

Hamilton Township Trustee Meeting December 17, 2025

Trustee Board Chairman, Joseph Rozzi, called the meeting to order at 10:00 AM. Mr. Rozzi, Mr. Cordrey and Mr. Sousa were present.

Roll call as follows: Joe Rozzi
Darryl Cordrey
Mark Sousa

The Pledge of Allegiance was recited by all.

Law Director Benjamin Yoder administered the oath of office to Darryl Cordrey and Joseph Rozzi for another 4 years as reelected Trustees.

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the audio/visual as the Official Meeting Minutes of the December 1st Board of Trustees special meeting.

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

Mr. Rozzi made a motion, with a second by Mr. Cordrey, to approve the audio/visual as the Official Meeting Minutes of the December 3rd regular meeting.

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

Public Comments

Mr. Rozzi opened the floor to public comments at 10:32 AM, with nobody approaching he closed the floor.

Presentation- Stage 3 PUD 421, US 22&3 CRG Apartments

Mr. Rozzi opened the public hearing at 10:04 a.m. Mr. Yoder explained the hearing process and administered the oath to all individuals who intended to testify regarding the Stage 3 PUD application.

Planning and Zoning Director Cathy Walton presented the Stage 3 PUD proposal, outlining the overall development plan for the site. She reviewed the Stage 2 approval, including access to the apartment complex from Willow Pond, as well as proposed landscaping and stormwater management plans.

Ms. Walton explained that a regional approach is being taken in coordination with the Warren County Engineer's Office. As part of this process, the developer will be required to contribute to traffic improvements based on current standards rather than those in place when the PUD was originally approved in 1997. The developer's contribution will be an amount equal to 8.25% of the larger area transportation improvements, not to exceed \$300,000.

Mr. Cordrey and Mr. Sousa requested clarification regarding the proposed roadway improvements at U.S. Route 22 & 3 and Willow Pond. Administrator Wright explained that, because U.S. Route 22 & 3 is under ODOT jurisdiction, ODOT and the Warren County Engineer's Office have coordinated an agreement for the improvements. The final design will be prepared by a private engineering firm that will analyze the necessary upgrades.

Proposed improvements include dual left-turn lanes from Willow Pond onto U.S. Route 22 & 3, along with dual receiving lanes extending westbound. In addition, a new traffic signal is planned at the intersection of State Route 48 and Willow Pond Blvd. to improve traffic flow and safety. The widening of U.S. Route 22 & 3 will continue east to Cochran Road and is expected to be completed as a single project within one to three years, rather than in multiple phases.

Administrator Wright noted that this approach ensures fairness, as each developer will contribute their proportionate share. The traffic modeling, design, and cost estimates are expected to be completed by the Warren County Engineer's Office by the summer of 2026.

Mr. Rozzi welcomed the applicant to address the Board. Ross Merder, representing CRG, thanked Hamilton Township staff, ODOT, and the Warren County Engineer's Office for their collaboration and support throughout the project.

No members of the public spoke in opposition to the project. Kris McMinn spoke in favor of the proposal, citing the planned traffic improvements. She also requested additional sidewalks along Willow Pond and U.S. Route 22 & 3 to improve walkability and provide safer access to nearby commercial properties along Route 22 & 3 and State Route 48.

Mr. Wright stated that the Board supports improved connectivity through the addition of sidewalks. Ms. Walton added that sidewalk installation will occur as commercial parcels are developed and built out.

Mr. Dave Mick from the Warren County Engineer's Office addressed the Board regarding the proposed drainage design for the new development at 421 U.S. Route 22 & 3. He explained that

the drainage plan will manage stormwater flow appropriately for the site. He also noted that when the Meijer Farm property is developed in the future, it should be required to include regional detention basins to help manage runoff and reduce downstream impacts to the Indian Reserve neighborhood, which already experiences drainage issues from Bear Creek.

Mr. Sousa commended the Warren County Engineer's Office and ODOT for their cooperation throughout the planning process.

Mr. Rozzi closed the public hearing at 10:29 a.m.

New Business

Resolution No. 25-1217A – Authorizing Blanket Certificates for Purchase Orders in 2026

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-1217A, a resolution authorizing the annual authorization of blanket certificates and establishing financial policies for the approval of purchase orders in 2026 and declaring an emergency.

