



TRUSTEE MEETING AGENDA 11/19/2025

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 November 5th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Resolutions

- Resolution No. 25-1119A – Repayment of Advance from Kroger TIF
- Resolution No. 25-1119B- Increase of Appropriations
- Resolution No. 25-1119C- Approve 2026 Appropriation Budget
- Resolution No. 25-1119D- Authorizing Private Sale of Unneeded and Unfit-For-Use Property
- Resolution No. 25-1119E- Authorizing the Administrator to extend the Natural Gas Supply Agreement with Direct Energy for the Aggregation Program

Motions

- Award the Mounts Park Improvement Project
- Amend the Hamilton Township Roster as Presented
- Approve an engagement letter with Hurst Kelly for the 2025 Financial Report

Public Comments

Fiscal Officer's Report

Administrator's Report

Trustee Comments

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

Adjournment

HAMILTON TOWNSHIP ADMINISTRATION

Joseph Rozzi – *Board Chair*

Darryl Cordrey– *Vice Chair*

Mark Sousa – *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

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

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 November 5, 2025

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

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

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the clerk's journal as the Official Meeting Minutes of October 15, 2025, Trustee Meeting.

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

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

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

Swearing-In Ceremony- Police Department

A swearing-in ceremony was held to welcome three new officers to the Hamilton Township Police Department and to recognize two current officers for their achievements.

Kyle Conner, a 2011 graduate of Moeller High School, continued his education at Northern Kentucky University where he earned a Bachelor of Arts degree in Criminal Justice and Corrections. He graduated from the Ohio State Highway Patrol Basic Police Academy in 2016 and has previously served with the St. Bernard Police Department and the City of Wyoming in Hamilton County. Kyle is a resident of Hamilton Township, where he lives with his wife and two children. His wife, Andrea, had the honor of pinning him during the ceremony.

Hunter Martin is a 2022 graduate of Moeller High School, where he participated in the wrestling and lacrosse programs. Coming from a family with a strong background in public service and the military, Hunter graduated from the Great Oaks Police Academy in October of this year. He currently lives in Loveland with his parents, and his father, Greg, pinned him this evening.

Hunter Bare is a 2020 graduate of Blanchester High School, where he was a member of the basketball program. After graduation, he worked at Barrett Paving before attending and completing the Great Oaks Police Academy, also graduating in the October class. Hunter's son, Jamison, had the special honor of pinning him.

Chief Scott Hughes administered the oath of office to the officers, followed by the pinning ceremony.

Chief Hughes also invited Officer Eli Kibbee forward to recognize his promotion to Sergeant. Officer Kibbee joined Hamilton Township in 2019, was named Employee of the Year in 2022, and has served as a detective. He was pinned by his father, Rick.

Lastly, Chief Hughes recognized Assistant Chief Short for his 20 years of service with the Ohio Narcotic Association of Regional Coordinating Officers (NARCO). During his tenure, he served as the District Director for Southwest Ohio and later as Vice President on the Executive Board, a role he held from 2017 until this fall. Chief Hughes presented him with an award in appreciation of his two decades of dedicated service to the organization.

Public Hearing- 0 Grandin Road (Parcel 1605100015) Stage 3 PUD

Administrator Wright invited any person wishing to offer testimony or speak regarding the Stage 3 PUD request to raise their right hand, and an oath was administered to those intending to provide testimony.

Cathy Walton presented a Stage 3 Planned Unit Development (PUD) request submitted by Beavercreek Development, LLC for the property located at 0 Grandin Road, Maineville, Ohio 45039 (Parcel 1605100015). The request includes both a residential component and an industrial component.

The residential portion encompasses approximately 44.35 acres and includes the development of 123 single-family lots. The project is planned in phases, with Phase 1 consisting of 56 homes and the construction of a connector road linking Arbors West to Pebble Lane. A Homeowners Association (HOA) will be established, and sample home elevations were provided for review.

The industrial portion covers approximately 15.31 acres and proposes the creation of four industrial lots with permitted uses in accordance with Section 8.2 of the PUD standards. Staff recommended approval with the condition that a 10-foot landscape buffer be added along Grandin Road. Representatives Wendy Moeller and Josh Loewenstine of Hickory Capital informed the Board that Hickory Capital will be the owner and operator of the self-storage and flex space components. Ms. Moeller noted that the required 10-foot buffer would be incorporated into the landscaping plan and that covenants would be put in place to protect PUD standards should a future parcel split occur.

