



# HAMILTON TOWNSHIP

## HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Trustee, Chair*  
Joe Rozzi – *Trustee*  
Mark Sousa – *Trustee*  
Kurt Weber - *Fiscal Officer*

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

**Township Administrator**  
Brent Centers  
(513) 239-2372

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

**Fire and Emergency Services**  
Brian Reese – Fire Chief  
7684 South State Route 48  
Maineville, Ohio 45039  
Phone: (513) 683-1622

**Public Works**  
Kenny Hickey – Director  
Phone: (513) 683-5360

**Assist. Fiscal Officer**  
Ellen Horman  
Phone: (513) 239-2379

**Human Resources**  
Kellie Krieger  
Phone: (513) 239-2384

**Economic Development  
and Zoning**  
Alex Kraemer  
Phone: (513) 239-2376

**Community Development  
Coordinator**  
Nicole Earley  
(513) 683-5320

## TRUSTEE MEETING AGENDA 10/6/2021

6:30 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and accept the tapes as the Official Minutes of the September 15, 2021 Township Trustee Meeting .
- Bills before the Board

### Public Comments

### Human Resources

### Work Session

- 2022 Capital Budget

### Administrator's Report

### Fiscal Officer's Report

### Trustee Comments

### Executive Session

- In reference to O.R.C. 121.22 (G) (1)
  - (G) (1): To consider the appointment or employment 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 Meeting

September 15, 2021

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:30 p.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 September 1, 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 of the clerk's journal and accept the tapes as the Official Meeting Minutes of the September 8, 2021, Special Trustee Meeting.

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 bills as presented to the Board.

Roll call as follows:

|                |     |
|----------------|-----|
| Mark Sousa     | Yes |
| Darryl Cordrey | Yes |
| Joe Rozzi      | Yes |

### **Public Comments**

Mr. Cordrey opened the floor to public comments at 6:31pm.

No comments were made; therefore Mr. Cordrey closed the floor to public comments at 6:31pm.

### **Human Resources**

Mr. Centers requested a motion to update the Hamilton Township roster with the following:

Remove Ms. Megan Haas and Mr. Jeremey Fair effective September 1, 2021. Mr. Sean Oakes effective September 3, 2021, and Mr. Alex Kraemer effective September 24, 2021.

Mr. Cordrey made a motion with a second from Mr. Rozzi to make the above mentioned roster updates.

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

Mr. Centers requested a motion to add Mr. Adam Munoz as the Assistant Mechanic effective October 4, 2021, and Hayden Roberts as an intern fire fighter effective September 24, 2021.

Mr. Cordrey made a motion with a second from Mr. Rozzi to make the above mentioned roster updates.

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

Mr. Centers requested a motion to approve an additional full time position in the Police Department for a Patrol Police Officer.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the position for Police Officer.

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

Lastly, Mr. Centers requested a motion to approve the following deeds in the Maineville Cemetery, new addition: Ms. Carol Shearer's deed has been revised for lot 56, graves 1 & 2, deed # 2021-11, and Ms. Barbara Fitzpatrick has purchased Niches 36, 37 and 38, deed 2021-12.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the above mentioned cemetery deeds.

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

Mr. Kraemer publicly thanked all Hamilton Township staff for the opportunity that he had working with everyone over the last two years. He also thanked Mayor Beebe and the Village of Maineville for the great partnership. He acknowledged the partnerships with the Warren County offices for the work that they were able to accomplish together such as passing the Comprehensive Plan, the Future Land Use Plan, and many others. He believes that the Township has been set up to succeed Economic Development wise and overall. He is most proud of the transitional facility that was approved a few weeks back as it will assist with individuals now sober and looking to transition back into normal life successfully. He explained that he was offered a unique opportunity that he felt he could not turn down for professional and personal reasons.

Mr. Cordrey thanked Mr. Kraemer for the work he put in and for laying the foundation for our Economic Development department. It's been great working with him and he appreciates all that has been done.

Mr. Rozzi stated that he will miss all of the Economic Development conversations. He agrees that Mr. Kraemer assisted the township to grow in the right direction with development despite our difficult zoning code.

Mr. Sousa congratulated Mr. Kraemer and stated that he appreciates the efforts put in here at the Township.

**Public Hearing**

-Resolution 21-0915: Zoning Code Chapter 9 and 11 Text Amendment.

Mr. Cordrey made a motion to open the public hearing at 6:40pm, followed by a second from Mr. Rozzi.

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

Law Director, Mr. Ben Yoder swore in all persons wishing to give testimony for cases included within this public hearing this evening.

