote	Included
Fixed Truck and Travel Fee	\$90.00	\$90.00	Included
Service Holidays Labor	\$240.00	\$240.00	Included
Service Nights/Weekends Labor	\$180.00	\$180.00	Included
Repair & Replace Labor	\$120.00	\$120.00	Included

Benefits for You	
24/7/365 Availability	
Assigned Tech Team for Continuity	
Extends the useful life and efficiency of your systems	
Diagnosis, Recognition and Communication of Potential Issues	
All work performed by certified Bachman's Tech	
Local "Right-sized" Partner	





Administration & Police Bldg

Schedule 2

Equipment and Filter List

Description	Manufacturer	Model	Serial#	Filter Qty	Sizes	Location
Split System 1	Carrier	24ABB360	2115E04304	1	20 x 25 x 1	Administration
Split System 2	Carrier	24ABB360	2517E26199	1	20 x 25 x 1	Administration
Split System 3	Carrier	38CKC060	3100E19560	1	20 x 25 x 1	Administration
Split System 4A	TempStar	N4A360	E203509105	1	20 x 25 x 1	Administration
Split System 4B	Carrier	24ABB336	5116E12917	1	20 x 25 x 1	Administration
Split System 5	Carrier	24ABB360	1121E11448	1	20 x 25 x 1	Administration
Split System 6	Carrier	24ABB336	3920E05949	1	20 x 25 x 1	Administration
Split System 7	Carrier	24ABB360	3016E3363	1	20 x 25 x 1	Administration
Split System 8	Carrier	38CKC042	0700E11751	1	20 x 25 x 1	Police
Split System 9	Carrier	38CKC042	2500E29740	1	20 x 25 x 1	Police
Split System 10	Carrier	38CKC060	4200E15737	1	20 x 25 x 1	Police
Split System 11	Carrier	38CKC042	2900E18337	1	20 x 25 x 1	Police
Mini Split 1	Mitsubishi	PUZ-A18NHA3	91U00831B	1	Washable	Police
Mini Split 2	Mitsubishi	PUY-12NHAB	92U0158AB	1	Washable	Police
Return Filter				1	20 x 20 x 1	Police

[illegible]



Our Leadership Team:

Rod Bachman, Owner

rbachman@bachmansinc.com

Keith Finitzer, Operations/Service Manager

kfinitzer@bachmansinc.com

Kyle Joyce, Projects Consultant

kjoyce@bachmansinc.com

Michael McKinney, Projects Consultant

mmckinney@bachmansinc.com

Hubert Acton, Projects Consultant

hacton@bachmansinc.com

Hank Wylie, Maintenance Consultant

hwylie@bachmansinc.com

Corporate Office:

4058 Clough Woods Drive

Batavia, Ohio 45103

Phone for Service: 513-943-5300 (including nights & holidays)

Fax: 513-943-5310

Website:

www.bachmansinc.com

HVAC License Numbers:

Ohio #16857

Kentucky #MO2378

HVAC Equipment Assessment

For Budgeting Purposes Only

Includes

- **Equipment Type, Age, Condition**
- **Budgeting Replacement Cost**

HVAC Systems Assessment with Budget Costs

Hamilton Twp- Admin/Police Bldg

Equipment List					Risk Factors				Replacement
Short term: 1-5 years					Operational?	Condition	Age	Refrigerant	Est. Budget \$
Admin	Split System 3	Carrier	38CKC060	5 ton	Yes	Poor	24	R-22	\$ 18,500
Admin	AHU 1 (Furnace)	Carrier	2158MXA080	5 ton	Yes	Fair	24	410 A	\$ 6,000
Admin	AHU 4A (Furnace)	Carrier	CK5AXN060	5 ton	Yes	Fair	24	410 A	\$ 6,000
Admin	AHU 4B (Furnace)	Carrier	CK5AXN036	3 ton	Yes	Fair	24	410 A	\$ 6,000
Admin	AHU 6 (Furnace)	Carrier	CK5AXN060	5 ton	Yes	Fair	24	410 A	\$ 6,000
Admin	AHU 7 (Furnace)	Carrier	CK5AXN060	5 ton	Yes	Fair	24	410 A	\$ 6,000
Admin	ERV	MicroMetl	1400 B-1620	N/A	Yes	Fair	24	N/A	\$ 23,500
Police	Split System 8	Carrier	38CKC042	3.5 ton	Yes	Poor	24	R-22	\$ 13,300
Police	Split System 9	Carrier	38CKC042	3.5 ton	Yes	Poor	24	R-22	\$ 13,300
Police	Split System 10	Carrier	38CKC060	5 ton	Yes	Poor	24	R-22	\$ 18,500
Police	Split System 11	Carrier	38CKC042	3.5 ton	Yes	Poor	24	R-22	\$ 13,300
Additional 5-10 years									
Police	Mini Split 1	Mitsubishi	PUZ-A18NHA3	1.5 ton	Yes	Fair	15	410 A	\$ 7,200
Police	Mini Split 2	Mitsubishi	PUY-12NHAB	1 ton	Yes	Fair	15	410 A	\$ 4,200
Admin	Condensing Unit 1	Carrier	24ABB 360	5 ton	Yes	Fair	9	410 A	\$ 12,500
10 years +									
Admin	Condensing Unit 2	Carrier	24ABB 360	5 ton	Yes	Good	7	410 A	\$ 13,500
Admin	Condensing Unit 4A	ComfortMaker	N4A360	5 ton	Yes	Good	4	410 A	\$ 13,500
Admin	Condensing Unit 4B	Carrier	24ABB 336	3 ton	Yes	Good	8	410 A	\$ 8,100
Admin	Split System 5	Carrier	24ABB336	3 ton	Yes	Good	3	410 A	\$ 11,400
Admin	Condensing Unit 6	Carrier	24ABB336	3 ton	Yes	Good	4	410 A	\$ 8,100
Admin	Condensing Unit 7	Carrier	24ABB360	5 ton	Yes	Good	8	410 A	\$ 13,500
								Total Value	\$ 222,400

continued...



Preventive Maintenance Service Agreement

Prepared for

Hamilton Township Public Works

Proposal Date: 12/4/2024

Agreement #:

Services Provided By:

Bachman's, Inc.
4058 Clough Woods Drive
Batavia, Ohio
45103
513-943-5300

Hereinafter : Contractor

Services Provider To:

Hamilton Township Public Works
8373 Maineville Rd
Maineville, OH
45039
(513) 683-5320

Hereinafter : Customer

Bachman's, Inc. will provide the described services attached hereunto and made a part of this Agreement in accordance with the Terms and Conditions as set forth on the following pages.

Program Pricing and Term

Program Type:	Bronze	
Annual Agreement Price:	\$1,104	
Quarterly Agreement Price:	\$276	Agreement will be billed and is due in advance of start date.
Agreement Start Date:	February 1, 2024	
Agreement Expiration Date:	January 31, 2027	
Agreement Term:	36 months	

Additional Schedules

Included	Schedule 1 - Summary of Services Provided
Included	Schedule 2 - Equipment/Filter/Location List
Not Included	Schedule 3 - Additional Information

Bachman's, Inc. guarantees the price stated in this proposal for thirty (30) days from the proposal date above.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from the proposal date above. This proposal will become a binding agreement only after acceptance by the Customer and approved by an officer of the Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has the authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This Annual agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

Bachman's, Inc.

(Contractor)

Hank Wylie 1-6-2024
Signature (Sales Representative) Date
Hank Wylie

Hamilton Township Public Works

(Customer)

Authorized Signature

Date

Approval Signature

Date

Name (Print)

Rod Bachman

Name (Print)

Title

Preventive Maintenance Service Agreement

Prepared for

Hamilton Township Public Works

Proposal Date: 12/4/2024

Program Type: **Bronze**

Bronze Preventive Maintenance Program

Our **Bronze PM** program is custom designed to provide the Customer with a quality ongoing Preventive Maintenance program. The following services are included in the agreement price:

- o Designated PM service at the frequency detailed in Schedule 1

The **Bronze PM** program provides these services on an ongoing basis for the life of the Agreement and all renewals thereof. The program is initiated, scheduled, directed, monitored, and updated by the Contractor.

The program and scheduling is based on manufacturer's recommendations, equipment location, application type, run-time, and supported by Bachman's own proprietary models and systems to maximize results for the Customer.

Bachman's will provide the following Preventive Maintenance services for the Customer based on the Equipment List attached in Schedule 2.

Preventive Maintenance

Provides job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, and lubricate. These activities are intended to extend equipment life and assure proper operating condition and efficiency.

