



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

Mark Sousa– *Board Chair*
Darryl Cordrey– *Vice Chair*
Joseph Rozzi – *Trustee*
Leah Elliott - *Fiscal Officer*

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

Township Administrator

Jeff Wright
(513) 683-8520

Police Department

Quillan Short – 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

TRUSTEE MEETING & ANNUAL RETREAT AGENDA 10/7/2026

Location: 8054 Faller Rd. Maineville, OH 45039 (Fosters Pointe HOA Clubhouse)
8:30 AM to 2:00 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the audio/video recording as the Official Minutes of the September 16th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Resolutions

- Resolution No. 26-1007A– Authorize the Private Sale of Unneeded and Unfit-For-Use Property in the Police Department
- Resolution No. 26-1007B– Authorizing to Declare 0 Schlottman Rd., Parcel 1733302015, a Nuisance Property and Removal of Vegetation

Motions

- Motion to Accept FEMA AFG Grant Award
- Motion to close the Public Works Investment Account
- Motion to approve the sale of Cemetery Deed as presented
- Motion to amend the Hamilton Township roster as presented

2026 Departments Work Session

Trustee Comments

Executive Session Motion to adjourn into executive session at ____ in accordance with ORC 121.22(G)(4) to review negotiations with public employees concerning their compensation and other terms of employment and in accordance with ORC 121.22(G)(6) to discuss details relative to the security arrangements and emergency response protocols for a public body or a public office.

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 16, 2026

Trustee Board Chairman, Mark Sousa, called the meeting to order at 6:00 PM., Mr. Rozzi and Mr. Sousa were present.

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Sousa, with a second by Mr. Rozzi, to approve the audio/visual as the Official Meeting Minutes of the September 2nd Board of Trustees regular meeting.

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes

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

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

Public Hearing – Zoning Resolution Text Amendments

Mr. Sousa explained the procedures for the Public Hearing and welcomed everyone who would be providing testimony to raise their right hand. The oath was then administered.

Assistant Administrator Jen Patterson presented the proposed amendments to the Hamilton Township Zoning Resolution. The amendments included changes to Chapters 2, 3, and 5, including the removal of references to the Warren County Regional Planning Commission and a change to the required pool setback from 20 feet from the water's edge to 10 feet from the property lines.

There were no comments in opposition or in support of the proposed amendments. Mr. Sousa then closed the floor to public comments for Board deliberation.

Mr. Sousa and Mr. Rozzi discussed the need to reduce the required pool setback due to the number of variance requests that have been brought before the Board of Zoning Appeals, particularly as a result of smaller lot sizes. They also discussed the proposed removal of

Hamilton Township from the Warren County Regional Planning Commission, noting that the change is appropriate given the size of the Township, available staffing, and the experience of Township staff. They stated that the current process has resulted in redundant steps and can slow the development review process.

The resolution for the proposed text amendments is anticipated to be considered for approval at the second October Trustee meeting.

Public Comments

Mr. Sousa opened the floor to public comments at 6:09 PM, with nobody coming forward public comments was closed.

New Business

Resolution No. 26-0916A- Accepting Rates by Budget Commission

Mr. Sousa made a motion with a second from Mr. Rozzi to approve Resolution 26-0916A, a resolution accepting the rates determined by the Budget Commission and Authorizing the necessary tax levies and certifying them to the County Auditor.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes

Resolution No. 26-0916B- Authorizing an Increase in Appropriations in the General Fund for Tornado Sirens Maintenance

Mr. Sousa made a motion with a second from Mr. Rozzi to approve Resolution 26-0916B, a resolution authorizing an increase in appropriations in the General Fund (1000), in the amount of \$12,000.00 and declaring an emergency.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes

Resolution No. 26-0916C- Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Sousa made a motion with a second from Mr. Rozzi to approve Resolution 26-0916C, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

Roll call as follows:	Joe Rozzi	Yes
-----------------------	-----------	-----

Mark Sousa Yes

Motion- Approve Hamilton Township Roster as Presented

A motion was made by Mr. Sousa, with a second by Mr. Rozzi, to approve the Hamilton Township Roster as presented before the Board.

Roll call as follows: Joe Rozzi Yes
 Mark Sousa Yes

Public Comments

Mr. Sousa opened the floor to public comments at 6:14 p.m. Katherine Bowles stated that she is running for County Commissioner and commended the Trustees for their decision to remove the Township from the Warren County Regional Planning Commission. She expressed her appreciation for the Trustees' recognition of the Township's growth and their confidence in Township staff.