Mr. Cordrey confirmed with Mr. Wright that the project falls within the proposed JEDD and TIF, and Mr. Wright affirmed. In response to a timeline inquiry from Mr. Sousa, Mr. Loewenstine stated that Phase 1 will consist of five flex buildings at the front of the property, with Phase 2

anticipated to begin 12–18 months later. He also explained that the storage units will be self-contained, with approximately 80% of the units located indoors and climate-controlled.

With no one coming forward to speak either in favor of or in opposition to the request, the Board closed the public comment portion of the meeting and with no further comments from the Board the public hearing was closed.

Public Comments

Mr. Rozzi opened the floor to public comments at 6:35 PM.

Brad Turner, a member of the Providence Subdivision HOA Board, requested clarification regarding regulations on trees within subdivisions. He noted that this question has arisen because several trees are dying, and some property owners are unwilling to replace them once removed. Zoning Director Walton had informed him that tree regulations on individual lots fall under HOA authority. The Board of Trustees confirmed that this is correct and that the township does not regulate trees on individual subdivision lots, to which nobody came forward.

Mr. Rozzi closed the floor to public comments at 6:39 PM.

New Business

Resolution No. 25-1105A- Approving Stage 3 PUD for 0 Grandin Road (Parcel 1605100015)

Mr. Rozzi made a motion with a second from Mr. Cordrey to Resolution 25-1105A, a resolution approving a Planned Unit Development (PUD) District Stage 3 final plan for approximately 59.6603 acres for the property located at 0 Grandin Road (parcel 1605100015), Hamilton Township, Warren County, Ohio 45039.

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

Resolution No. 25-1105B- Increase Appropriations in the Permissive Motor Vehicle License Tax Fund, EMS Billing Fund, and Fire & EMS Special Levy Fund

Mr. Rozzi made a motion with a second from Mr. Cordrey to Resolution 25-1105B, a resolution authorizing an increase in appropriations for the Permissive Motor Vehicle License Tax Fund, EMS Billing Fund, and Fire & EMS Special Levy Fund.

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

Resolution No. 25-1105C- Approving an Increase in Appropriations and Authorizing a Then and Now Certificate

Mr. Rozzi made a motion with a second from Mr. Cordrey to Resolution 25-1105C, a resolution authorizing an increase in appropriation in the General Fund, Road & Bridge Fund, Police District Fund and Fire & EMS Fund, and issue a Then and Now Certificate for payment due to the increase of liability insurance.

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

Resolution No. 25-1105D – Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-1105D, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

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

Motion- Amend the Hamilton township Roster as Presented

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the amendment of the Hamilton Township roster as presented.

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

Motion- Revise the time of the Wednesday, December 17th Trustee meeting to 10:00 am for the annual employee appreciation luncheon

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to revise the time of the Wednesday, December 17th Trustee meeting to 10:00 am for the annual employee appreciation luncheon

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

Public Comments

Mr. Rozzi opened the floor to public comments at 6:43 PM, to which nobody came forward.

Administrator's Report

Administrator Wright gave the following updates:

The Fire Department will be conducting nighttime active fire training at the training tower from 6:30–9:00 PM tonight, Thursday, and Friday, and the new tanker truck is scheduled to be delivered this Friday.

Upcoming community events include the Annual Christmas Tree Lighting and live entertainment at Station 76 on Saturday, December 6, and the national Wreaths Across America ceremony on Saturday, December 13.

Recent celebrations in the community include a ribbon cutting on October 24 for the new Cold Stone Creamery on SR 48, as well as a groundbreaking ceremony held this morning for the 2026 HOMEARAMA at the Estates at Bothe Farm, a low-density 18-lot development on Cozzadale-Murdoch Road with homes projected to sell between \$1.2 and \$2 million; Brookstone Homes is serving as the developer.

In addition, staff has completed the proposed 2026 budget, and binders have been distributed to the elected officials. Any questions can be discussed by scheduling a meeting with staff, and the budget will be on the November 19 agenda.

