

Hamilton Township Trustee Meeting

November 15, 2023

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

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes
	Darryl Cordrey	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 clerk’s journal, and accept the tapes as the Official Meeting Minutes of the November 1, 2023, Trustee Meeting.

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

Public Comments

Mr. Sousa opened the floor to public comments at 6:01 pm.

Mr. Sousa closed the floor to public comments at 6:01 pm.

New Business

-Resolution 2023-1115A – Authorizing Disposal of Unneeded, Obsolete, or Unfit-For-Use Property

Mr. Sousa made a motion with a second from Mr. Rozzi to approve Resolution 23-1115A.

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

-Resolution 2023-1115B – Increase of Appropriations in the Police Department

Mr. Sousa: The impound lot has seen more activity than anticipated for the first year. Hamilton Township pays for the towing companies on the front end, collecting the reimbursement from insurance or private companies. The increase is to have the ability to continue to pay the towing companies.

Mr. Sousa made a motion with a second from Mr. Rozzi to approve Resolution 23-1115B.

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

-Resolution 2023-1115C – Authorizing Amended Transaction Documents for the Kroger Project

Ben Yoder: This amendment allows the deadline change for contracted roadway installment from mid-December to January. This amendment also includes a provision that allows the Township Administrator and law team to make small changes without having to go in front of the Trustee Board.

Mr. Sousa made a motion with a second from Mr. Rozzi to approve Resolution 23-1115C.

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

-Motion- Approve Engagement Letter from Hurst Kelly for the 2023 Annual Financial Report

Mr. Cordrey: Is this year our more in-depth financial audit?

Kurt Weber: This year, 2023 we will be audited by the State.

Mr. Sousa: Is there expectation or guidance that we should be changing vendors for “fresh eyes”?

Mr. Weber: Recommends not to change vendors. Mark Hurst at Hurst Kelly has worked for the State Auditors and is knowledgeable of what they are looking for.

Jeff Wright: The firm doing that assistance is reoccurring but believes there is a limit for the auditor from the state to three (3) audits and then will refresh.

Mr. Weber: In the case of Wayne Bastin, the state auditor allowed us to go beyond the three years and possibly renew for another three years.

Mr. Sousa made a motion with a second from Mr. Rozzi to approve the engagement letter from Hurst Kelly.

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

Human Resource

- Motion – Amend the Roster of Hamilton Township

Mr. Sousa made a motion with a second from Mr. Rozzi to amend the Hamilton Township roster as presented to the Board.

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

Fiscal Report

Mr. Weber:

October 2023 Fiscal Report- Through the end of October, which is 83% through the year, we have received \$16 million of the \$14.8 million budgeted anticipated revenue. The final appropriations/expense budget was \$19.4 million, we spent over \$13.5 million which is 70%. The total cash balance overall is \$20 million and the unencumbered fund balance is \$15.3 million. Some of the higher fund balances consist of General Funds at \$2 million, Road & Bridge at \$2.1 million, Police Department \$4.1 million, ARPA Fund \$1.1 million, and Fire/EMS at \$3.6 million.

Public Comments

Mr. Sousa opened the floor to the second public comments at 6:15 pm.

Mr. Sousa closed the floor to public comments at 6:15 pm.

Trustee Comments

Mr. Rozzi: Congratulated Mark Sousa and Leah Elliot for winning the election. Welcomed Jeff Wright as the new Township Administrator

Mr. Cordrey: Congratulated Mark Sousa and stated he is looking forward to working with Leah in the future. Welcomed Mr. Wright on board as the Administrator and excited for the continuing development of the township. Congratulated Mr. Yoder, his daughter, and the rest of the Kings High School Volleyball Team for winning the state championship. Reminder, the Little Miami Craft Show is this Saturday, and the Christmas Tree Lighting is December 9th from 4-6 pm at Firehouse 76. Lastly, acknowledging the Fire Department, as he was a firsthand witness inside the live-fire house training on Stephans Rd and the incredible job they did. The township has done a great job of investing dollars in training for police and fire, so they are prepared for real-life situations.

Mr. Sousa: Congratulations to Leah and look forward to working with her in the next coming months. Thanked the developer that purchased the lot beside Shooters Bar & Grill on State Route 48 for the next live fire training.

Administrator's Report

Jeff Wright: First day has been very exciting, reassuring, and reconfirming that he made a great choice to join this organization. He looks forward to working with Ms. Elliot in the future as well. Jeff is in his 28th year of local government, known he has wanted to do this career for a long time. He has more urban planning and zoning as his background, with economic and community development. The last 22 years he has spent on the administration side as a city manager and township administrator. Only lives seven miles outside of Hamilton Township which makes the move an easy choice for his family, becoming members of a new community. Nice to finish his career with new challenges and a group of new team members. This week he has met with three developers that he has worked with previously in a neighboring township, feels good about their relationship with current and future projects in Hamilton Township. He thanked Chief Hughes for the assistance in a smooth transition of roles. Following are updates for the Administrator Report:

- A draft of the 2024 Budget was presented to the Board of Trustees for review and will be discussed at the December 6 meeting.
- Warren County Engineers Office is holding a bid for the Towne Center and Grandin Project, information can be found at Hamilton-township.org
- Ellen is working on transferring purchase orders and other commitments from 2023 into our 2024 fiscal year.
- Cheryl has been working on implementing a payroll to a new system. Also, she is working with Little Miami High School with an intern program to increase job skills for special needs students.

- Nicole has prepared a grant application for a walking trail at Marr Park, a presentation will be conducted tomorrow to Warren County. She was also successful in getting a \$31,000 grant to resurface Testerman Park.
- Wreaths Across America will be Saturday, December 16th.
- Public Works is finishing salt truck preparation and Don is conducting in-house training for CDL drivers.
- Cathy in Zoning and Planning met with Chase Bank and Valvoline, as they are moving forward in the site plan approval process.

Adjournment

With no further business to discuss, Mr. Sousa made a motion, with a second from Mr. Cordrey, to adjourn at 6:27 pm.

Roll call as follows:

Joe Rozzi	Yes
Darryl Cordrey	Yes
Mark Sousa	Yes