Fiscal Officer's Report

Fiscal Officer Leah Elliott presented the August financial report. The Township has collected approximately 61% of the property taxes for the year, with the second distribution expected to be received in the coming month.

Of the \$22 million budgeted on appropriations, approximately \$16 million has been spent to date. This is consistent with spending levels from August of the previous year.

The Township's current cash balance is approximately \$15 million, which is lower than the same time last year due to the use of ARPA funds.

Administrator's Report

Assistant Administrator Patterson gave the following Administrator's Report:

The Police Department currently has a patrol position posted and is accepting applications. The Fire Department's Firefighter/EMT position has received a good response, with the application deadline scheduled for the end of this week.

The Little Miami Homecoming Parade will take place next Thursday. Mounts Park will close at 3:00 p.m. that day for parade staging. Partial road closures will begin at 5:45 p.m. on Stubbs Mills Road and US 22/3, from Stubbs Mills Road to Morrow-Cozaddale Road, for the parade.

The Public Works Building remains on schedule for its anticipated opening on November 2nd. Electricity has been turned on at the facility, with paving and landscaping expected to be completed within the next two weeks.

Trustee Comments

Mr. Sousa reminded the public of several upcoming events. This Friday, September 18th, the Veterans' Float will take place at Mounts Park from 8:30 a.m. to 1:00 p.m. The event is a joint effort between Hamilton Township and the Ohio Department of Natural Resources (ODNR).

Mr. Sousa also reminded residents that Movie Night will be held this Friday at Little Miami Primary School.

On Saturday, October 10th, the Fire Department will host an Open House at Station 76.

Adjournment

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn at 6:26 PM.

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes



Office of Chief of Police
10/7/26 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Chief of Police:

Motion to approve Resolution 26-1007A, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

This property involves vehicles, which were recently impounded, and their titles signed over to the police department. Most of these vehicles were ‘totaled’ in car crashes, and/or the value of the vehicle exceeds the tow bill.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 8:30 a.m. on October 7, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 26-1007A**

**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:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2007	Chevrolet	Tahoe	1GNFK13017J300129
2017	Ford	Fusion	3FA6P0G75HR139471
2012	Dodge	Durango	1C4RDJDG8CC312045
2010	Lincoln	MKS	1LNHL9DR0AG603168
2012	Chevrolet	Impala	2G1WC5E33C1283013
2012	Jeep	Liberty	1C4PJMAKXCW182262
2017	Nissan	Versa	3N1CN7APOHL872795

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 7th day of October 2026.

Attest:

Leah M. Elliott, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Leah M. Elliott, 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 October 7, 2026.

Date: _____

Leah M. Elliott, Fiscal Officer



Planning and Zoning Office
10/07/2026 Trustee Meeting

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

Motion to approve Resolution 26-1007B providing for and authorizing the removal of vegetation at 0 Schlottman Road, Parcel 1733302015, in Hamilton Township, declaring a nuisance and declaring an emergency.

A violation notice was sent to the property owner on August 31, 2026, requiring removal of the high grass and debris from the property.

A final violation notice was sent to the property owner on September 11, 2026.





The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00PM on October 7, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa, Trustee, *Board Chair*
Daryl Codrey, Trustee, *Vice Chair*
Joseph Rozzi, Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 26-1007B**

**A RESOLUTION PROVIDING FOR AND AUTHORIZING VEGETATION CUTTING
AT 0 SCHLOTTMAN ROAD, PARCEL 1733302015, IN HAMILTON TOWNSHIP,
DECLARING A NUISANCE AND DECLARING AN EMERGENCY**

WHEREAS, Ohio Revised Code §505.87 provides that a Board of Township Trustees may provide for the abatement and control over the removal of vegetation from land located in the Township; and

WHEREAS, the Board of Township Trustees of Hamilton Township has determined that the continuing maintenance of vegetation on the following properties in Hamilton Township is a nuisance:

0 SCHLOTTMAN ROAD, PARCEL 1733302015

NOW THEREFORE, Be It Resolved by the Board of Township Trustees, Hamilton Township, Ohio:

Section 1. That the vegetation located on the following property in Hamilton Township is hereby declared to be a nuisance;

0 SCHLOTTMAN ROAD, PARCEL 1733302015

Section 2. Pursuant to O.R.C. §505.87, the owners and lien holders of record for the properties shall be properly notified of this action and given seven days to abate the nuisances;

Section 3. In the event the nuisance is not abated within the time period allowed, the Zoning Department of the Township is hereby directed to cause the cutting and control of

the vegetation and remove the vegetation at the following properties in Hamilton Township:

0 SCHLOTTMAN ROAD, PARCEL 1733302015

Section 4. The owners of the following property in Hamilton Township shall be billed for such services and the Fiscal Officer of the Township is directed to place a special assessment on the real estate tax bill of the property if payment is not made within thirty days.