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

Resolution No. 25-1217B –Transfer of Fire EMS Levy Fund to Capital Project Fund

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-1217B, a resolution approving the transfer of funds from the Fire and EMS Levy fund 2283 to the Station 76 Capitol Project fund 4902 for 2026 debt payment.

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

Resolution No. 25-1217C- Authorizing Payroll Disbursement, Withholdings, and Expenses in 2026

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-1217C, a resolution authorizing the disbursement of checks for payroll, payroll, related withholdings and expenses and other expenses in 2026, and declaring an emergency.

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

Resolution No. 25-1217D- Authorizing the Fiscal Officer to Re-Appropriate, Distribute, Dispense, and Declare an Emergency of funds through 2026

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-1217D, a resolution authorizing the Township Fiscal Officer to process re-appropriations and distribute payments as needed through December 31, 2026, and declaring an emergency.

Roll call as follows:

Darryl Cordrey	Yes
Joe Rozzi	Yes
Mark Sousa	Yes

Resolution No. 25-1217E- Authorizing Advancement from General Funds to the Lighting District

Mr. Rozzi made a motion with a second from Mr. Cordrey to approve Resolution 25-1217E, a resolution authorizing the Township Fiscal Officer to advance funds from the General Fund (1000) to the Lighting District Fund (2401)

Roll call as follows:

Mark Sousa	Yes
Darryl Cordrey	Yes
Joe Rozzi	Yes

Resolution No. 25-1217F- Authorizing Sale of Ladder Truck to Franklin Township

Administrator Wright stated that the 19-year-old ladder truck generated limited interest. The Fire Department explored selling the vehicle through auction; however, after accounting for fees, the net return would have been less than its true value.

Mr. Yoder explained that, although Mr. Cordrey serves both as a Hamilton Township Trustee and the Administrator for Franklin Township, the sale is legally permissible as long as Mr. Cordrey does not participate in or vote on the matter.

Mr. Rozzi made a motion with a second from Mr. Sousa to approve Resolution 25-1217F, a resolution authorizing a contract to sell a 2006 Sutphen Aerial Ladder Truck to Franklin Township, Warren County Ohio for use by Franklin Township's fire department.

Roll call as follows:

Darryl Cordrey	Abstain
Joe Rozzi	Yes
Mark Sousa	Yes

Resolution No. 25-1217G- Approving Stage 3 PUD for 421 US 22&3

Mr. Rozzi made a motion with a second from Mr. Cordrey to Resolution 25-1105A, a resolution 25-1217G, a resolution approving a Planned Unit Development (PUD) District Stage 3 final plan

for approximately 19.015 acres for the property located at 421 State Route 22 & 3 (parcel 1605400059), Hamilton Township, Warren County, Ohio 45039.

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

Motion to Authorize an MOU to Revise Off Duty Rates for Firefighters

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, to approve the Memorandum of Understanding between the Hamilton Township Board of Trustees and IAFF Local 4055, which increases the Special Detail hourly compensation rate from \$51.00 to \$65.00 effective January 1, 2026, with all other terms of the Collective Bargaining Agreement remaining unchanged.

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

Motion to Authorize Agreement with Goodhue Consulting

A motion was made by Mr. Rozzi, with a second by Mr. Cordrey, authorizing the Township Administrator to execute an agreement with Goodhue Consulting to increase the maximum compensation from \$25,000.00 to \$45,000.00 for professional engineering services.

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

Motion- Approve Hamilton Township Roster as presented

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

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

Motion – Setting Meeting Dates and Times

The Board confirmed that Trustee Meetings will continue to be held on the first and third Wednesday of the month at 6 p.m., with the first meeting in 2026 being held on January 7th.

Mr. Rozzi made a motion with a second from Mr. Cordrey to schedule regular meetings of the Board of Trustees of Hamilton Township on the first and third Wednesday of each month at 6:00p.m. at the Township Hall located at 7780 South State Route 48, Hamilton Township, Ohio 45039 and may be rescheduled or cancelled by the Chairperson of the Board of Township Trustees, or the Township Administrator, or a majority vote of the members of the Board of Trustees. Special meetings may be called by the Chairperson of the Board of Trustees, or the Administrator, or a majority of the vote of the members of the Board of Trustees provided the notice required under Ohio law is provided.