Typical activities include:

Cleaning coil surfaces, fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilot and igniter, cooling tower baffles, basin, sump and float, chiller condenser, and boiler tubes, etc.

Aligning belt drives, drive couplings, air fins, etc.

Calibrating safety controls, temperature and pressure controls, etc.

Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.

Adjusting belt tension, refrigerant charge, super heat, fan rpm, burner fuel/air ratios, gas pressure, set point controls and limits, compressor cylinder unloaders, damper close-off, sump floats, etc.

Lubricating motors, fan and damper bearings, valve stems, damper linkages, etc.

Communication of Services

The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, delivered after each PM service for the Customer's review, approval and records.

Preventive Maintenance Service Agreement

Prepared for

Hamilton Township Public Works

Proposal Date: 12/4/2024

Program Type: Bronze

Bronze Preventive Maintenance Program Terms and Conditions

- 1 Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
- 2 In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
- 3 The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
- 4 The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
- 5 Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
- 6 Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
- 7 Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time and materials basis at Contractor's rates then in effect) over the sum stated in this Agreement.
- 8 Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
- 9 Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion on this Agreement.
- 10 In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
- 11 Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
- 12 Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
- 13 Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
- 14 Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
- 15 Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
- 16 To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
- 17 Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will contractor be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of customer's tenants or clients, or any special, indirect or consequential damages.
- 18 This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect.

Preventive Maintenance Service Agreement

Prepared for

Hamilton Township Public Works

Proposal Date: 12/4/2024

Program Type: Bronze PM

Schedule 1 - Summary of Services Provided

PM Frequency:

<u>Equipment/System</u>	<u>Frequency</u>
PTAC Units	2x per year
Radiant Tube Heaters	1 x per year

Filters:

<u>Service</u>	<u>Frequency</u>
Filter Wash	2 x per year

Other Services:

<u>Service</u>	<u>Frequency</u>
Condensing Unit Coils Cleaned	1 x per year

The services described above are governed by the terms and conditions of the program of which this schedule is a part.

Hamilton Twp
Public Works

Schedule 2
Equipment and Filter List

Description	Manufacturer	Model	Serial#	Filter Qty	Sizes	Location
PTAC 1	Freidrich	PZE12	N/A	1	Washable	Office
PTAC 2	Freidrich	PZE12	N/A	1	Washable	Office
PTAC 3	Freidrich	PZE12	N/A	1	Washable	Office
Infrared Tube Heater	Reznor	N/A	N/A			Garage
Infrared Tube Heater	Reznor	N/A	N/A			Garage



Preventive Maintenance Service Agreement

Prepared for

Hamilton Township Fire Stations

Proposal Date: 12/5/2024

Agreement #:

Services Provided By: Hereinafter: Contractor
Bachman's, Inc.
4058 Clough Woods Drive
Batavia, Ohio
45103
513-943-5300

Services Provider To: Hereinafter: Customer
Hamilton Township Fire Stations
7684 OH-48
Maineville, OH
45039
(513) 683-1622

Bachman's, Inc. will provide the described services attached hereunto and made a part of this Agreement in accordance with the Terms and Conditions as set forth on the following pages.

Program Pricing and Term

Program Type: Silver PM
Annual Agreement Price: \$4,272
Quarterly Agreement Price: \$1,068
Agreement Start Date: February 1, 2024
Agreement Expiration Date: January 31, 2027
Agreement Term: 36 months

Agreement will be billed and is due in advance of start date

Additional Schedules

included	Schedule 1 - Summary of Services Provided
included	Schedule 2 - Equipment/Filter/Location List
not included	Schedule 3 - Additional Information

Bachman's, Inc. guarantees the price stated in this proposal for thirty (30) days from the proposal date above.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from the proposal date above. This proposal will become a binding agreement only after acceptance by the Customer and approved by an officer of the Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has the authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This Annual agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

Bachman's, Inc. (Contractor)

Hank Wylie 1-6-2024
Signature (Sales Representative) Date
Hank Wylie

Approval Signature Date

Name (Print)

Hamilton Township Fire Station (Customer)

[Signature] 1/8/23
Authorized Signature Date

Jason Jewett
Name (Print)

Fire Chief
Title



Preventive Maintenance Service Agreement

Prepared for

Hamilton Township Fire Stations

Proposal Date: 12/5/2024
Program Type: Silver PM

Silver Preventive Maintenance Program

Our Silver PM program is custom designed to provide the Customer with a quality ongoing Preventive Maintenance program. The following services are included in the agreement price:

- o Designated PM service at the frequency detailed in Schedule 1

The Silver PM program provides these services on an ongoing basis for the life of the Agreement and all renewals thereof. The program is initiated, scheduled, directed, monitored, and updated by the Contractor.

The program and scheduling is based on manufacturer's recommendations, equipment location, application type, run-time, and supported by Bachman's own proprietary models and systems to maximize results for the Customer.

Bachman's will provide the following Preventive Maintenance services for the Customer based on the Equipment List attached in Schedule 2.

Test and Inspect

Provides job labor, travel labor and travel and living expenses to visually Inspect and Test equipment to determine its' operating condition and efficiency.

Typical Test activities include but may not be limited to the following:

Excessive vibration	Safety controls
Refrigerant Charge	Crankcase heaters
Fan RPM	Control systems

Typical Inspecting activities include but may not be limited to the following:

Worn, failed or doubtful parts	Flame composition and shape
Mountings	Pilot and igniter
Drive Couplings	Steam/Water/Oil /Refrigerant leaks
Oil level	Rotation
Soot	

Preventive Maintenance

Provides job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, and lubricate. These activities are intended to extend equipment life and assure proper operating condition and efficiency.

Typical activities include:

Cleaning coil surfaces, fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilot and igniter, cooling tower baffles, basin, sump and float, chiller condenser, and boiler tubes, etc.
Aligning belt drives, drive couplings, air fins, etc.
Calibrating safety controls, temperature and pressure controls, etc.
Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
Adjusting belt tension, refrigerant charge, super heat, fan rpm, burner fuel/air ratios, gas pressure, set point controls and limits, compressor cylinder unloaders, damper close-off, sump floats, etc.
Lubricating motors, fan and damper bearings, valve stems, damper linkages, etc.

Communication of Services

The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, delivered after each PM service for the Customer's review, approval and records.



Preventive Maintenance Service Agreement

Prepared for

Hamilton Township Fire Stations

Proposal Date: 12/5/2024

Program Type: Silver PM

Silver Preventive Maintenance Terms and Conditions

- 1 Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
- 2 In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
- 3 The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
- 4 The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
- 5 Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
- 6 Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
- 7 Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time and materials basis at Contractor's rates then in effect) over the sum stated in this Agreement.
- 8 Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
- 9 Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion on this Agreement.
- 10 In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
- 11 Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
- 12 Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
- 13 To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
- 14 Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
- 15 Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
- 16 Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
- 17 Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will contractor be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of customer's tenants or clients, or any special, indirect or consequential damages.
- 18 This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect.



Preventive Maintenance Service Agreement

Prepared for

Hamilton Township Fire Stations

Proposal Date: 12/5/2024

Program Type: Silver PM

Schedule 1 - Summary of Services Provided

PM Frequency:	<u>Equipment/System</u>	<u>Frequency</u>
	Split Systems	4 x per year
	Radiant Tube Heaters	2 x per year
	Boiler	2x per year
	Wall Fan	2x per year
Filters:	<u>Services</u>	<u>Frequency</u>
	Filter Change and Filters	4 x per year
Other Services:	<u>Services</u>	<u>Frequency</u>
	Condensing Unit Coils Cleaned	1 x per year

The services described above are governed by the terms and conditions of the program of which this schedule is a part.

[illegible]



Office of Parks and Recreation

1/17/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Office of Parks and Recreation:

Motion to approve the Hamilton Township 2024 Event Calendar as presented.

The proposed 2024 event calendar has a couple edits from years past.