Trustee Comments

Mr. Cordrey thanked the Hamilton Township residents for his reelection last night, expressing his gratitude for the opportunity to serve as Trustee for the past eight years. He shared that he remains focused on the future and views the election results as validation of the work accomplished over the past eight years by both himself and Mr. Rozzi, who was also reelected, as well as the entire staff and Mr. Sousa. He commended staff for their vision and outstanding work.

Mr. Sousa congratulated Mr. Rozzi and Mr. Cordrey on their reelection and thanked the community for supporting and passing both levies on the ballot, one for Kings Schools and the other for Little Miami Schools.

Mr. Rozzi thanked the residents of Hamilton Township for reelecting him to another four-year term. He expressed his appreciation for the staff's efforts and stated that it has been, and will continue to be, a pleasure serving the community.

Executive Session

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn into executive session at 6:50 p.m. in accordance with ORC 121.22(G)(1) to discuss the employment of a public employee.

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

Mr. Rozzi made a motion with a second from Mr. Cordrey to come out of the executive session and adjourn at 7:28 p.m.

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



Administrator

11/19/25 Trustee Meeting

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

Motion to approve Resolution 25-1119A- approving the transfer of funds from the Township's Kroger Tax Increment Financing (TIF) Fund to the Township's General Fund that had been previously advanced for certain expenditures related to public improvements within the Kroger TIF District.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 19th, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1119A**

**A RESOLUTION AUTHORIZING AND APPROVING THE TRANSFER OF FUNDS FROM
THE TOWNSHIP’S KROGER TAX INCREMENT FINANCING (TIF) FUND TO THE
TOWNSHIP’S GENERAL FUND THAT HAD BEEN PREVIOUSLY ADVANCED FOR
CERTAIN EXPENDITURES RELATED
TO PUBLIC IMPROVEMENTS WITHIN THE KROGER TIF DISTRICT FOR**

WHEREAS, Hamilton Township has incurred certain expenditures related to public improvements associated with the Kroger Marketplace development along State Route 48 and the proposed extension of Grandin Road within the Kroger Tax Increment Financing (TIF) District;

WHEREAS, the Hamilton Township Board of Township Trustees is authorized, and was authorized, to advance costs for certain expenditures for the public improvements associated with the Kroger Marketplace development within the Kroger TIF District from the Township’s General Fund;

WHEREAS, the Board of Township Trustees now intends and desires to reimburse the Township’s General Fund for the \$100,000.00 open advance made in connection with Resolution Number 23-0301A on March 1, 2023, as the Kroger TIF Fund now has sufficient funds available to repay the open advance;

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

SECTION 1. The Fiscal Officer is hereby authorized and directed to repay the \$100,000.00 open advance that was made to the Township’s Kroger TIF Fund from the General Fund that was initiated in Resolution Number 23-0301A.

SECTION 2. The repayment of this open advance will be formalized by making entries in Township's accounting records to move \$100,000.00 in cash from the Kroger TIF Fund to the General Fund.

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:

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

Resolution adopted this 19th day of November 2025.

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 November 19, 2025.

Date: _____

Leah M. Elliott, Fiscal Officer



Administrator
11/19/25 Trustee Meeting

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

Motion to approve Resolution 25-1119B- a resolution authorizing an increase in appropriations for the Police District Fund, Fire & EMS Special Levy Fund, Gasoline Tax Fund, and the General Fund

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 19th, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1119B**

**A RESOLUTION AUTHORIZING AN INCREASE IN APPROPRIATIONS FOR THE
POLICE DISTRICT FUND, FIRE & EMS SPECIAL LEVY FUND, GASOLINE TAX
FUND, AND GENERAL FUND**

WHEREAS, it is necessary to make increases in appropriations for certain funds to meet the financial obligations of Hamilton Township; and

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

SECTION 1. The Fiscal Officer is hereby authorized and directed to increase the appropriations as follows:

Fund	Account Number	Amount
Police District Fund-2081	2081-210-230-0000 - Workers' Compensation	\$10,700.00
Police District Fund-2081	2081-210-213-0000- Medicare	\$7,000.00
Police District Fund-2081	2081-210-190-0000- Other Salaries	\$25,000.00
Police District Fund-2081	2081-210-211-0000-Ohio Public Employees Retirement System	\$18,000.00
Police District Fund-2081	2081-210-360-0600 Police Impound Lot	\$14,000.00
Fire & EMS Special Levy Fund-2283	2283-220-230-0000- Workers' Compensation	\$6,575.00
General Fund- Zoning-1000	1000-130-211-0000- Ohio Public Employees Retirement System	\$200.00
Gasoline Tax Fund-2021	2021-330-211-0000-Ohio Public Employees Retirement System	\$250.00
General Fund-1000	1000-110-131-0000 Salary Administrator	\$7,500.00
General Fund-1000	1000-110-190-0000 Other Salaries	\$1,125.00

SECTION 2. That the Board of Township Trustees hereby authorizes the Township Fiscal Officer to make the necessary adjustments in the accounting records to reflect the appropriations as approved herein.