0 SCHLOTTMAN ROAD, PARCEL 1733302015

Section 5. The Trustees of Hamilton Township upon majority vote do hereby authorize the adoption of this resolution upon its first reading.

Section 6. This Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, and welfare of the Township. The reason for the emergency is to provide for safe and habitable properties in the township.

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

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

Resolution adopted this 7th day of October 2026.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Leah M. Elliott, 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 October 7, 2026

Date: _____

Leah M. Elliott, *Fiscal Officer*

Hamilton Township Fire Rescue

Memo



To: Jeff Wright, Administrator

From: Jason Jewett, Fire Chief

Date: September 23, 2026

Re: FEMA AFG Grant Award

Jeff,

HTFR was notified that we were awarded an AFG (Assistance to Firefighters) grant from FEMA. This grant is for a total of \$96,160.00. Our share of the grant will be \$8,741.82 with FEMA share at \$87,418.18. This grant will cover the cost of paramedic training for four (4) of our employees as well as officer development for our FFIC personnel that will prepare them for leadership roles in the future. This grant also covers technical rescue training such as swift water rescue to include travel and meal costs for these classes. This is a significant investment in training our personnel to better serve our citizens. The trustees will need to approve our acceptance of the grant with a deadline of October 22, 2026. The period of performance of this grant is three (3) years. Please let me know if you have any further questions.

Recommended motion: **Motion to accept the Assistance to Firefighters grant from FEMA.**



Administrator
10/7/2026 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Administrator:

Motion to close the Public Works Facility Investment Account.

During the summer of 2025 \$5,000,000 in revenue was received for the bonds issued for the construction of the new Public Works Facility. Since the amount did not exceed \$5,000,000 the Township was permitted to invest those funds and earn interest income. Now that the construction of the facility is nearly complete and the funds have been fully used to pay for the construction costs of the building, it is necessary to permanently close that fund.



Office of Public Works
10/7/2026 Trustee Meeting

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

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

- Cemetery Deed –
 - Timothy Kiser purchased Columbarium Niche 25 in Maineville Addition, deed number 2026-12

Deed For Cemetery Lot

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

Deed Number. # **2026-12**

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned Trustees of Hamilton Township, **Mark Sousa, Darryl Cordrey, and Joe Rozzi,**
in the County of **Warren** and State of Ohio, for and in consideration of the sum of **\$600 Dollars**, to us
paid by

Timothy Kiser Current Address: 8064 Whalen Ln, Maineville, OH 45039 the receipt whereof is
hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said:

Timothy Kiser

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in
Maineville Addition : Columbarium Niche 25 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

Timothy Kiser

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 and regulations of the officers having control of said Cemetery.

In Witness Whereof, We have hereunto set our hands on this **7th** day of **October** A.D. **2026**

Signed and Acknowledged in presence of

in Warren County, Ohio.

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

Be It Remembered, That on this **7th** day of **October** A.D. **2026** before me, the subscriber, a **Notary Public**
in and for said County, personally came the above named Trustees of Hamilton Township in Warren Coun-
ty, 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 Human Resources
10/07/2026 Trustee Meeting

The Office of Human Resources respectfully requests the Board of Trustees' approval of the following motion:

Motion to approve the amendment of the Hamilton Township roster as presented

- Confirm the completion of Aiden Link's seasonal assignment in the Public Works Department, effective September 11, 2026
- Accept the resignation of Firefighter/Paramedic Matthew Leeper, effective October 2, 2026
- Accept the resignation of Police Officer Hunter Martin, effective October 1, 2026
- Recognize Jack Erickson, Planner/Code Enforcement Officer, for successfully completing his new hire probationary period
- Recognize Sgt. Joseph Kibbee for successfully completing his probationary period after moving from Patrol Officer to Sergeant