- Staff recommends transitioning the Easter event from a competitive egg hunt to a family friendly Bunny Bash.
 - Staff recommends transitioning the Earth Day Park Cleanup event to multiple community project days.
-
- **Citizens Police Academy** – January 8th to March 18th – HTPD
 - **Bunny Bash** – March 16th – TBD
 - **Community Project Days** – Multiple dates announced – Locations TBD
 - **Fishing with the 5-0** – May 18th – Mounts Park
 - **Cones with a Cop** – May 22nd – Scoopz
 - **Touch-a-Truck** – June 15th – Fellowship Baptist
 - **Junior Police Academy** – June 10th to June 14th – HTPD
 - **Joint Freedom Parade & Festival** – July 4th – Testerman Park
 - **Movie in the Park** – July 20th – Testerman Park
 - **National Night Out** – August 6th – Oeder's Lake
 - **LMA Chamber Cardboard Boat Regatta** – August 17th – Oeder's Lake
 - **Sunflower Field** – Late September Bloom – Mounts Park
 - **Spooktacular/Fall Decorating Contest** – October – Township Wide
 - **Station 76 Open House** – October 12th – HTFR Station 76
 - **Trunk-or-Treat** – October 19th – Testerman Park
 - **Trim the Township** – Decorating Contest – December – Township Wide
 - **Joint Tree Lighting Celebration** – December 7th – Station 76
 - **Wreaths across America** – December 14th – Maineville Cemetery



**Office of Public Works
1/17/24 Trustee Meeting**

The following motion is requested by the Board of Hamilton Township Trustees from the Public Works Department:

Motion to approve the purchase of a cemetery deed as presented to the board.

- Cemetery Deed –
 - Natalya Korzhuk purchased Lot 171, grave(s) 5 & 6 in Maineville Addition, deed number 2024-1

Budget Impact: N/A

Deed For Cemetery Lot

Rev. Code, Sects. 517.07,.14; 759.12,31

Deed Number: # 2024-1

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned Trustees of Hamilton Township, Mark Sousa, Joe Rozzi, Darryl Cordrey, in the County of Warren and State of Ohio, for and in consideration of the sum of \$ 2,400.00Dollars, to us paid by Natalya Korzhuk Current Address: 950 W.Foster-Maineville Rd Maineville, Oh 45039, the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said: Natalya Korzhuk

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in Maineville Addition : Lot: 171 Grave(s) 5 & 6 as described upon the plat of said Cemetery, on file in the office of the Administration of said TO HAVE AND TO HOLD the same to the said

Natalya Korzhuk

and HIS/HER/THEIR heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules an regulations of the officers having control of said Cemetery.

In Witness Whereof, We have hereunto set our hands on this 17th day of January A.D. 2024

Signed and Acknowledged in presence of

in Warren County, Ohio.

**** The State of Ohio, Warren County, ss.**

Be It Remembered, That on this 17th day of January A.D. 2024 before me, the subscriber, a Notary Public in and for said County, personally came the above named Trustees of Hamilton Township in Warren County, State of Ohio, and as such officers, acknowledged the signed and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein mentioned.

In Testimony Whereof, I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.



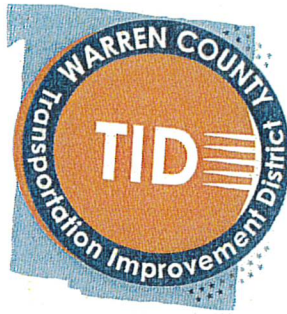
Office of Township Administrator
1/17/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Office of Township Administrator:

Motion to authorize a payment to the Warren County TID for a traffic signal, painting of signal poles and a turn lane as part of the SR 48/Towne Center/Grandin Road project from the Kroger TIF fund in the amount of \$139,406.35.

Description:

On behalf of the Township, the Warren County Transportation Improvement District contracted to have work performed to add a fourth leg to the traffic signal at SR 48 and Towne Center Boulevard as well as have a right turn lane on SR 48 at Towne Center Blvd. added and to have the signal poles painted at two additional intersections of SR 48 for consistency. The Township agreed to reimburse the TID at a date when we had received funds from the bond issuance of the Kroger TIF and we are in a position to do so now.



24 JAN 16 AM 10:28

January 8, 2024

Jeff Wright
Hamilton Township Administrator

RE: Invoice #2, WAR-SR 48-7.01

Dear Jeff:

Attached is a status update of WCTID's August 21, 2023 invoice letter that we'll refer to as Invoice #1. Most of the items invoiced in August have been deferred per the County Engineer's Office understanding with Hamilton Township pending the availability of funding provided through the project TIF agreement. At this time WCTID desires to resubmit for payment of the following Hamilton Township funded items:

- A. The fourth leg of the Towne Center Boulevard Signal (\$48,309.46) + Painting the signals at the SR 48/Grandin Road and SR 48/Towne Center Blvd intersections (\$20,843.49) = \$69,152.95.
- B. Right turn lane on SR 48 at Towne Center Blvd = \$49,409.91.