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:

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

Resolution adopted this 19th day of November 2025.

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 November 19, 2025.

Date: _____

Leah M. Elliott, Fiscal Officer



Office of Township Administrator – Budget Message

Motion to approve Resolution Number 2025-1119C, a resolution adopting the 2026 annual budget.

Staff are pleased to present the Board with the proposed 2026 Budget. I want to acknowledge the diligent work of Assistant Fiscal Officer Ellen Horman, our leadership team and several staff members within each department for their work on analyzing data and compiling the Budget. Also, this work product did not just start over the past few weeks, but the analysis and planning began earlier this summer when the Township prepared and adopted the 2026 Tax Budget in July.

The County Auditor provided anticipated 2026 revenues from existing levy funds. Each year during the budget discussion the Board and staff agree that the estimated revenue for the following year is low. A new document that has been added as an attachment depicts the 2024 end of year budgeted revenue versus actual revenue for each major fund. This document was created earlier this year by Fiscal Officer Elliot and will be updated annually. It highlights the fact that in addition to actual revenues exceeding budgeted revenues, expenditures annually are less than budgeted.

Attached to this memo are the 2026 Budget Funds Reserves details. It includes a snapshot of the anticipated revenue, expenditures, capital expenses and unencumbered total for each fund. A newer exhibit titled Debt Service Schedule has been updated and depicts the principal and interest for the three projects for which we have outstanding debt. The debt for the Administration/Police building was paid off two years early this year, so we removed it from the table and have saved tens of thousands of dollars in interest payments. We added the new Public Works Facility principal and interest to the table and still only have three outstanding debts and a low debt ratio for a budget our size.

An additional exhibit is titled 2026 Capital and is a spreadsheet organized by department that lists each proposed capital expense by fund, description and estimated expense. We are proposing a fewer number of capital purchases in 2026. Other than replacing two pickup trucks in the Fire Department that are 12 and 13 years old, we are not requesting any vehicle purchases. The capital requests for the Police Department are limited to some modifications of work spaces since we are utilizing the same building as we did 25 years ago when our community was one-fourth of the current population. A majority of the capital expenses in 2026 for the Public Works

Department will be limited to purchasing items for the replacement facility so that we reduce the amount borrowed and purchase items directly. These items for the new building include a generator, crane, vehicle lifts and office workspaces. One of our largest projects in 2026 will be the Mounts Park remediation project and that will largely use the remaining ARPA funds that are required to be expended prior to 2027. \$100,000 for the Mounts Park project is being funded by a grant that Ms. Earley obtained.

Annually, I like to give a brief explanation of the difference between inside mills and outside mills, and how some Township funds are impacted more than others. Only inside millage levies collect additional revenue when the County increases property values. Outside millage levies do NOT collect additional revenue from existing properties' increases in value. Reduction factors eliminate the effect of changes in valuation due to reappraisals of existing real property. A reduction factor is applied to a voted levy's full rate, resulting in the effective tax rate of the levy. Due to the application of reduction factors, revenues remain relatively constant during the life of a levy. A levy passed in year one generates nearly the same amount ten years later due to state laws prohibiting growth in revenue when property reappraisals occur. As property values increase due to reappraisal, the effective tax rate decreases. The result is the inevitable need to periodically seek new levies in order to keep pace with rising operational costs, which are subject to inflationary increases. For the eighth budget in a row, no new taxes are proposed to be levied by the Township.

Only two of the Township's property tax levies are inside millage. These are the General Fund and the older Road and Bridge Tax Fund (Fund #2031). Inside millage levies do collect additional revenue when existing buildings are increased in value

I want to remind everyone that other than an occasional grant, all the operating, maintenance, personnel and capital expenses for our parks come from the General Fund. We do not have a separate park levy to provide funding for that growing need and demand of our residents. The preliminary parks assessment plan has identified the estimated costs of needed improvements within the Township's parks. The proposed inclusion of \$100,000 in the General Fund Improvement of Sites Matching Funds line will position the Township to be more competitive in pursuing grant opportunities in 2026 for the highest prioritized projects. This investment will help ensure that future improvements align with community needs and enhance the overall quality and accessibility of Township parks. Staff recommends that existing amenities and park infrastructure be renovated or replaced prior to new amenities being added unless there is a community group that can provide funds.

A few of our non-property tax levy revenue sources are projected to see large increases in 2026. Specifically, the EMS Billing Fund will increase and a significant increase in General Fund revenue will be realized from Cable Franchise Fees since earlier this year we passed a resolution to realize the full collection rates from the two providers in our community. The new revenue from those fees is expected to more than double.

From an operations expense, a new investment that I want to highlight is a small budget in each department for a comprehensive employee wellness program. There have already been fitness

and work-hardening initiatives in a couple of departments, but we are interviewing vendors and budgeting incentives to promote improvements in employees' physical and mental wellbeing since robust programs pay dividends by controlling long-term health insurance expenses, reducing employee sick leave usage and Workers Comp expenses and retaining healthy employees who can be in optimum condition to deliver the high level of customer service that our residents deserve.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 19th, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1119C**

A RESOLUTION ADOPTING THE 2026 ANNUAL BUDGET

WHEREAS, the Fiscal Officer of Hamilton Township has recommended a budget for the year 2026; and

WHEREAS, the Board of Township Trustees of Hamilton Township is desirous of adopting the annual budget proposed by the Fiscal Officer providing for receipts and expenditures during the year 2025;

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

- | | |
|-------------------|---|
| SECTION 1. | This Board of Trustees hereby adopts the annual appropriations budget which is attached hereto as Exhibit A; and |
| SECTION 2. | That the sum listed Exhibit A are hereby set aside and appropriated for several purposes for which listed expenditures should be made for 2026 fiscal year ending December 31, 2026; and |
| SECTION 3. | That the allocation of administrative salaries and related expenses to the various departments as reflected to the attached Exhibit A are hereby approved; and |
| SECTION 4. | This Board hereby determines that all formal actions of the Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations related to the action taken herein were conducted in meetings open to the public pursuant to law; and |
| SECTION 5. | This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the Township, and therefor this Resolution shall be in full force and effect immediately upon its adoption without further public reading. |

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

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

Resolution adopted this 19th day of November 2025.

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 November 19, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Township Administrator 11/19/25 Trustee Meeting

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

Motion to approve Resolution 25-1119D- a resolution authorizing private sale of unneeded and unfit-for-use property in the Police and Fire Departments.

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 Township also has the need to dispose of outdated or unrepairable equipment, including defibrillator units, a Jon boat, two outboard motors, a double-stack boat trailer, and a stair stepper exercise machine, through sale or salvage. The items that are no longer of value to the Fire Department and will be listed for sale on an auction website as well as being disposed of at Phipps Salvage.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 19, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1119D**

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

WHEREAS, the Board of Trustees has certain property in its Police Department and Fire and EMS, 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 in the Police Department is as follows:

	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
1997	Dodge	Intrepid	2B3HD46T5VH711584	
2009	Toyota	Corolla	JTDBL40E799054701	
2007	Ford	Fusion	3FAHP07Z67R278887	

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 for the Fire & EMS Department is listed on Appendix A attached hereto;

WHEREAS, the Board of Trustees has determined that the fair market value of the above listed individual 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 property listed on “Exhibit A” 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:

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

Resolution adopted this 19th day of November 2025.

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 November 19th, 2025.

Date: _____

Leah M. Elliott, Fiscal Officer

Hamilton Township Fire Rescue

Memo



To: Jeff Wright, Administrator

From: Jason Jewett, Fire Chief

Date: November 4, 2025

Re: Surplus and Disposal Items

Jeff,

I would like the trustees to declare the following items surplus for disposal and/or sell.

4 – Physio Control Life Pak 1000 Defibrillator Units

- Serial #s 45282773, 48952268, 45282803, 46809398 – These units will be sold back to Boundtree, our EMS supply company for \$800.00 (\$200.00 each).

