

Hamilton Township Trustee Meeting

December 15, 2021

Trustee Board Chairman, Joe Rozzi, called the meeting to order at 1:00 p.m. Mr. Rozzi, Mr. Sousa and Mr. Cordrey were present.

The *Pledge of Allegiance* was recited by all.

Motion made by Mr. Rozzi with a second by Mr. Cordrey to approve of the clerk's journal and accept the tapes as the Official Meeting Minutes of the December 1, 2021, Trustee Meeting.

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

Motion made by Mr. Rozzi with a second by Mr. Cordrey to approve the bills as presented before the Board.

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

Presentations

Mr. Rozzi read the oath of office to swear in Ms. Lindsey Gehring as the Zoning Administrator.

A round of applause was given by all.

Next, Mr. Centers kicked off the year end employee awards by highlighting each member of the administration and their daily duties.

Public Works Director, Mr. Kenny Hickey acknowledged the hard work that his crew does on a daily basis. This year he presented the Employee of the Year award to Mr. Justin Thompson who has been with Hamilton Township for thirteen years and is an instrumental part of his team. Mr. Hickey also presented a plaque honoring Mr. John Daunt for his fifteen years of dedication to the Township.

Next, Fire Chief, Brian Reese, gave accolades to Firefighters Brian Webb and Jesse Hellweg for their response during a call. He also commended Firefighter Nick Bedinghaus for his work as Quarter Master within the fire department. Lastly, Chief Reese awarded Eric Webb as the Hamilton Township Fire Department's Employee of the Year for his compassion and hard work.

Next, Police Chief, Scott Hughes, spoke on this year's obstacles and complimented his staff for persevering. He awarded Officer Luke Ratliff as the Employee of the Year for his excellent work accomplished on and off the job.

Congratulations to everyone! Mr. Rozzi called a brief recess.

Mr. Rozzi called the meeting back to order and moved on to public comments.

Public Comments

Mr. Rozzi opened the floor to public comments at 1:34pm.

Mr. Marvin Stotz discussed concerns with the condition of his Humock Ct.

Mr. Rozzi and Mr. Sousa stated that Mr. Hickey can look into these concerns.

Mr. Rozzi closed the floor to public comments at 1:39pm.

Human Resources

Human Resources Manager/Cemetery Sexton, Ms. Kellie Krieger requested a motion to approve a deed within the Maineville addition; Colleen Hoffman has purchased niches 47 and 48 in the Maineville Columbarium. The deed number is 2021-17.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the cemetery deed #2021-17.

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

Next, Ms. Krieger requested a motion to update the Hamilton Township with the following changes: add Matt Greateorex as a part time Firefighter effective December 15, 2021, add Lindsey Gehring as the Zoning Administrator effective 12/12/21, Matt Cunningham as a fulltime Firefighter/Paramedic pending the completion of his hiring process, and finally, Dan Berkebile as the Assistant Fire Chief effective January 9, 2022.

Mr. Rozzi made a motion with a second from Mr. Cordrey to update the roster as mentioned above.

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

Next, Ms. Krieger requested a motion to enter into contract with Dan Berkebile for the position of Assistant Chief effective January 9, 2022.

Mr. Rozzi made a motion with a second from Mr. Cordrey to enter into contract with Mr. Berkebile.

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

Finally, Ms. Krieger requested a motion to adjust compensation for contracted employees and non-exempt administrative staff as presented to the Board.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the compensation adjustments.

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

New Business

-Motion: Enter into contract with *HurstKelly and Company LLC* for the Hamilton Township Annual Finance Report (AFR)

Mr. Centers explained that this contract will allow Hamilton Township's accounting firm to complete the annual AFR required for auditing purposes. The budget impact is \$6,750.00.

Mr. Rozzi made a motion with a second from Mr. Cordrey to enter into contract for the Annual Finance Report.

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

-Motion: Enter into contract with *HurstKelly and Company LLC* for the Hamilton Township Scheduled Expenditures of Federal Awards for the year ended December 31, 2021 (CARES Funding closure)

This contract will allow Hamilton Township's accounting firm to work directly with Hamilton Township's auditing firm to complete the Township's CARES Act funds expenditures required by federal law to be completed on or before December 31, 2021.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve the above-mentioned contract.

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

-Resolution 21-1215: CARES Act Accounting Resolution

A Resolution recognizing Hamilton Township Fire/EMS and Police personnel as substantially dedicated to mitigating or responding to the COVID-19 public health emergency and authorizing the use of funds in the amount of \$250,421.25 from the Hamilton Township Coronavirus Relief Fund to cover the payroll and benefits expenses for such public safety personnel from the time period beginning on January 1, 2021 and ending on November 27, 2021.

This legislation will allow the closing of the Coronavirus Relief Fund and allow for the allocation of all remaining fund to be divided equally between both emergency service departments, into the salaries line item.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 21-1215.

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

-Resolution 21-1215A: Increase and Decrease in appropriations (Coronavirus Relief Fund)

A resolution authorizing and approving an increase in Township appropriations and decrease in Township appropriations in the Coronavirus Relief Fund to reconcile budgets for calendar year 2021.

This Resolution is similar to a transfer of funds. However, for auditing and accounting preferences, this Resolution will decrease funds from the Coronavirus Relief Fund and increase the same amount into the Police and Fire Department salaries to close out the Coronavirus Relief Fund.

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 21-1215.

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

Administrator's Report

Township Administrator, Mr. Brent Centers thanked everyone for attending the Christmas Tree lighting celebration. He also thanked Ms. Earley for her hard work put into planning it. He also reminded everyone that we still have the Trim the Township Contest going. All of the information can be found on our Facebook page.

Next, Mr. Centers thanked everyone who sent in Christmas cards and Christmas goodies to the Township.

We are shaping up for a very busy year in 2022 with Economic Development.

Finally, last night we were able to celebrate Chief Brian Reese and his retirement after 41 years of public service. Our Board presented him with a Proclamation that was reread for this public meeting.

Fiscal Officer's Report

Fiscal Officer, Mr. Kurt Weber, gave the report for November. We are 92% thru the year. Revenue to date is 105% of what we anticipated which is approximately \$14.5 million. Expenditures are at \$76% or \$10.9 million. Our current cash balance is a little over \$16.5 million.

Trustee Comments

Mr. Sousa spoke to the culture of our Township; the Board has a vision, and the employees execute those visions. He is thankful for everyone that plays a part. He wished everyone a safe and happy holiday season!

Mr. Cordrey reflected on his first term in office and stated that it has been a phenomenal transformation. He thanked everyone for playing a part in those changes. He encouraged everyone to take advantage of signing up for the Citizen's Police Academy as it was a great experience. He wished everyone a Merry Christmas and a Happy New Year!

Mr. Rozzi mentioned that our team is built around leadership, and we have great leadership here in Hamilton Township and that has moved this Township forward. He thanked everyone for a great year. He wished everyone Happy Holidays!

Adjournment

With no further business to discuss, Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 1:59pm.

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