



TRUSTEE MEETING AGENDA 11/5/2025

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 October 15th Board of Trustees regular meeting.
- Bills before the Board

Swearing In- Police Department

- Hunter Bare
- Hunter Martin
- Kyle Conner

Public Hearing- Grandin Road Stage 3

Public Comments

New Business

Resolutions

- Resolution No. 25-1105A – Approving Stage 3 PUD for 0 Grandin Road (Parcel 1605100015)
- Resolution No. 25-1105B- Increase Appropriations in the Permissive Motor Vehicle License Tax Fund, EMS Billing Fund, and Fire & EMS Special Levy Fund
- Resolution No. 25-105C- Approving an Increase in Appropriations and Authorizing a Then and Now Certificate
- Resolution No. 25-1105D- Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Motions

- Amend the Hamilton Township Roster as Presented

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

October 15, 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 2, 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- Fire Department

Chief Jewett introduced Drew Caños. Drew joins us from the Glendale Fire Department, where he serves as a volunteer firefighter, and from Sycamore Township, where he worked part-time. A township resident since 2003, Drew graduated from Little Miami High School in 2018 and earned his Firefighter II and EMT certifications from Cincinnati State in 2024. He is also an accomplished archer who narrowly missed qualifying for the U.S. Olympic Team. Joining Drew today in support are his parents, Julie and Rodolfo, with his father returning from deployment to attend the ceremony.

Public Speaker- Matt Latham, Warren County Park District

The Warren County Park District was established in 1970 and is led by Commissioners Ben Yoder, Wendy Monroe, and Chris Hice, with Judge Joseph Kirby serving as the appointing authority.

Landen Deerfield Park covers 95 acres with trails, ball fields, shelters, and an amphitheater. A one-million-dollar H2Ohio and ARPA-funded project will restore the park's pond into a stream and wetland area focused on nature education, with completion expected in summer 2026.

In 2024, the parks saw about 722,000 visits, up from previous years. Armco Park had nearly 408,000 visits, marking a 36 percent increase since 2022.

The district works with more than 30 partners through the Warren County Wild Collaborative to promote nature-based recreation and is part of a regional study exploring new bike and pedestrian connections between Springboro, Lebanon, and Mason.

The district also partners with local governments, the YMCA, fairgrounds, and libraries to provide nature education programs. Its overall goal is to connect people with nature, protect important natural areas, and create a unified trail and park system that supports a healthy and vibrant county.

Comments

Mr. Rozzi opened the floor to public comments at 6:22 PM, to which nobody came forward.

New Business

Resolution No. 25-1015A – Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-1015A, 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

Resolution No. 25-1015B- 1015C Acceptance of Hopewell Valley Section Six (6)

Mr. Rozzi made a motion with a second from Mr. Cordrey to Resolution 25-1002B, a resolution accepting public streets for maintenance and setting speed limits on section six, in the Villages of Hopewell Valley Subdivision, Hamilton Township, dispensing with the second reading.

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

Motion- Renew Annual Policy with Ohio Plan Risk Management, Inc

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to renew our annual policy with Ohio Plan Risk Management, Inc. for the purpose of property and casualty and cyber insurance coverage.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	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

Public Comments

Mr. Rozzi opened the floor to public comments at 6:28 PM, to which nobody came forward.

Fiscal Report

Mrs. Leah Elliott provided the September Fiscal Report with the following updates:
As of the end of September, which is 75% through the year, the Public Works Fund shows revenue collected at 95.7% year to date; however, this is elevated due to the new building payment. The true percentage collected is 70%. The YTD Expenditures are at 55.5%.

Administrator's Report

Administrator Wright gave the following updates:

The Fire Department has implemented new surprise-based training sessions designed to simulate real-life stress and improve readiness among crews.

The Public Works Department completed a major creek erosion repair project on Ford Road entirely in-house for \$3,000, saving an estimated \$40,000 to \$50,000 by not hiring a contractor.

By reusing excess dirt from the Public Works building project at Mounts Park for a winter remediation project, the township realized additional savings of approximately \$500,000 to

\$600,000. Friday, October 17th at noon will be the opening of bid packets for the Mounts Park Project.

The Police Department also achieved a significant win last week. Chief Hughes stated that the Police Department recently completed an audit through the Ohio Office of Criminal Justice Services, which will lead to accreditation. The department will become one of the first in Ohio to receive that credential, with the formal award anticipated in April. The department also issued public safety reminders following recent car break-ins and thefts, encouraging residents to lock their vehicles and keep valuables out of sight.

Trustee Comments

Mr. Cordrey commended the township's strong leadership and staffing efforts. He reminded residents about the upcoming Trunk or Treat event at Testerman Park on Saturday, October 18, and noted that early voting has begun, encouraging residents to participate in the election, which includes the school board on the ballot.

Mr. Sousa recognized the Public Works Department for their continued hard work and extended Halloween greetings to the community.

Mr. Rozzi reiterated his appreciation for the outstanding employees of Hamilton Township.

Adjournment-

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 6:42 p.m.