Jon Boat – This unit is beyond repair and will be disposed of at Phipps Salvage

2 – Honda outboard boat motors. These units are beyond useful life and are unrepairable. We will dispose of these units at Phipps Salvage

Double stack Boat Trailer – This unit will be sold to Marietta Fire Department for \$250.00.

Stair Stepper Exercise Machine – This unit will be sold on Gov Deals website.

Thank you for your consideration. Please let me know if you have any other questions.



Office of Township Administrator
11/19/25 Trustee Meeting

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

Motion to approve Resolution 25-119E- a resolution authorizing the Township Administrator to enter into a supply agreement with Direct Energy Services, LLC to continue a natural gas aggregation program beyond March 31, 2026 when the current supply agreement ends.

The Township's current natural gas supply agreement for the voter-approved aggregation expires with the April 2026 meter reading. Staff recently met with our aggregation broker to review bids from two suppliers for our next program. Based on the information received from suppliers and other economic factors, it is recommended that the Township use a fixed rate for this next term instead of a variable rate. In spite of a large amount of natural gas produced in the US being sold now to foreign markets, the new rate is expected to be less than our current rate is. We anticipate having a 24 month term and are endeavoring to bundle our supply contract with a few other local governments whose natural gas contracts expire when ours does.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 19th, 2025, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1119E**

**AN EMERGENCY RESOLUTION AUTHORIZING ALL ACTIONS NECESSARY TO
SUPPORT THE CONTINUATION OF A GOVERNMENTAL NATURAL GAS
AGGREGATION PROGRAM WITH OPT-OUT PROVISIONS PURSUANT TO SECTION
4929.26, OHIO REVISED CODE, DIRECTING THE ADMINISTRATOR TO ENTER A
SUPPLY AGREEMENT WITH DIRECT ENERGY SERVICES, LLC. TO CONTINUE A
NATURAL GAS AGGREGATION PROGRAM BEYOND MARCH 31, 2026 WHEN THE
CURRENT SUPPLY AGREEMENT ENDS.**

WHEREAS, the Ohio Legislature has enacted natural gas deregulation legislation ("H.B. No. 9") which authorizes the legislative authorities of Townships to aggregate the retail natural gas loads located in the respective jurisdictions and to enter into service agreements to facilitate for those loads the purchase and sale of natural gas; and

WHEREAS, governmental aggregation provides an opportunity for residential and small business customers collectively to participate in the potential benefits of natural gas deregulation through natural gas rates which they may not otherwise be able to have individually; and

WHEREAS, this Board finds and determines that it is in the best interest of the Township, its residents, businesses and other Natural Gas consumers located within the limits of the Township to continue its Natural Gas Opt-Out Aggregation Program subject to the conditions of a Natural Gas Supply Agreement Amendment that will take effect on or about April 1, 2026; and

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

SECTION 1: The Administrator is hereby authorized to take all action necessary to support the ongoing administration of the Township’s Natural Gas Aggregation Program, including but not limited to, entering into a Master Services Agreement (“MSA”) with Direct Energy Services, LLC, to facilitate the sale and purchase of Natural Gas to consumers in the Township’s opt-out program.

SECTION 2: That it is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in

compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3: That this resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, safety and welfare of the citizens of the Township of Hamilton, and provided it receives the two-thirds vote of all members of Board elected thereto, shall be in full force and effect from and after its passage and approval; otherwise to be in full force and effect from and after the earliest period 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 P. Rozzi -	Aye _____	Nay _____
Mark Sousa -	Aye _____	Nay _____

Resolution adopted this 19th day of November 2025.

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 November 19th, 2025.

Date: _____

Leah M. Elliott, Fiscal Officer



Administrator - 11/19/25 Trustee Meeting

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

Motion to award the contract for the Mounts Park Stream Restoration Project Phase 1 to Evans Landscaping in the amount of \$779,042.60 and \$18.00/cubic yard for the alternate bid and authorize the Township Administrator to execute documents on behalf of the Township.

In September, the Township advertised the solicitation of bids for the Mounts Park Stream Restoration Project due to a breach of an illegal historic landfill. This project scope includes the construction of approximately 417 feet of new stream channel, the abandonment of approximately 600 feet of existing stream channel, and the capping of an old landfill exposed in the existing stream channel.

