

Hamilton Township Trustee Meeting December 3, 2025

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

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

The Pledge of Allegiance was recited by all.

Mr. Cordrey paused to offer his heartfelt condolences to the family, friends, and fellow officers of Officer Megan Graham. He described her as someone who could light up any room, served with true passion, and will be profoundly missed.

Mr. Sousa agreed with Mr. Cordrey's remarks and added his gratitude to the community for the overwhelming support shown in her honor.

Mr. Wright shared details about the public visitation, which will be held at Little Miami High School on December 13th.

A motion was made by Mr. Cordrey, with a second by Mr. Sousa, to approve the clerk's journal as the Official Meeting Minutes of November 19, 2025, Trustee Meeting.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

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

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:04 PM, to which nobody came forward.

New Business

Resolution No. 25-1203A – Increase in Township Appropriations

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve Resolution 25-1203A, a resolution approving an increase in township appropriations in the General Fund, Police District Fund, and the New Building Bond Retirement Fund to reconcile budgets for the calendar year 2025 and declaring an emergency.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Resolution No. 25-1203B – Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve Resolution 25-1203B, a resolution authorizing private sales of unneeded and unfit-for-use property in the Police Department.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

Motion- Approve Purchase of Replacement Fire Department Patient Chair Stairs

Chief Jewett stated that the Fire Department is requesting approval to purchase three replacement stair-lift chairs used for safely transporting patients on stairways. These chairs will replace outdated equipment and were included in the 2026 budget. The purchase will be fully funded by the LOEB Grant. The manufacturer is increasing the price by \$2,500 in January, but placing the order now will avoid the additional cost.

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve the purchase of Stair-PRO patient chairs from Stryker Medical in the total amount of \$14,537.73.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Motion- Approve Purchase of Replacement Fire Department Rescue Tools

The Fire Department is requesting approval to purchase new battery-operated, waterproof extrication equipment for the new ladder truck, replacing equipment that is more than 20 years old. Placing the order now will avoid a 7.5% price increase scheduled for next month.

Mr. Cordrey inquired about the plan for using the equipment during a power outage. Chief Jewett explained that the batteries will remain connected to the fire station's backup generators, ensuring they stay charged and ready for use.

Mr. Cordrey made a motion with a second from Mr. Sousa, to approve the purchase of extrication tools from Howell Rescue Systems in the total amount of \$58,614.

Roll call as follows:	Darryl Cordrey	Yes
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Mark Sousa

Yes

Motion- Amend the Hamilton Township Roster as Presented

Fire Chief Jewett explained that physical fitness and wellness have been key priorities within the department. Employing an in-house physical training specialist will help the township reduce costs while providing enhanced support in tactical training and the fire/EMS profession. This individual will also assist with recovery needs, helping personnel return to work more quickly and ultimately reducing injuries.

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

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

Motion- Approve 2026 Pay Rates for Non-Union

Mr. Wright explained that the proposed rates align with those of union and bargaining-agreement employees, and that offering competitive pay within government professions is essential for retaining staff.

A motion was made by Mr. Cordrey, with a second by Mr. Sousa, to approve the 2026 pay rates for non-union employees as presented.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:14 PM, to which nobody came forward.

Fiscal Report

Fiscal Officer Leah Elliott presented the October Fund Status Report, noting that we are 83% through the year with revenues at 101% of the budget. Year-to-date expenses are at 62%; excluding the Public Works building project, expenses would be at 78%, which is consistent with the previous year. She explained that although she was unable to attend the budget meeting, she reviewed the budget and will provide the 2025 variance analysis as she did last year. Mr. Sousa commended Ms. Elliott for the thorough analysis, noting that it is an effective way to communicate to the public that the county budgets conservatively at 97%.

Administrator's Report

Administrator Wright gave the following updates:

he Fire Department's pumper truck is currently being wrapped. Crews are completing new training focused on rural areas of the township where fire hydrants are not available. The new ladder truck is in Springfield for upfitting and is expected to return between late December and early January. Once it arrives, crews will begin training on the new ladder. Both vehicles respond to all runs, regardless of the call type, and each requires multiple compartments to accommodate the wide range of equipment needed.

In the Parks Department, the pre-construction meeting with Evans Landscaping for the Mounts project is being scheduled for next week.

Lastly, the Public Works Department responded to Tuesday's snow event, spending 14.5 hours plowing and using 100 tons of salt.

Trustee Comments

Mr. Cordrey thanked the Public Works Department for their efforts and long hours spent clearing the roads. He reminded the public of two upcoming events: the Joint Tree Lighting on December 6th, noting that due to construction there will be no fireworks this year but a drone show instead; and the next Trustee meeting, which will be held on December 17th at 10 a.m.

Mr. Sousa also commented on the Tree Lighting event, praising the Little Miami band and other musical performances. He noted that it is consistently one of the township's largest and most well-attended events and that he is looking forward to another great turnout.

Adjournment

Mr. Cordrey made a motion with a second from Mr. Sousa to adjourn at 6:22 p.m.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes