

## Hamilton Township Trustees Meeting

October 21, 2020

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:30 pm. 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 October 7, 2020 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 Payroll for pay cycle September 30, 2020 – October 3, 2020, Electronic Fund Transfer Direct Deposit Vouchers 1193325682 - 1193325754.

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

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve the withholding payments for payment cycle September 30, 2020 – October 3, 2020, checks numbered 32621953 – 32621974.

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

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve billing invoices for payment cycle October 12, 2020 – October 16, 2020, checks numbered 82029 - 82037.

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

Motion made by Mr. Cordrey with a second by Mr. Rozzi to approve billing invoices for payment cycle October 19, 2020 – October 23, 2020, checks numbered 82038 – 82082.

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

**Public Comments**

Mr. Cordrey opened the floor to public comments at 6:32 pm.

Many residents spoke in frustration and concern about a property located on Schlottman Road that would be operating as a Hemp Farm.

Township staff and Trustees addressed those comments and concerns stating that unfortunately as a Township, we do not have any legal basis to control what takes place on any property that is agriculturally zoned. It was encouraged for the residents that had concerns, to reach out to their State Representatives to find answers and solutions.

Mr. Cordrey closed the floor to public comments at 7:55 pm.

**Human Resources**

Human Resources Manager, Ms. Kellie Krieger, requested a motion to approve the following cemetery deeds within the Maineville Addition; Linda Mason would like to purchase lot 200, grave 6 at the residential rate of \$1,200.00, Deed number 2020-12; Shivani Shah and Nisarg Patel would like to purchase lot 180 grave 1 for the residential rate of \$1,200.00, deed number 2020-13; Deborah Leever would like to purchase lot 37 graves 3 and 4 at the residential rate of \$2,400.00, deed number 2020-14.

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  
Joe Rozzi Yes  
Mark Sousa Yes

Ms. Krieger requested a motion to make an amendment to Mr. Centers' employee contract.

Mr. Cordey made a motion with a second from Mr. Rozzi to approve the contract amendment.

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

Ms. Krieger requested a motion to move Mr. Preston Robinson from Seasonal Parks Crew to the Seasonal Road Department position.

Mr. Cordrey made a motion with a second from Mr. Rozzi to make the abovementioned roster update.

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

Ms. Krieger requested a motion to off-roll Mr. David Liddel from the active Hamilton Township roster. He submitted his resignation to Fire Chief Brian Reese.

Mr. Cordrey made a motion with a second from Mr. Rozzi to remove Mr. Liddel from the employee roster.

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

**New Business**

-Motion: Snow and Ice removal contracts; Regency Park, Villages of Classicway, and Hopewell Valley subdivisions.

The above mentioned subdivisions are required to perform snow and ice removal services and have requested to contract with Hamilton Township to provide those services. Each subdivision will pay Hamilton Township \$150 per hour with a minimum of 1 hour per call-out.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the abovementioned snow and ice removal contracts.

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

-Resolution 20-1021: Adopting a 2021 Appropriations Budget

This will set the appropriations for all expenses in the 2021 Annual Budget. This Budget has been reviewed, discussed, and work shopped at two or more Township Trustee meetings before the public.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-1021.

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

-Resolution 20-1021A: Accepting Warren County Hazard Mitigation Plan

This is a Resolution adopting the Warren County Multi-Jurisdictional Hazard Mitigation 5 year plan update. Each jurisdiction has a separate and specific plan for different level of threats facing their jurisdiction. Administrator Brent Centers and Public Works Director, Kenny Hickey met with Warren County Emergency Management Agency from November 2019 – March 2020 to work on this 5-year County-wide Mitigation Plan.

Police Chief Hughes and Fire Chief Reese also have mitigation sections within the Warren County Hazard Mitigation Plan but rely heavily on local protocols.

This plan will be available for review during normal operating hours in the Hamilton Township Administration Building.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-1021A.

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

-Resolution 20-1021B: A Resolution accepting public streets for maintenance and setting speed limits on Section Five, in the Villages of Hopewell Valley subdivision, Hamilton Township, dispensing with the second reading and declaring an Emergency.

This will allow Hamilton Township to accept Section 5 of the Villages of Hopewell Valley subdivision into Hamilton Township from Warren County and establish the Township speed limit of 25 mph.