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

Public Comments

Mr. Rozzi opened the floor to public comments at 10:43 a.m.

Steve Blow wished everyone a Merry Christmas and thanked the Public Works Department for their hard work clearing roads during the recent snowstorm. He congratulated the Fire Department on the addition of their new tanker and suggested that, with the amount of regional growth occurring, the Township consider hosting open houses to help keep residents informed and engaged. He also acknowledged the beautiful service held in honor of Megan Graham.

With nobody approaching Mr. Rozzi closed the floor to comments.

Administrator's Report

Administrator Wright expressed his appreciation to staff for their dedication over the past two years and stated that he is grateful for the opportunity to continue working with the Board of Trustees. He noted several upcoming developments valued at more than \$10 million, highlighting the positive economic impact and job creation they will bring to the Township. He then turned the floor over to Chief Hughes.

Chief Hughes thanked Township residents, staff, the Fire Department, and the Police Department, as well as the families who attended Megan Graham's service on Saturday, December 13. He stated that the strong turnout was deeply meaningful. He also thanked Nicole Early, acknowledging her dedication and noting that although she was already heavily involved with organizing the Wreaths Across America event, she still made time to assist and attend the service. He expressed sincere appreciation for her continued commitment and support.

Retirement Ceremony- Officer Richard Smith

Chief Hughes honored Sgt. Rich Smith for nearly 21 years of dedicated service to Hamilton Township. Throughout his career, he served numerous roles, including Field Training Officer,

Evidence Technician, Firearms Instructor, Taser Instructor, Detective, and Sergeant. In 2018, during a particularly challenging period for the department, Sgt. Smith played a vital role in providing leadership, stability, and encouragement, helping guide the agency through change while continuing to mentor and support fellow officers.

Sgt. Smith shared that his career went by quickly and that adjusting to retirement will take time. He expressed heartfelt gratitude to the Township Trustees, residents, fellow officers, both current and past, and Chief Hughes for their support throughout his career. He noted how much the department and community have meant to him and said he will truly miss everyone. His legacy of professionalism, dedication, and camaraderie will continue to be felt throughout the department and the community he faithfully served.

Employee Recognition Awards

Fire & Rescue

- EMS Person of the Year: Christopher Stock
- Firefighter of the Year: Gabriel Shultz
- Officer of the Year: Lieutenant Eric Webb
- Chief's Award: Captain Josh Myers

Public Works Department

- Employee of the Year: Adam Nunez
- 15 Years of Service Recognition: Leo Enos

Police Department

- Employee of the Year: Megan Graham

Megan Graham was unanimously selected by her peers as the recipient of this award. Despite the challenges she faced throughout the year, she consistently gave her best and remained dedicated to her work. Her colleagues expressed how proud they are of all that she accomplished.

In Megan's honor, her parents and her husband accepted the award on her behalf. Her husband, Matt, shared that Hamilton Township was where Megan hoped to spend the rest of her career, and that the Township truly felt like her second family. He noted that the overwhelming support shown at her service the previous weekend was a testament to how deeply she was loved and respected.

Megan's father also expressed his gratitude to the Police Department, Fire Department, and Public Works staff for their unwavering support of Megan and her family. He shared his hope that her spirit and dedication will continue to live on through the community she served.

Trustee Comments

Mr. Cordrey stated that this meeting is his favorite of the year, as it brings all departments together as one team. He thanked staff for their dedication and noted how much the Township has grown and changed since 2018. He wished everyone a Merry Christmas and a Happy New Year.

Mr. Sousa also extended holiday wishes to everyone and spoke about the pride he feels in the community and its departments. He shared a personal story about being pulled over by Megan Graham and another time when Sgt. Rich Smith assisted his family when his daughter locked her keys in the car. He expressed appreciation for the service and professionalism of the Police Department.

Mr. Rozzi echoed the sentiments shared by Mr. Cordrey and Mr. Sousa, stating that it has been an honor to serve alongside the Board, staff, and Township employees, and to work together in service of the residents.

Adjournment-

Mr. Rozzi made a motion with a second from Mr. Cordrey to adjourn at 11:21 a.m.

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