Accordingly, please draft a check in the amount of \$118,562.86.

Warren County Transportation Improvement District
c/o Neil Tunison
210 West Main Street
Lebanon, Ohio 45036

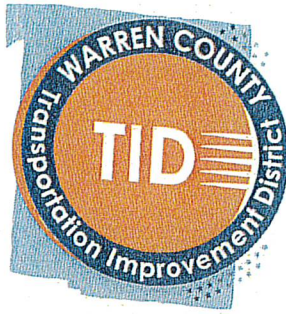
Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Neil F. Tunison".

Neil F. Tunison, P.E., P.S.
Secretary-Treasurer, Warren County Transportation Improvement District

c: file



January 8, 2024

Jeff Wright
Hamilton Township Administrator

RE: Invoice #3, WAR-SR 48-7.01

Dear Jeff:

Attached is a status update of WCTID's August 21, 2023 invoice letter that we'll refer to as Invoice #1. Most of the items invoiced in August have been deferred per the County Engineer's Office agreement with Hamilton Township. At this time WCTID desires to resubmit for the following items to be funded by Hamilton Township:

- A. Painting the signals at the SR 48/US 22_3 and SR 48/Ridgeview_Saddlecreek intersections = \$20,843.49.

Accordingly, please draft a check in the amount of \$20,843.49.

Warren County Transportation Improvement District
c/o Neil Tunison
210 West Main Street
Lebanon, Ohio 45036

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Neil F. Tunison".

Neil F. Tunison, P.E., P.S.
Secretary-Treasurer, Warren County Transportation Improvement District

c: file

WARREN COUNTY TRANSPORTATION IMPROVEMENT DISTRICT
105 Markey Road, Lebanon, OH 45036 Telephone (513) 695-3301 Fax (513) 695-3323



Office of Township Administrator
1/17/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Office of Township Administrator:

Motion to approve the 2023 Township Highway System Milage Certification from the Ohio Department of Transportation.

This motion approves the 2023 Township Highway System Milage Certification that shows Hamilton Township responsible for maintaining 105.219 miles within the Township.



Ohio Department of Transportation

Office of Technical Services

2023 Township Highway System Mileage Certification

**Note: This form must be submitted to ODOT no later than March 1, 2024
or county mileage will be certified by default based on the best information available.**

The total certified mileage at the end of Calendar Year 2022 for HAMILTON Township
in WARREN County was 105.096 miles

As certified by the Board of Township Trustees or reported by the Director of Transportation,
in accordance with the provisions specified in the Ohio Revised Code, Section 4501.04.

Consider all mileage changes that occurred in CY 2023 and determine the net increase or decrease in mileage.
Add the net change to the 2022 certified mileage above and fill in the new total below.

We the undersigned, hereby certify that as of December 31, 2023

the township was responsible for maintaining 105.219 miles of public roads.

Signature of Chairman of Board of Township Trustees

Date

Trustee Signature

Date

Trustee Signature

Date

County Engineer Signature

Date

Comments:

Please return a completed, signed copy of this form along with proper documentation of any changes made to:

Ohio Department of Transportation
Office of Technical Services
Mail Stop #3210

1980 West Broad St. 2nd Floor
Columbus, Ohio 43223

Attn: Aaron Shvach (614) 466-5135 or aaron.shvach@dot.ohio.gov



Ohio Department of Transportation

Office of Technical Services

2023 Township Highway System Mileage Certification

**Note: This form must be submitted to ODOT no later than March 1, 2024
or county mileage will be certified by default based on the best information available.**

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**As certified by the Board of Township Trustees or reported by the Director of Transportation.
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Add the net change to the 2022 certified mileage above and fill in the new total below.

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the township was responsible for maintaining 105.219 miles of public roads.

Signature of Chairman of Board of Township Trustees

Date

Trustee Signature

Date

Trustee Signature

Date

County Engineer Signature

Date

Comments:

Please return a completed, signed copy of this form along with proper documentation of any changes made to:

**Ohio Department of Transportation
Office of Technical Services
Mail Stop #3210**

**1980 West Broad St. 2nd Floor
Columbus, Ohio 43223**

Attn: Aaron Shvach (614) 466-5135 or aaron.shvach@dot.ohio.gov