The engineer's estimated construction cost was \$889,669 for the base bid and \$210,560 for the alternate.

Township staff has worked together with Goodhue Consulting, Stantec Engineering and our legal team to review all submissions and determined that Evans Landscaping is the lowest and best bidder for the project. Upon receipt of the acceptance of his bid, the contractor will have ten days to execute and deliver the contract and bonds. We will then issue the Notice to Proceed, after which a pre-construction meeting will be held, and the contractor will have 180 days to complete the work.

This project is a budgeted expense under ARPA Contract Services Fund 2273-690-360-0000.



Office of Human Resources
11/19/2025 Trustee Meeting

The following motions are requested to the Board of Hamilton Township Trustees from the Human Resources Manager:

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

- Approve the position and job description for a full-time Planner/Code Enforcement Officer in the Planning/Zoning Department.
- On roll Angelika Farina as a part-time as needed casual employment Event Assistant in the Parks/Community Events Department, effective 12/01/2025; starting pay rate \$18/hour; employment contingent on pre-employment testing.
- Off roll Police Sergeant Richard Smith, effective 10/31/25.



JOB DESCRIPTION

Job Title: Planner/Code Enforcement Officer
Department: Planning & Zoning
Reports To: Planning & Zoning Director
Job Type: Full-time
Classification: Hourly, Non-exempt
Schedule: Monday – Friday
8am – 4:30pm (plus evening meetings)

POSITION SUMMARY

The Township Planner / Code Enforcement Officer will assist the Planning & Zoning Director in administering and enforcing Township zoning resolutions, site development, land use codes, property maintenance codes, committee reports, and related regulations to ensure orderly development and compliance with applicable resolutions, state, and local laws. This position performs professional planning duties related to current and long-range land use, zoning, and development projects, while also ensuring compliance with Township zoning codes through reviewing zoning applications, assisting the public with zoning matters, conducting field inspections, investigation of complaints, and coordination with property owners and other agencies. The Planner will serve as the staff representative to the Board of Zoning Appeals (BZA) and will act as the backup to the Planning and Zoning Director at other monthly meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Planning and Zoning

- Assist and support the Planning & Zoning Director.
- Administer and interpret the township's zoning resolution, comprehensive plan, and other land use regulations.
- Accept, review, and process zoning permit applications, subdivision plats, and site plans for compliance with township regulations.
- Provide staff support to the Zoning Commission, Board of Zoning Appeals, and Board of Trustees, including preparing reports, public hearing notices, prepare meeting materials, and meeting attendance when necessary.
- Assist in updating and maintaining the comprehensive plan, zoning maps, land use plan, and related planning documents.

- Respond to inquiries from residents, developers, and the public regarding zoning, planning, and land use issues.
- Conduct field visits to evaluate sites, proposed developments, and zoning compliance.

Code Enforcement

- Investigate complaints regarding potential violations of zoning, property maintenance, and other Township codes.
- Conduct inspections and document findings; issue violation notices and work with property owners to achieve compliance.
- Maintain accurate records of inspections, complaints, correspondence, and enforcement actions.
- Prepare reports and testimony for legal proceedings when necessary.
- Coordinate with law enforcement, fire department, and other agencies as needed for enforcement activities.

Administrative and Communication Duties

- Maintain organized records, maps, and files related to planning, zoning, and enforcement.
- Prepare written reports, correspondence, and presentations for the Township Administrator and elected officials.
- Provide excellent customer service and foster positive community relations.
- Interdepartmental collaboration ensuring smooth operations across the organization.
- Attend trainings and conferences as deemed necessary to maintain certifications and for professional development.
- Other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of land use planning principles, zoning laws, and code enforcement procedures.
- Ability to interpret and apply Township zoning resolutions, maps, and plans.
- Skill in research, report writing, and public presentation.
- Ability to manage sensitive and sometimes confrontational situations with professionalism and tact, ability to de-escalate a tense conversation with a member of the public.
- Ability to maintain confidentiality, exercise discretion, and ability to distinguish and disseminate information.
- Successful at demonstrating resiliency to manage setbacks and stress.
- Strong organizational, oral and written communication, interpersonal and critical thinking skills.
- Ability to work independently, exercise sound judgment, and manage multiple tasks.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Urban Planning, Public Administration, General Planning, or related field.
- AICP certification preferred.
- Professional certification in property maintenance and enforcement preferred or obtained within one year of employment.
- Zoning, planning, code enforcement experience, project management, or equivalent combination of training and experience is preferred.