Mr. Kraemer began his presentation stating the legal notice was published in the Sunday, September 5th publication of *The Pulse Journal of Warren County*. The owner of the property is Hamilton Township; the applicant is the Hamilton Township Zoning Commission. Mr. Kraemer is the spokesperson tonight. The request is for text amendments to Zoning Code Chapters 9 (Signs) and 11 (Enforcement and Penalties). Due to the increasing amounts of temporary signs being placed in the right-of-way in Hamilton Township, especially along the commercial

corridors, the Hamilton Township Zoning Commission initiated amendments to the zoning code to increase enforcement capabilities for the zoning department. In order to achieve this goal, changes to both Chapter 9: Signs and Chapter 11: Enforcement and Penalties, are necessary. These text amendments are meant to provide better clarity and conformity with current law for the Hamilton Township Zoning Code as it relates to temporary signage in the -right-of-way and then update and enhance penalties and enforcement procedures. All requirements have been satisfied through the Ohio Revised Code.

Amendments for Chapter 9 include:

- Removal of Section 9.2.7. Noncommercial Sign and Message Substitution
- Modifications for Section 9.5 Prohibited Signs
- Modifications for Section 9.6 Signs not Requiring a Zoning Certificate
- Modifications for Section 9.8.2. Entrance Monuments for Residential Subdivisions or Developments.
- Modifications for Section 9.9.1. General Definitions related to temporary Signs.
- Removal of Section 9.9.3 Temporary Noncommercial Speech Signs for content neutrality.
- Modifications for Section 9.9.7 Temporary Signs on Properties for Lease or Sale
- Modifications for Section 9.10. Off-Premises Outdoor Signs and changing outdoor signs to billboards.

Amendments for Chapter 11 include:

- Modifications for Section 11.4 Penalties to add criminal offenses. The first offense is a fine of \$50; second offense is a fine of \$100; third offense is a fine of \$250 and subsequent offenses are a fine of \$500/each. It also adds that the Township should immediately remove and discard any signs with this violation.

Zoning Commission recommends approval of the text amendments prepared by staff and legal counsel subject to the following conditions: accepting the red and blue line versions of the text amendment changes to the Hamilton Township Zoning Code Chapters 9 and 11.

Mr. Cordrey asked for clarity on the level offenses; is it per sign or per day?

Mr. Yoder stated that customarily this would be property by property basis; if there are 10 signs on a property, then there should be one charge.

Mr. Rozzi asked who will be pulling signs or checking for these violations on the weekends?

Mr. Centers responded that we will flex time and take care of it until it gets addressed.

Mr. Sousa brought up a draft that mentioned definitions in Chapter 12. Is that also included in these amendments?

Mr. Kraemer stated that there was some back and forth discussion on the definition of billboard so legal counsel changed the term outdoor advertising to billboard. The idea behind that was for a Leigh-person to see that and wonder what that is because typically when you see billboard you think of those large advertisement signs. Zoning Commission talked about changing the wording during the Zoning Code re-write should any concerns arise with the current definitions.

Mr. Yoder explained that this will be a cat and mouse game until these offenders realize that we are serious about keeping up with the fines.

Mr. Cordrey opened the floor for those wishing to speak in reference to this Resolution.

Mr. Thomas Foster asked if this resolution will encompass the signs placed on the telephone poles?

Mr. Cordrey replied that it will as the poles are part of the right-of-way.

Mr. Cordrey invited those in opposition to speak. Seeing none, he closed the floor to public comments.

Mr. Sousa stated that he doesn't look forward to the logistics for staff to enforce these violations but he is glad to have something that will take care of the ongoing eyesores around the township.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0915.

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

Mr. Cordrey made a motion with a second from Mr. Rozzi to close the public hearing at 6:53pm.

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

### **New Business**

**-Motion-** To create and post for hire, the position of Planning and Zoning Administrator. This position will create a Planning and Zoning Administrator as currently held with the duties of the Director of Economic Development and Zoning.

-Motion- To create and post for hire, the position of Economic Development Director. This position will create an Economic Development Director as currently held within the duties of the Director of Economic Development and Zoning.

Mr. Centers explained that when we posted for the position that Mr. Kraemer filled a couple years ago, we combined Economic Development and Zoning which are typically two competing ideologies. Economic Developers are usually very welcoming and will get around anything that we can put in their way, and zoning usually puts those things in the way. It's a very black and white approach. It's been unique that Mr. Kraemer has done both in the same job but we have also seen the struggles that come along with having this as one position. With Mr. Kraemer's resignation, we feel it's time to split this into two positions.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the posting of Economic Development Director.

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

Mr. Cordrey made a motion with a second from Mr. Rozzi to post the position of Planning and Zoning Administrator.

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

-Resolution 21-0915A: Increase in Appropriations (Road and Bridge)

Mr. Centers explained that this is a project that we had scheduled for our budget for 2022. We've projected this in our budget for the last three or four years at the retreat and budget meetings. It's for a skid loader for Public Works. Our current one is not going to make it so we're requesting to move it to this year's budget and it will not be placed in next year's budget. We are not trying to fill with another project, just needing to move forward.

Mr. Sousa asked if this equipment is readily available.

