



# HAMILTON TOWNSHIP

## SPECIAL MEETING AGENDA 12/12/2023

10:00 AM

- Roll Call
- Pledge of Allegiance

### **HAMILTON TOWNSHIP ADMINISTRATION**

Mark Sousa – *Board Chair*  
Joseph Rozzi – *Vice Chair*  
Darryl Cordrey – *Trustee*  
Kurt Weber - *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

### Public Comments

#### New Business

#### Resolutions

- Resolution No. 2023-1212- Increase Appropriations in the General Fund
- Resolution No. 2023-1212A – Authorizing transfer from the General Fund (2081) to the Police District Fund and the Fire EMS Special Levy Fund
- Resolution No. 2023-1212B- Adopting the 2024 Annual Budget

### Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings. Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. Speakers must state their name and full address for the record.
2. The Board Chair will recognize each speaker, and only one person may speak at a time.
3. Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.
4. Anyone who willfully disrupts a Board meeting may be barred from speaking further or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)



**Office of Township Administrator**  
**12/12/23 Special Trustee Meeting**

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At the December 6, 2023 Trustee meeting the draft 2024 Budget was discussed. The Board gave direction to staff to create a formula to have a portion of the 2023 earned interest from earnings on investments be transferred to the Police Fund and the Fire EMS Special Levy Fund. Staff determined that in 2023 \$299,999.60 of additional interest income was generated and placed in the General Fund. We also determined that the Police Fund expenses equate to 28.7% of the total budget allocations and the Fire EMS Special Levy Fund equate to 30.4%. We multiplied each of those percentages times the extra \$300,000 of earned income, then times a factor of 0.5 since the General Fund can be used for any expense in the future. Therefore, to satisfy the direction of the Board, \$43,057.39 would need to be transferred from the General Fund into the Police Fund and \$45,608.04 from the General Fund into the Fire EMS Fund.

Before those actions can be approved by a Resolution, the Board would first need to authorize and approve an increase in Township appropriations in the General Fund (1000) to reconcile budgets for the calendar year 2023.

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

**Motion to approve Resolution 23-1212.**

**A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP APPROPRIATIONS IN THE GENERAL FUND (1000) TO RECONCILE BUDGETS FOR CALENDAR YEAR 2023**

The second action would be to:

**Motion to approve Resolution 23-1212A.**

**A RESOLUTION AUTHORIZING TRANSFER FROM THE GENERAL FUND (1000) TO THE POLICE FUND (2081) AND THE FIRE EMS SPECIAL LEVY FUND (2283)**

The third resolution being proposed is to adopt the 2024 annual budget.

**Motion to approve Resolution 23-1212B.**

**A RESOLUTION ADOPTING THE 2024 ANNUAL BUDGET**

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 10:00 a.m. on December 12<sup>th</sup>, 2023, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joe Rozzi – Trustee, Vice *Chair*  
Darryl Cordrey – Trustee

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

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 23-1212**

**A RESOLUTION AUTHORIZING AND APPROVING AN INCREASE IN TOWNSHIP  
APPROPRIATIONS IN THE GENERAL FUND (1000) TO RECONCILE BUDGETS  
FOR CALENDAR YEAR 2023**

**WHEREAS**, the Board of Township Trustees wishes to authorize and approve an increase in appropriations in order reconcile budgets and appropriations for calendar year 2023;

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

**SECTION 1.** Increase appropriations in the General Fund 100-910-910-00 transfers out \$88,665.43.

**SECTION 2.** The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount reflected in Section 1 of this Resolution.

**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 \_\_\_\_\_  
Darryl Cordrey – Aye \_\_\_\_\_ Nay \_\_\_\_\_

Resolution adopted this 12<sup>th</sup> day of December, 2023.

Attest:

\_\_\_\_\_  
Kurt E. Weber, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Ben Yoder, *Law Director*

I, Kurt E. Weber., 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 December 12<sup>th</sup>, 2023.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kurt E. Weber, *Fiscal Officer*

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a special session at 10:00 a.m. on December 12, 2023, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

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

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 23-1212A**

**A RESOLUTION AUTHORIZING TRANSFER FROM THE GENERAL FUND (1000)  
TO THE POLICE DISTRICT FUND (2081) AND THE FIRE EMS SPECIAL LEVY  
FUND (2283)**

**WHEREAS**, The Board of Trustees of Hamilton Township, Warren County, Ohio has determined that it is necessary to transfer funds from the General Fund.

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

**SECTION 1.** The Fiscal Officer and Assistant Fiscal Officer are authorized to transfer \$43,057.39 from the General Fund (1000) into the Police District Fund (2081).

**SECTION 2.** The Fiscal Officer and Assistant Fiscal Officer are authorized to transfer \$45,608.04 from the General Fund (1000) into the Fire EMS Special Levy Fund (2283).

**SECTION 3.** The 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.

**SECTION 4.** 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:

Joseph Rozzi – Aye \_\_\_\_\_ Nay \_\_\_\_\_  
Darryl Cordrey – Aye \_\_\_\_\_ Nay \_\_\_\_\_

Resolution adopted this 12<sup>th</sup> day of December 2023.

Attest:

\_\_\_\_\_  
Kurt E. Weber, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Benjamin J. Yoder, *Law Director*

I, Kurt E. Weber, 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 December 12, 2023.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kurt E. Weber, *Fiscal Officer*

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at 10:00 a.m. on December 12<sup>th</sup>, 2023, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Joe Rozzi – Trustee, Vice *Chair*  
Darryl Cordrey – Trustee

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO  
RESOLUTION NUMBER 23-1212B**

**A RESOLUTION ADOPTING THE 2024 ANNUAL BUDGET**

**WHEREAS**, the Fiscal Officer of Hamilton Township has recommended a budget for the year 2024; 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 2024;

**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 2024 fiscal year ending December 31, 2024; 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:

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

Resolution adopted this 12<sup>th</sup> day of December 2023.

Attest:

\_\_\_\_\_  
Kurt E. Weber, *Fiscal Officer*

Approved as to form:

\_\_\_\_\_  
Benjamin J. Yoder, *Law Director*

I, Kurt E. Weber 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 December 12<sup>th</sup>, 2023.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kurt E. Weber, *Fiscal Officer*