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



Planning and Zoning Office
11/5/2025 Trustee Meeting

The following motion is recommended to the Board of Hamilton Township Trustees from the Zoning and Planning Office:

Motion to approve 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.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 5, 2025 at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joe Rozzi - Trustee, *Board Chairman*
Darryl Cordrey – Trustee, *Vice Chairman*
Mark Sousa - Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 25-1105A**

**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.**

WHEREAS, Beaver Creek Development, LLC and Hickory Capital (the “Applicants”) submitted an application (the “Application”) to Hamilton Township, seeking approval for a PUD Stage 3 final plan for approximately 59.6603 acres located at 0 Grandin Road, Maineville, Ohio 45039 more specifically identified as Warren County Auditor’s Parcel Number 1605100015 (the “Property”);

WHEREAS, Property is currently zoned R-3 Multi-Family Residence/M-1 Light Industry District PUD

WHEREAS, the Hamilton Township Zoning Commission considered the Application during a public hearing of the Zoning Commission on October 20, 2025, at which time the Zoning Commission unanimously recommended approval of the Application, subject to certain conditions, to the Hamilton Township Board of Trustees; and;

WHEREAS, the Hamilton Township Board of Trustees held a public hearing on the Application on November 5, 2025, at which time the Trustees voted to adopt the Zoning Commission’s recommendations, and approve the PUD Stage 3 final plan, subject to certain conditions set forth in the Resolution.

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

SECTION 1. The recommendation of the Hamilton Township Zoning Commission to approve the Application is hereby adopted by the Board of Trustees. The PUD Stage 3 final plan is hereby approved, subject to the attached conditions (Exhibit A)

1. Compliance with all requirements of the Hamilton Township Zoning Code, except as otherwise modified by the Stage 3 approved plans;

2. Compliance with all Warren County partner organization conditions;
3. Compliance with Hamilton Township Fire Department conditions.
4. 10' vehicular landscape buffer along Grandin Road to be installed per the Hamilton Township Zoning Resolution.

SECTION 2. Any requirement that this resolution be read on two separate days is hereby waived and the resolution shall be approved upon one reading.

SECTION 5. 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:

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

Resolution adopted this 5th day of November, 2025.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Ben 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 5, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Administrator

11/5/25 Trustee Meeting

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

Motion to approve 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

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 5th, 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 25-1105B**

**A RESOLUTION AUTHORIZING AN INCREASE IN APPROPRIATIONS FOR THE
PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND, EMS BILLING FUND, AND
FIRE & EMS SPECIAL LEVY FUND**

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 Name	Fund Number / Account Code	Description	Amount
Permissive Motor Vehicle License Tax Fund	2231-810-810-0000	Principal Payments	\$100,000.00
Permissive Motor Vehicle License Tax Fund	2231-830-830-0000	Interest Payments	\$86,874.17
EMS Billing Fund	2284-230-100-0000	EMS Salaries	\$8,950.00
EMS Billing Fund	2284-230-211-0000	OPERS	\$150.00
EMS Billing Fund	2284-230-213-0000	Medicare	\$100.00
Fire & EMS Special Levy Fund	2283-220-215-0000	Ohio Police and Fire Pension Fund	\$4,000.00

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 5th 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 05, 2025.

Date: _____

Leah M. Elliott, Fiscal Officer



Administrator

11/5/25 Trustee Meeting

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

Motion to approve 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.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on November 5th, 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 25-1105C**

**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 PURCHASE ORDER FOR PAYMENT
DUE TO THE INCREASE OF LIABILITY INSURANCE**

WHEREAS, Section 5705.41 of the Ohio Revised Code permits a taxing authority to issue a "Then and Now Certificate" if the Fiscal Officer can certify that both at the time that a contract or purchase order was made and at the time that she is completing his certification, sufficient funds were available or in the process of collection to the credit of the proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant; and

WHEREAS the Board of Township Trustees desires to issue a Then and Now Certificate for payment of \$29,500.00 for payment of the Liability Insurance Plan.

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 for the General Fund-1000-110-380-0000 Insurance and Bonding in the amount of \$3,000.00, Road and Bridge Fund- 2031-330-380-0000 Insurance and Bonding in the amount of \$4,000.00, Police District Fund-2081-210-380-0000 Insurance and Bonding in the amount of \$7,500.00, Fire and EMS Special Levy Fund-2283-220-380-0000 in the amount of \$15,000.00.

SECTION 2. That the Board of Township Trustees hereby authorizes the Township Fiscal Officer to issue and certify a Then and Now Purchase Order for payment of \$29,500.00.

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 5th 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 5, 2025.

Date: _____

Leah M. Elliott, Fiscal Officer



Office of Chief of Police
11/05/25 Trustee Meeting

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

Motion to approve Resolution 25-1105D- 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 6:00 p.m. on November 5, 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 25-1105D**

**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>
2003	Buick	Century	2G4WS52J731137271
2014	Ford	Explorer	1FM5K7F84EGC05160
2010	Chevrolet	Malibu	1G1ZA5E04A4123670
2008	Mazda	CX-7	JM3ER293980205243

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 5th 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 5, 2025.

Date: _____

Leah M. Elliott, *Fiscal Officer*