Mr. Hickey stated that we were told 60 days to build it. The current internal track is in bad shape and will take a lot to repair so it made sense for us to do a trade-in. Even with the condition, we will get \$22,500 towards the new unit.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0915A.

Roll call as follows: Mark Sousa Yes

|                |     |
|----------------|-----|
| Darryl Cordrey | Yes |
| Joe Rozzi      | Yes |

-Resolution 21-0915B: Create an appropriation for ARPA Fund

Mr. Centers explained that the American Rescue Plan Act Funds have been released. Just as we did last year with the CARES Act, we have to create a specific fund to put that money into and account for all spending. Ultimately we will get \$2.4 million. All funds will be put in a contingency line until this Board can work session how you want it spent.

Mr. Rozzi asked if there is a timeframe for spending? Mr. Centers replied that 2025 is the cutoff.

Mr. Yoder explained that there is substantial guidance already out. Lots of other communities are deciding how they would like to spend their funds already and Mr. Yoder is happy to discuss as long or a short a presentation that the Board would like.

Mr. Cordrey would like to see documentation for some pre-guidance on how this can be spent.

Mr. Centers mentioned that we do have the document together but we were wanting to go over it in conjunction with the budget.

Mr. Sousa commented that we saw the CARES Act funding change a lot; is there speculation that these funds will become broader with what they can be used for?

Mr. Yoder stated that it is plausible. Right now there are basically four buckets for spending.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0915B.

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

-Resolution 21-0915C: Accepting funds from Warren County

This is a Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This comes before us annually.

Mr. Sousa asked if we will see any significant increases due to the current housing market.

Mr. Weber explained that he has not heard of anything but it is possible.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 21-0915C.



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

### **Administrator's Report**

Mr. Centers updated on the EPA issues at Mounts Park; we are approximately one month behind schedule. This is the first time we have gotten behind and the Engineer's believe they will make that up this winter and we will still be on track. The rerouting that we have planned for the stream this entire time, the EPA says that they no longer want to do that but instead want to re-route it into two drains. It will now reroute around the original barrier and flow away from it. It will cost more but will take expense away by not having to add the cap. We do not know the cost yet.

The lead mechanic position for Public Works has been filled. Mr. Peak started on Monday and has been doing outstanding. The Assistant Mechanic just approved for on-boarding is in his final stages of hiring and everything is looking good. Our Public Works Service Worker is in the process of on-boarding as well. We've been down in the Public Works Department and its finally coming together nicely.

The hit and run incident was pretty large on social media the day it happened. The alleged suspect has not yet been arraigned. Our Police Officers were relentless on the investigation of this accident. He complimented the Chief, Detective and Officer's working this case. Chief Hughes could not make the meeting tonight but wanted to thank the Fire Department for their help and the Public Works Crew for their help closing the road.

Mr. Centers stated that Emerie's family wanted to publicly thank the community for everything they helped with and for the continued support.

Lastly, Chief Reese made a special announcement; he publicly announced that as of January 7<sup>th</sup>, 2022, it is his intent to retire from the Fire Service. He acknowledged the job well done by the overall department for their continued efforts with services. He thanked the Board of Trustees, Administration and the community for providing him with the support, positive reflection, and flexibility to lead the department as he needed in order to meet the needs of the community and prepare the department for the future. It has been truly enjoyable and the pinnacle of his 41 years of service.

Mr. Cordrey thanked Chief Reese for his time here. It has been an honor and a blessing to get to know him personally and professionally as he has done an outstanding job with our department.

Mr. Rozzi stated that it has been an absolute pleasure.

Mr. Sousa was impressed with the expectations and the performance that was exemplified for the department through Chief Reese. He thanked Chief Reese for everything.

**Fiscal Officer's Report**

Mr. Weber stated that he echoes the same sentiments for Chief Reese; his hiring was an advancement for our Township and he's a great guy!

He also commented on a Thank You note that was received from Emerie's family. He is sure those were distributed amongst the community and even though they are having a tough time, they were spreading joy through Thanking the community.

Next he explained that this is the Fiscal report for the month of August. We are 67% thru the year. We have received 61% of our anticipated revenue which equals a little over \$7.6 million. Our expenditures are at 61% for the year so far. We have a cash balance of \$12.8 million.

**Trustee Comments**

Mr. Rozzi welcomed everyone to Touch-A-Truck this weekend. The weather looks nice.

Mr. Sousa commented on the Thank you card from Emerie's family. They sent a digital one to the Township and asked us to share on our social media. They are doing pretty well, all things considered. He also spoke on the efforts in the hit and run incident. Touch-A-Truck, the Food Truck rally, and The Fort Ancient Machinery event are all nice touches this weekend for our Township.

Mr. Cordrey commented on the outstanding job by all departments on the hit and run. Thank you once again to our great team. There's a lot going on this weekend and hopefully we see everyone out.

**Adjournment**

With no further business to discuss, Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn at 7:23 pm.

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