- Proficient in Microsoft Office and GIS or mapping software.
 - Valid Ohio driver's license, acceptable driving record, and insurability as determined by the Township's insurance carrier to operate Township owned vehicles or to conduct Township business in a personal vehicle.
-

WORKING CONDITIONS

- Work is performed in both office and field settings, including outdoor inspections in varying weather conditions.
 - Evening meetings and occasional weekend work required.
-

PHYSICAL REQUIREMENTS

- Ability to communicate verbally in person and via telephone.
 - Vision abilities of this position include close vision and the ability to adjust focus.
 - Field inspections require walking on uneven terrain and exposure to various weather conditions.
 - Ability to operate a computer and standard office equipment.
 - Ability to sit, stand, walk, and drive for extended periods.
 - Ability to stoop and lift/carry up to 25 pounds.
-

DISCLAIMER

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the trust with the public, co-workers, and other public safety forces. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. By signing below, I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.

Hamilton Township is an equal opportunity employer and is a drug free workplace.

Signature

Printed Name

Date



Fiscal Office
11/19/25 Trustee Meeting

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

Motion to approve the engagement letter from Hurst Kelly for the annual financial report for the year ending December 31, 2025.

Each local government is required to prepare an annual financial report, and it is common for townships to utilize a CPA firm as a partner in the project. We have had great success working with the firm Hurst Kelly for over a decade and staff recommend that we authorize a contract to work with them again for the 2025 report.



25 NOV 14 AM 8:51

HurstKelly and Company, LLC

Certified Public Accountants

November 13, 2025

Hamilton Township
c/o Ellen Horman, Assistant Fiscal Officer
7780 South State Route 48
Hamilton Township, Ohio 45039

Dear Ellen:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will assist Hamilton Township (the Township) with assembling, from information provided by the Township, the Township's Annual Financial Report (AFR) for the year ended December 31, 2025.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. We will not *audit, review, compile, or prepare* the AFR and therefore we will not express an opinion or any other form of assurance on the AFR. Further, we will not issue any kind of report on the AFR.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

The engagement to be performed is conducted on the basis that the Township acknowledges and understands that management of the Township has the following overall responsibilities that are fundamental to our undertaking the engagement:

- a. The selection of the accounting principles and the financial reporting framework to be applied in the engagement.
- b. The prevention and detection of fraud.
- c. To ensure that the entity complies with the laws and regulations applicable to its activities.
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- e. To provide us with additional information that may be requested for the purpose of the engagement.

Additionally, the Township is responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee these engagement services (and all other services that we provide). The Township is also responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

By your signature below, you grant us permission to communicate directly with your external auditing firm and to provide them with access to our work papers.

Mark Hurst is the engagement partner for the limited services specified in this letter. His responsibilities include supervising Hurst, Kelly & Company LLC's services performed as part of this engagement.

Our fees for these services will be \$12,975.00. Payment for service is due when rendered and interim billings will be submitted as work progresses and expenses are incurred.

You understand and agree that our billings to you become delinquent if not paid within 30 days of the invoice date. You further understand and agree that we may withdraw from the present engagement at any time for any reason at our sole discretion. In particular, you agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent. You recognize that any discontinuation of work by us could seriously harm your interests but nevertheless specifically give your consent to us to do so regardless of any filing or other deadlines you face. Additionally, the Township may cancel the engagement at any time for any reason in its sole discretion. Hurst, Kelly & Company LLC will be paid for all services rendered to date of cancellation.

It is our policy to keep records related to this engagement for 3 years. However, Hurst, Kelly & Company LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 3 year period Hurst, Kelly & Company LLC shall be free to destroy our records related to this engagement.

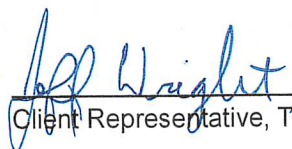
If the foregoing is in accordance with your understanding, please sign this letter in the space provided below and return a scanned PDF copy to markhurst@hurstkelly.com.

Sincerely,



Mark Hurst

Acknowledged and agreed:

 Township Administrator
Client Representative, Title

11/17/25
Date