This Resolution is declared an emergency measure necessary for the immediate preservation of the peace, health, safety, and welfare of Hamilton Township. The reason for the emergency is to provide an immediate establishment of a safe speed.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 20-1021B.

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

**Work Session**

-CARES Act Grant program

Mr. Sousa presented the Board with a drafted document for an application. He referenced Warren County's program and stated that ours will be very similar. We know that we have to encumber funds that we will allocate towards this by November 20<sup>th</sup>. We will work in the coming days to finalize the details of this application, take some time next week to promote it to the businesses in the community, have a two week application period (November 2<sup>nd</sup>- November 13<sup>th</sup>), that will give us some time to finalize these in house before November 20<sup>th</sup>. It was discussed to have Mr. Hurst review it, and then disburse the funds in December. There are some standard checklist items to go with the application. Trying to make this as cumbersome as possible, Mr. Sousa tiered it based on the revenues of the business. It is structured to have a floor of revenue; for example 50,000-100,000 and the grant sizes will be based on the revenue of business.

Mr. Cordrey likes the idea of having a floor and including home based businesses. He would like a more generous tier structure since this is taxpayer money that we are giving back.

Mr. Rozzi asked how this program will be pushed out?

Mr. Centers explained that once we polish this document up and get it on letterhead, we will create a digital form and get it online for businesses to fill out; he will be the point of contact for that. We will have paper copies available at the Administration building as well. The Little Miami Chamber has a business directory and for the Hamilton Township specific businesses, we will drop off a hard copy. We will also place it on social media and make it a 'News' story on our website.

Mr. Rozzi suggested reaching out to the Little Miami Chamber Alliance as well as the Maineville Small Business Network.

Mr. Sousa mentioned doing a 'Blitz Release' as well since we have a short amount of time.

Mr. Yoder expressed concern about creating an implied contract. He will try to get this worked out and if we have to call a Special Meeting, then we will.

Mr. Sousa stated that a rough dollar amount needed to be set and they needed to determine if they wanted a tiered amount for grant funding.

Mr. Rozzi stated that it would depend on the kind of expenses that people are incurring.

Mr. Cordrey liked the sound of allocating \$300,000 total for the Grant program with awarding between \$5,000 and \$10,000 to businesses dependent on revenue for the company. He would like this to be substantial for our businesses.

Mr. Rozzi asked if all of our Township departments have gone through and talked about what they would need with this funding?

Mr. Centers explained that we are creating our lists and we are still waiting on companies to provide us with quotes as are many other places in the County. He does believe that \$900,000 would suffice to complete most if not all of the projects that have been compiled so far.

All Trustee's agreed that \$300,000 would be a good amount to allocate towards the Grant program with a minimum revenue of \$50,000 and that the awarded amount could be up to \$10,000 dependent upon that revenue.

Mr. Sousa will be handling the applications and Mr. Centers, Ms. Horman and Mr. Hurst will go through them afterwards for audit purposes. All applications will be time/date stamped.

### **Fiscal Officer's Report**

Mr. Weber was not present at the meeting so an update will be given at the following meeting.

### **Administrator's Report**

Mr. Kraemer informed the Board that we will have a Co-Op for the Spring. Mr. Williams is a member of the University of Cincinnati DAAP Program. He is currently a sophomore majoring in Urban Planning. He will be working for us from January 4, 2021 through April 30, 2021 for \$500/month. He will do one major project that he will present to us when his time is complete that we will also be able to use after he moves on. Mr. Kraemer is excited to have his assistance. If all goes well, there may be future Co-Op's.

### **Trustee Comments**

Mr. Rozzi stated that he had fun judging the Halloween decorations. There were some really good homes in the contest.

Mr. Cordrey also had fun with the judging contest. Hopefully this will grow and we can add more judges for the neat experience. He wanted to promote the CARES Act Grant funding already for anyone that may need help. He reminded everyone that Trick-or-Treating will be held on Halloween night from 6-8 pm. He mentioned that staff are working on the Christmas Tree Lighting as well; this event will be happening. Lastly, Mr. Cordrey encouraged everyone to support our schools and the Levy that will be on the ballot

### **Executive Session**

In reference to O.R.C. 121.22 (G) (2)

- (G) (2): To consider the sale or disposition of property.

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into Executive Session at 8:32 pm.

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 9:14 pm.

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

### **Adjournment**

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 9:14 pm.

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